



Community Carrot Board Meeting Minutes

Date: 22nd November 2021 zoom meeting

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

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

Bookkeeper: Paula Gibson (PG)

Apologies: Helen Muir (HM); Tim Greene (TG); Sarah Burrows (SB)

		Action
1	Approval of actions from last meeting	
2	Financial Update –	
	Review of P&L figures for October 2021	KM
	Look out payment schedule for trade waste	PG; RR
	Encourage more cash sales – ask staff to offer this	managers
3	Managers' Update	
	Christmas / New Year closing times: 25 th – 27 th Dec and 1 st - 3 rd Jan.	managers
	Front window pane and cold room now fixed. Side door repaired and painted. Repair to awning complete. Flood dealt with.	managers
	Finalise Christmas and NY rota. Draw up a task list for a possible Ass. Man role	managers
	Supervision sessions have started, 4 complete	Managers
	Lone worker policy to be drafted - ongoing	SB
4	Adapt and Thrive Update	
	Actions from Review meeting with Dan, SSC including agreeing payment terms for outstanding training and completion	managers
	Shopify system is almost completely ready. Staff training on POS to for managers on Nov 2 nd . Agreed delay to introducing Shopify until New Year.	SSC; managers & staff
	Shop display and shelf optimisation options almost complete. Refillery outstanding.	Managers & SSC
5	Development Officer's Update	
	Cargobike logo	HE
	Labelling machine – speak to Jo re brand	HE
	Full update on projects: Sunny's kitchen; The Ridge cooking classes; Kids' Food Journey; Sunny Soups	
	Branded t-shirt/sweatshirt & work phone	HE
6	Board Actions (Board only present)	
	Lone worker policy and procurement policy - ongoing	SB / CE
	GDPR policy complete	JD
	Email to staff re wage review in April and staff discount	JD / NB
8	AOB	
9	Date of next meeting	
	Monday 10 th January 2022, 7.30pm	