



Community Carrot Board Meeting Minutes

Date: 13th December 2022 hybrid zoom/in-person meeting

Board members present: Naomi Barnes (NB); Julia Dorin (JD); Erica Wimbush (EW); Nathan Pike (NP)

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

Bookkeeper: Paula Gibson (PG);

Apologies: Jo Gibson (JG); Jennifer Allan (JA); Tim Greene (TG);

		Action
	Welcome NP to the Community Carrot board	
1	Approval of actions from last meeting	
2	Financial Update –	
	Review P&L figures for November 2022 – The shop continues to run at a loss. Actions to reduce the costs are being taken.	
	Categories for P&L sheets ongoing – look into this in more detail in the New Year	Managers/ JM/ JD / NP
	Develop a sales and marketing plan in the New Year. Put out a call to shareholders for support and expertise	Managers / NP / NB / Dev Off
	JD to circulate the link to the treasurer's report via email	JD
	NP & JG to meet to use EposNow data & Xero to do weekly forecasting	NP & JG
	Average outgoings figure – TG to repeat exercise in January with more up to date figures	TG
	JD check with council that grant for the freezer can be spent after the 6 week mark	JD
	Scottish Land Fund assets rules - check	JD
3	Managers' Update	
	HM has returned from annual leave. Focus is on making the shop ready for Xmas	managers
	Christmas week deliveries begin on 19 th December, last orders in on Friday 16 th Dec.	Managers
	Staff contracts re public holidays: annual leave is 6 weeks including public hols	managers
	E-van use: Mons & Thurs for deliveries and uplifts of produce from local suppliers. Look into other people to use this at other times eg collab with Bakery. There are 4 named drivers which makes insurance much cheaper.	Managers/ dev off
	Guttering & leaking downpipes. Done and covered by neighbours	Managers
	Energy efficiency – ask BeGreen for advice ongoing	Dev Off/Managers
	Shopify Hardware has been itemised and NP will use ebay for sales - ongoing	NB/NP
4	Development Officer's Update	Dev Officer
	Sunny's Kitchen Christmas meal was a great success; TasteEd has finished for the term. A Cook Club is starting in the new year and school is funding equipment for this.	
	DO holiday dates clarified	
	Sunny's Soups is going well. Fair Share is giving out soup at The Ridge	
5	Board Actions (Board only present)	
	Annual reviews for staff now due	tbc
	Remote logins for Xero & Eposnow for board use	NP
	EW to take on shareholder role while JA steps back. Liaise for details	EW / JA
	Newsletter items for members	Hannah
	Set up a date for a sales and marketing meeting via doodle poll in new year	NB

6	AOB	
7	Date of next meeting	
	Tuesday 9 th January 2023, 7.30pm	

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