



# Community Carrot Board Meeting Minutes

Date: 7<sup>th</sup> February 2022 zoom meeting

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

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

Bookkeeper:

Apologies: Jennifer Allan (JA); Hannah Ewan (HE); Paula Gibson (PG)

		Action
1	Approval of actions from last meeting	
2	<b>Financial Update –</b>	
	Review of P&L figures for January 2022	PG
	Request cashflow forecast from Paula	JG
	Request a monthly bank reconciliation from Paula	JG
3	<b>Managers' Update</b>	
	Staffing: Assistant manager post - select specific tasks for internal advert. Circulate amongst staff. Jo & Naomi to organise interviews.	managers
	Email Jo with specifics agreed with board re ass man post	NB
	New shop assistant - adapt previous advert. Add wording from EL Works so we can apply for 1 year's paid placement scheme. Put ad out on Weds.	managers
	Rearrangement of shop, Refillery installed, shelving rearranged, new box packing area created, new desk for Jo installed	
	Stocktake Sunday 13th at 11am - contact SSC to confirm time	NB
4	<b>Adapt and Thrive Update</b>	
	<b>Actions from review meeting:</b>	
	Hardware - outstanding purchases. Board agreed to following. Contact SSC to put in order asap: 2 scales, 2 veg scoops, 2 adaptors, app, 1 extra ipad	NB
	Invoice for labelling machine - Trystan to forward? Chase up	managers
5	<b>Development Officer's Update</b>	
6	<b>Board Actions (Board only present)</b>	
	AGM - powerpoint - send out to all parties to update each section	Board, managers, HE
	Write proposal to change the quorum for AGM (to 30 members rather than 10% of membership); contact Plunkett Foundation to clarify what the costs for changing the constitution are for	NB
	Email Hannah re call out for board members, AGM eventbrite registration, powerpoint	NB/ HE
8	AOB	
9	Date of next meeting	
	Monday 14 <sup>th</sup> March 2022, 7.30pm	

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