



Community Carrot Board Meeting Minutes

Date: 12th September 2022 hybrid zoom/in-person meeting

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

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

Bookkeeper: Paula Gibson (PG);

Apologies: Jennifer Allan (JA);

		Action
1	Approval of actions from last meeting	
2	Financial Update –	
	Review P&L figures for August 2022	
	PG to meet with JM to sync EposNow & P&L sheets	PG/JM
	Managers to consider what breakdown of figures are useful for them on the P&L sheets once it's clear what EposNow reports are like	Managers
	Check British Gas contract- is it a fixed or variable rate? Let JD know	Managers
	Note that staff wages increase to £10 /hr at the end of the month	
3	Managers' Update	
	Whole staff meeting went well. Sadly GJ has decided to leave.	
	Box scheme - H&J have looked at the sustainability of the bespoke veg box scheme and conclude that they will bring this to a close. Letters go out to box customers next week and will go into member newsletter.	Managers/ Dev Officer
	Shop electric inspection has been set up in September to get PAT tests done	managers
	Guttering & leaking downpipes. Neighbours who live above the shop, are getting quotes in. Shared costs tbc	managers
	Freezer - JD has submitted an IEE business grant application for a replacement freezer.	JD
	Energy efficiency - is our usage going up or is our rate variable? Ask BeGreen for energy efficiency advice.	Managers
	Plastic Covid screen - JG would prefer to keep this up during winter	JD
	Shopify hardware now in NB's garage. Ask managers for the charging cable and the screen protector/cover before we sell the 2nd ipad.	
4	Development Officer's Update	Dev Officer
	Apple Pie day held at The Ridge was a great success	
	new Taste Ed course starts in Innerwick and Musselburgh as well next week	
	Use of E-van for Hannah - have a think & coordinate with managers	Dev Officer
	6 week cooking course at Lochend campus coming up	
	Lottery - have agreed the venue hire funding	
5	Board Actions (Board only present)	
	Agreed staff feedback of board meeting - bullet points, email to managers	NB
	Completion of EposNow / Adapt and Thrive project. Draft Email to JM	NB
	Constitutional change update - signatures have been acquired, paperwork will go back to Plunkett asap	NB
6	AOB	
7	Date of next meeting	
	Monday 10 th October 2022, 7.30pm	