



# Community Carrot Board Meeting Minutes

Date: 10<sup>th</sup> October 2022 hybrid zoom/in-person meeting

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

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

Bookkeeper:

Apologies: Paula Gibson (PG); Jo Gibson (JG); Erica Wimbush (EW);

		Action
1	Approval of actions from last meeting	
2	<b>Financial Update –</b>	
	Review P&L figures for September 2022	
	PG to meet with JM to sync EposNow & P&L sheets - ongoing	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
	File a electric reading before prices rises	Managers
	Haines & Watt accountants altered the 2020-21 a/c final figure to correct recording of grants and depreciation. Update members via newsletter. The loss was much less than Facts and Figures had calculated. The 2021-22 a/c are now submitted with the correct audit report.	
	Calculate a rough Daily Average Outgoings for the shop	TG
	Check what overdraft facility the shop account has	JD
3	<b>Managers' Update</b>	
	New staff rota started 26/9 now that there's no boxes to pack, with aim to reduce staffing costs. Staff have all been consulted about their hours and are happy with the new rota.	
	Box scheme - ended 26th September 2022, apart from a handful of vulnerable customers. Customer response has been positive to the letter.	Managers/ Dev Officer
	Discussion on customer engagement: late night opening, survey monkey about stock; promoting our strengths; Sunday opening	managers
	EposNow. Most of the backshop functions are running; Jade still to meet with Paula re P&L breakdown and VAT recording; Jo, Jade and H to meet Weds to run through backshop functions. It's still not clear what analytics can be run from EposNow.	managers
	Timesheets in Xero/EposNow. Look into the best way to record staff hours that minimises bookkeeping work and syncs with calculating holiday due and wages. Clocking in and out accurately.	Managers/Paula
	E-Van insurance quote approx £1500. Shop around for other quotes	Hannah/Managers
	Plastic Covid screen - JG would prefer to keep this up during winter	JD
	Shopify hardware now in NB's garage. Both ipads are now sold. Hardware has been itemised and the list to be sent off to IT company.	NB
4	<b>Development Officer's Update</b>	Dev Officer
	Sunny's Kitchen update	
	Dunbar Primary cook club will need equipment because The Ridge is now using theirs. H Gillanders will put in for funding for this.	
	Use of E-van for Hannah - have a think & coordinate with managers	Dev Officer
	Scottish Land Fund visit - cancelled again due to Covid. Reschedule	
	Waiting to hear from Bleachingfield what the hire rate will be	
5	<b>Board Actions (Board only present)</b>	
	Annual leave - check policy and previous minutes	NB

	Newsletter items for members	JD/Hannah
	Completion of EposNow / Adapt and Thrive project. Draft Email to JM	NB
	Longevity of reserves - email managers	JD
	Constitutional change update - completed, update website	NB
	Send Nathan Pike paperwork to join board	NB
6	AOB	
7	Date of next meeting	
	Monday 14 <sup>th</sup> November 2022, 7.30pm	

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