



Community Carrot Board Meeting Minutes

Date: 10th January 2022 zoom meeting

Board members present: Naomi Barnes (NB); Julia Dorin (JD); Jennifer Allan (JA); Tim Greene (TG); Sarah Burrows (SB);

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

Bookkeeper: Paula Gibson (PG)

Apologies: Calum Elliot (CE); Kirsten Maguire (KM); Jo Gibson (JG);

		Action
1	Approval of actions from last meeting	
2	Financial Update –	
	Review of P&L figures for November & December 2021	PG
	Forward invoices for Adapt & Thrive hardware to JD	PG
3	Managers' Update	
	December sales didn't match last year's, also very quiet between Christmas and New Year.	
	Draw up a task list for a possible assistant manager post & a brief list of what current manager tasks are.	managers
	Move shelving for box storage in middle shop to opposite wall. Get a joiner in to put up refillery - use A&T fund	Manager
	Shopify training delayed to 17th Jan due to positive Covid test.	
	Talk to consultants about how to use Shopify system for ordering. Discuss ways to speed up processing fruit and veg through system.	managers
4	Adapt and Thrive Update	
	Actions from review meeting:	
	Provisional date for stocktake - 30th Jan, but in light of tonight's conversation, discuss putting it back to early/mid Feb.	managers
	Invoice for labelling machine - Trystan to forward? Chase up	managers
5	Development Officer's Update	
	Cargobike logo - should go on the side	HE
	Labelling machine - we received £150 from the Coop for this	HE
	Kid's Food Journey - new session for 5 weeks starts 25th Jan	
	Sunny's Kitchen - outdoor pizza oven session at Empire Close very successful. Request for battery run camping lamps for the dark eves.	
6	Board Actions (Board only present)	
	AGM provisional date Sat 5th March, check with managers, CE & KM & HE	NB
	Update constitution with last year's amendments!	NB
	Email Hannah once we have a confirmed AGM date re call out for board members, eventbrite registration, powerpoint	NB
8	AOB	
9	Date of next meeting	
	Monday 7 th February 2022, 7.30pm	