



# Community Carrot Board Meeting Minutes

Date: 30<sup>th</sup> August 2021 (zoom meeting)

Board members present: Calum Elliot (CE); Sarah Burrows (SB); Naomi Barnes (NB); Kirsten Maguire (KM); Julia Dorin (JD); Hannah Ewan (HE); Tim Greene (TG); Paula Gibson (PG)

Managers and Development Officer present: - Jo Gibson (JG); Helen Muir (HM);

Apologies: Jennifer Allan (JA);

		Action
1	Approval of actions from last meeting	
2	<b>Financial Update –</b>	
	Review of P&L figures June & July 2021	KM
	Several actions regarding detail on the P&L sheets	PG
	Forward SLF paper work and conditions to KM	HE
	2021 Accounts – F&F - all info from our end has been dispatched. Chase up	PG
	Average weekly staff hours request in order to budget for increase in pay	PG
	Confirm meeting Thurs @3pm re process for working out staff leave	NB
3	<b>Managers' Update</b>	
	Traffic light system at the door to manager customer flow – Jo to chase up	managers
	Side door quote in, date to start after August 3 <sup>rd</sup> .	managers
	Review of staff contracts and staff check in – time for one to one conversations.	managers
4	<b>Adapt and Thrive Update</b>	
	Discussion around SSC proposals	
	Agreement on vision of future as a high street shop: open up middle shop as much as possible; manage current box customers. Use the digital stock control system on Shopify to improve processing goods in and out of the shop.	
	Schedule times to discuss with SSC consultants: shop layout, set up refillery, any new shelving, pros and cons of plastic boxes, box covers with logos etc	managers
	Contact SSC re milestones for paying their invoices and process for purchasing large items	NB
5	<b>Development Officer's Update</b>	
	Full update on projects: Sunny's kitchen; The Ridge cooking classes; Kids' Food Journey; Sunny Soups	
	E-cargobike – insurance for riders & public liability sorted. Bike to be picked up from SB's. NB to coordinate bike training with MJ	HE / SB / NB
	National Lottery report is pending as is SLF report	HE
6	<b>Board Actions (Board only present)</b>	
	Draft a procurement policy, include conflict of interest clause. Circulate round board	NB
	Do a BeGreen energy audit – pause this till spring 2022	SB
	GDPR rules – review in October in light of new systems	JD
	Set up a manager catch up meeting	JA
	Check what the milestones are for paying SSC & go live date	CE/NB
8	AOB	
9	Date of next meeting	
	Monday 27 <sup>th</sup> September 2021, 7.30pm	

This document was downloaded from <https://communitycarrot.scot/board-meeting-minutes>