



Community Carrot Board Meeting Minutes

Date: 9th May 2022 hybrid zoom/in-person meeting

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

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

Bookkeeper: Paula Gibson (PG)

Apologies: Jo Gibson (JG); Tim Greene (TG);

		Action
1	Approval of actions from last meeting	
2	Financial Update –	
	Review P&L figures for April 2022 - Big jump in cost of sales up £6,000 for approx same volume of stock. Discussion around how to increase footfall & sales and reduce staffing costs.	
	Accounts. Fact & Figures quoted £1,500 last year and £2,732 +VAT this year. JD has approached other firms for a quote.	JD
3	Managers' Update	
	Recruitment - HM & JG to interview 3 people. Room at the Bleachingfield booked.	Managers
	Cargobike - looking for ideas to use the bike in a marketing capacity or some other income stream. Cargo bike Crunchy sign - talk to sign man at Fenton Barns	EW
	DTA survey. Encourage DTA to do a mail drop for the whole High Street	JA
	Marketing required: no plastic; refillery; small quantities; compostable packaging. JG's written a newsletter for May. Weekly FB posts with what's new in the shop; bulkbuy to make it cheaper for people;	managers
	Volunteer rota - we need a volunteer coordinator - ask current staff. Hannah can put out initial call.	HE
	Summary of EposNow system and how this system differs from Shopify. Moving from Shopify to EposNow will require another stocktake tbc.	managers
	No response from Strathearn to JD's letter of complaint, JD to contact SSC tomorrow	JD
4	Development Officer's Update	Dev Officer
	Newsletter – HE to add info and mail out	
	Update on Sunny's Kitchen, Sunny's Soup, Tuesday weekly lessons, Kids' Food Journey at Innerwick Primary, and School Nutrition Action Group (SNAG)	
5	Board Actions (Board only present)	
	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 – we can only continue to use version 4 as that's what we voted on at the AGM, with our amendment re quorum. Contact Plunkett Foundation to confirm our decision.	NB
	Plan for an away day with the managers to revisit our business plan and develop our ideas to increase business. Email out to everyone for a date.	NB
	JD to instruct PG to correct the mistake on the wages	JD
	Options to consider to reduce staffing costs - discussion	
6	AOB	
7	Date of next meeting	
	Monday 13 th June 2022, 7.30pm	