



# Community Carrot Board Meeting Minutes

Date: 14<sup>th</sup> March 2022 zoom meeting

Board members present: Naomi Barnes (NB); Julia Dorin (JD); Tim Greene (TG); Jennifer Allan (JA); Erica Wimbush (EW)

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

Bookkeeper: Paula Gibson (PG)

Apologies:

		Action
1	Approval of actions from last meeting	
2	<b>Financial Update –</b>	
	Review of P&L figures for February 2022 Daily sheets don't tally to Shopify numbers. Can't see breakdown on the day. Paula to get in touch with SSC. VAT is adding on to daily income but that's wrong. Shopify takings are higher than actual takings. VAT is being added to Gross. Custom Sales is adding VAT. Need a training session to breakdown the figures. How to switch VAT off on the custom sales is not easy.	PG managers
	P&L headline figures - wait until we know what the headline titles in Shopify mean from SSC before including in the P&L sheet	managers
	Request cashflow forecast from Paula	JG
	Set up read only view of bank account for PG	JD
3	<b>Managers' Update</b>	
	Detailed feedback about Shopify issues. Main problems: speed of search function in the Sell by Weight App; duplicate customers when using front of shop and getting a veg box; no separation of veg box customers. Trouble shooting and Shopify support discussed at length.	Managers /SSC
	Email SSC to ask for the training help and if they can't provide it then who can they suggest? Express our concern to SSC - there are a lot of questions unanswered, what can they do about it? Do they need outside help to take this forward?	JA
	Ask for volunteers to work for extra help in return for a box. Outline a role for volunteers.	managers
	Shop opening hours - revert to 9am opening from next week	managers/HE
	Covid restrictions change on March 21st - masks and screen to stay up for the time being	
	Stocktake - help to put cost prices in - Suma prices are missing.	board/ managers
4	<b>Adapt and Thrive Update</b>	
5	<b>Development Officer's Update</b>	
	Sunny's Kitchen - invitation for next Monday for a Ukrainian fundraiser	
	Look into a one button shareholder google forms	Hannah
6	<b>Board Actions (Board only present)</b>	
	Office bearers to be decided next meeting: chair, and rotating chair for meetings	board
8	AOB	
9	Date of next meeting	
	Monday 11 <sup>th</sup> April 2022, 7.30pm	