



# Community Carrot Board Meeting Minutes

Date: 27<sup>th</sup> September 2021 (hybrid zoom / in-person meeting)

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

Managers and Development Officer present: - Jo Gibson (JG); Hannah Ewan (HE)

Apologies: Jennifer Allan (JA); Helen Muir (HM); Paula Gibson (PG)

		Action
1	Approval of actions from last meeting	
2	<b>Financial Update –</b>	
	Review of P&L figures for August 2021	KM
	Forward PG’s email re visa machine & bank charges to board	NB
	Organise read-only access to Xero for manager	PG
	2021 Accounts – F&F final paperwork submitted by PG, some outstanding by email	SA; NB; KM
	Reword description of van on P&L sheets to ‘hired van’ and ‘own van’	PG
	Email PG date of next CC meeting	NB
3	<b>Managers’ Update</b>	
	Traffic light system at the door to manager customer flow – product delivery delayed at source, JG still chasing	managers
	Shop open Mon – Sat now, 4 customers plus staff, with social distancing. This is working.	
	Repair to awning agreed. Managers to schedule work.	managers
	Staff check-ins – 4 complete. Others scheduled around annual leave	managers
	Door to the Close - repair complete. Find a painter. SFL repairs fund to be used	Managers
	Deep clean – 1 session complete. Another to be organised on HM’s return from leave.	managers
	Forward details re free food hygiene courses on line for staff	HE
	Search for a cleaner is on-going. Put up a sign in the shop window	Managers
	Lone worker policy to be drafted	SB
4	<b>Adapt and Thrive Update</b>	
	Shopify system is almost completely ready. Staff training on POS to start Oct 4 <sup>th</sup> , monthly fees for Shopify and broadband are now being paid.	SSC; managers & staff
	Shop display and shelf optimisation options are being researched by SSC. Managers have lots of ideas to improve this. Refillery containers – make consultants aware	Managers & SSC
	Look into box packing in the evenings. Ask staff.	managers
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 – MJ happy to do the monthly check and staff training. Schedule training sessions	NB
	New Beginnings cooking course starts in November for 6 weeks.	
	Draw up a budget for each project with KM	HE
6	<b>Board Actions (Board only present)</b>	
	Forward JG’s email re check in meeting	JD

	Staffing over the Christmas period: check with current staff if they have extra capacity	KM
	Set up a manager catch up meeting with HM and reply to HM's email re sick pay	JD & NB
	Bakery share issue – how we can support this – feedback to managers	TG
8	AOB	
9	Date of next meeting	
	Monday 25 <sup>th</sup> October 2021, 7.30pm	

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