



# Community Carrot Board Meeting Minutes

Date: 11<sup>th</sup> April 2022 hybrid zoom/in-person 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);

Bookkeeper: Paula Gibson (PG)

Apologies: Hannah Ewan (HE);

		Action
1	Approval of actions from last meeting	
2	<b>Financial Update –</b>	
	Review P&L figures for Mar 2022 - takings up from Jan and Feb. PG not sure if we're missing income due to the change over to Shopify in Feb. Cashflow is impacted due to Shopify only making weekly payments from Stripe to us. PG is taking figures from the daily sheets as Shopify data doesn't give the breakdown we require.	PG managers
	VAT figures - PG is still to look at this	PG
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
	<b>Agreement in principle to move to EposNow system once we have established monthly costs and any extras. If these questions are satisfactorily answered, then managers go ahead and order it.</b>	managers
	Payment of wages to staff - ask KM why PG doesn't pay staff salaries. Ask PG if she can do it?	JD
	TG is in the process of becoming back up bank signatory	TG
	Recruitment - 3 more weeks of advert on gumtree.	managers
	Ask for volunteers to work for extra help in return for a box. Outline a role for volunteers.	managers
4	<b>Development Officer's Update – Hannah is on holiday</b>	
5	<b>Board Actions (Board only present)</b>	
	Office bearers: TG agreed to become chair. JA is our DTA rep. Rotating chair as below. NB remains as secretary and JD is acting treasurer	board
	Agreement on Constitutional Change - version 6 with our amendment re quorum. Contact Plunkett Foundation to confirm our decision.	NB
	Accountants - ask the Bakery - Chrisann Morrison - who they use to do their accounts. Set in motion the accounts for year end 2022.	JD
	SSC meeting Friday 15 <sup>th</sup> April – JD & NB to attend - what can they do about the shopify equipment. Transfer ownership of Shopify and wrap up contract.	NB & JD
	Mairi Cameron's nomination for the board - invite her to the board for a couple of sessions before co-opting	NB
6	AOB	
7	Date of next meeting	
	Monday 9 <sup>th</sup> May 2022, 7.30pm	