



Community Carrot Board Meeting Minutes

Date: 21st July 2022 hybrid zoom/in-person meeting

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

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

Bookkeeper:

Apologies: Jo Gibson (JG); Paula Gibson (PG); Mairi Cameron (MC); Hannah Ewan (HE);

| | | Action |
|---|--|-------------|
| 1 | Approval of actions from last meeting | |
| 2 | Financial Update – | |
| | Review P&L figures for June 2022 – PG has provided a year on year comparison column on P&L sheet | |
| | Haines Watt - update on queries raised. JD is to speak to them to clarify a number of points, including shareholder details from JA. | JD |
| 3 | Managers' Update | |
| | EposNow: stocktake was completed on Sunday 17th July and JM and HM did all the data entry the same day. The start date was Monday 18th July. | |
| | Shopify wrap up work: reconciling outstanding payments will take some time, the contract hasn't been cancelled yet. | |
| | Staff are learning how to use EposNow very quickly. It will take more time to learn to update the inventory etc as the support from EposNow isn't great. JM and HM have worked 50+ hours a week for the last 2 weeks to get this up and running. The shop has been short staffed due to holidays taken and this adds pressure on managers. | managers |
| | Internet boost is required in the shop - Jade and Gordon are putting in a new router. | managers |
| | Returning shopify hardware - could a staff member sort out selling this on one of the IT hardware sites? | managers |
| | No response from Strathearn to JD's letter of complaint, JD has contacted SCVO for advice. JD will chase. | |
| | Volunteers have come forward to do a few hours in the shop | |
| 4 | Development Officer's Update – HE on holiday | Dev Officer |
| | National Lottery year 1 report is in. | |
| 5 | Board Actions (Board only present) | |
| | Sale of scales to the Ridge – find out the amount recouped. | JD |
| | Reward for JM's work on EposNow agreed | |
| | DTA update. Jennifer met with Jo Waddell about future promotional ideas for the High Street. Jo has printed a Dunbar map and has a website but there's no more plans for the summer and their focus is now on autumn. | |
| | Cargo bike - ask shareholders for ideas and develop the use of the cargo bike for a project through the newsletter. Ask Hannah to put in newsletter. | EW |
| | Constitutional change update - version 4 update ready for 3 member signatures - collect these tomorrow. Notary has witnessed my signatures already. | NB |
| | 'How to change' Plunkett Foundation survey | TG |
| 6 | AOB | |
| 7 | Date of next meeting | |
| | Monday 15 th August 2022, 7.30pm | |

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