



Community Carrot Board Meeting Minutes

Date: 15th August 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: Jo Gibson (JG); Hannah Ewan (HE);

Bookkeeper: Paula Gibson (PG);

Apologies: Helen Muir (HM);

		Action
1	Approval of actions from last meeting	
2	Financial Update –	
	Review P&L figures for July 2022	
	Look into adding cargobike on to shop insurance	JD
	Review wages for staff earning under Real Living Wage	board
	Haines Watt – the accounts are almost ready for signing off. JD to email to confirm if present or previous treasurer signs.	JD
3	Managers' Update	
	EposNow: needs time for learning, staff training, 75% operational. Some core issues to iron out when JM is back.	Managers
	Shopify wrap up work: reconciling outstanding payments will take some time, the contract hasn't been cancelled yet. Look at transferring data out of Shopify in order to reconcile accounts.	NB / managers
	Date for staff meeting. Set up doodle poll and request for specific agenda items from staff. Venue at TG's.	NB / managers
	A new set of 3 routers have been installed to improve wifi signal.	
	Shopify hardware – now in NB's garage. Ipad screen is getting fixed before selling on.	Managers / NB
	Reply to HM re remaining Adapt and Thrive grant money	JD
	Volunteers have come forward to do a few hours in the shop	
4	Development Officer's Update	Dev Officer
	Updates on the Backlands outdoor cooking sessions; Sunny's kitchen; Sunny Soups; label printer (now working and we're Natasha's Law compliant); future workshops; 'Apple Pie day' on Sept 11 th ; TasteEd to start back up soon.	
	Forward HE link for booking apple equipment	NB
	Rearrange Scottish Land Fund visit	Dev Officer
	Shareholder newsletter items to be with HE by 22/8	
	Crunchy promotional leaflets – check what's in the shop	managers
5	Board Actions (Board only present)	
	Whole staff meeting – agree agenda and actions online.	Board /NB
	Ass Man contract. Arrange to meet with JM when back to discuss what's outstanding and agree timeframe	NB
	Staff wage increase in line with RLW - £10 ph agreed from September for those earning under the RLW.	
	Sparkling Dunbar harbour festival promotion photo for newsletter & feature new staff.	JD
	Constitutional change update – a tracked changes version is required for the FCA in Word with Secretary's signature. Waiting for response from Alison Macklin at Plunkett.	NB
6	AOB	

7	Date of next meeting	
	Monday 12 th September 2022, 7.30pm	

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