



# Community Carrot Board Meeting Minutes

Date: 25<sup>th</sup> October 2021 zoom meeting

Board members present: Naomi Barnes (NB); Kirsten Maguire (KM); Julia Dorin (JD); Sarah Burrows (SB); Calum Elliot (CE); Jennifer Allan (JA);

Managers and Development Officer present: -); Hannah Ewan (HE) Helen Muir (HM);

Bookkeeper: Paula Gibson (PG) / Accountant: Ruairidh Reid, Facts and Figures Scotland

Apologies: Jo Gibson (JG); Tim Greene (TG)

		Action
1	Approval of actions from last meeting	
2	<b>Financial Update –</b>	
	Presentation of 2020-2021 annual accounts by Ruairidh Reid, Facts & Figures Scotland	
	Review of P&L figures for September 2021	KM
	PG to follow up on forecasting monthly tax position; depreciation and amortisation	PG; RR
3	<b>Managers' Update</b>	
	Traffic light system at the door to manager customer flow – product delivery delayed at source, JG still chasing	managers
	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
	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 for managers on Nov 2 <sup>nd</sup> .	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.	
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
	Bakery share issue – how we can support this – feedback to managers	TG
8	AOB	
9	Date of next meeting	

	Monday 22 <sup>nd</sup> November 2021, 7.30pm	
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