



Community Carrot Board Meeting Minutes

Date: 9th January 2023 hybrid zoom/in-person meeting

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

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

Bookkeeper: Paula Gibson (PG);

Apologies: Jo Gibson (JG); Jennifer Allan (JA);

		Action
1	Approval of actions from last meeting	
2	Financial Update –	
	Review P&L figures for December 2022 – The shop made a small profit this month	
	Categories for P&L sheets ongoing. Set up a subgroup and look at Eposnow data and use what is useful. Ongoing	Managers/ JM/ JD / NP
	Adjust December's figures to take into account that Eposnow end of day report includes any veg boxes	PG
	Produce a balance sheet on a 3 monthly basis and complete the reconciliation of grant money	PG
	Send JD an electricity bill asap	Managers
	Sales and marketing group. First meeting is set for 12/1/23, 6pm and includes staff, board and some shareholders	Managers / NP / NB / Dev Off
	NP & JG to meet to use EposNow data & Xero to do weekly forecasting -ongoing	NP & JG
	Average outgoings figure – TG to repeat exercise in January with more uptodate figures - ongoing	TG
	JD check with council that grant for the freezer can be spent after the 6 week mark	JD
3	Managers' Update	
	Christmas week went really well with low waste. Lots of new customers.	Managers
	Staffing – distribution of hours and future plans for some staff. Rate of pay agreed for JM	
	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. ongoing	Managers/ dev off
	Change name on Clover machine – get in touch with FH	NB
	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 – always enough food, not always enough space!	
	Ask shareholders for any pre-loved tote bags (clean!) to use instead of plastic bags for the shop	Dev Officer
	New cook club at DPS starts this week, although school strikes may effect this	
	The Ridge's new kitchen designs – HE is being consulted and will be based there in the future.	
	Sunny's soups are being distributed at the Ridge via Fairshare	
5	Board Actions (Board only present)	
	Annual reviews for staff now due - ongoing	tbc
	Remote logins for Xero & Eposnow for board use	NP

	EW to take on shareholder role while JA steps back. Liaise for details. ongoing	EW / JA
6	AOB	
7	Date of next meeting	
	Tuesday 13 th February 2023, 7.30pm	

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