

True Food Committee

OPEN Meeting Minutes 1st June 2020

In attendance via Zoom – Francis (chair) Cathy (Hon. Sec) David (Hon Treasurer) Caroline, Liz (minutes) Sue, Sean; joined by Simon Warner, Helen Sheldrake

Minutes from previous meeting on 27 April agreed

EPOS/David (Electronic point of sale)

A document was circulated to staff with useful feedback from Penny. Requirements are now established. Now need to find suppliers. There are 2 options to either buy or lease a new system David has an updated document which he will send to suppliers detailing requirements for our EPOS system. Timescale is in this financial year. David to send updated document to Francis. All agreed to progress this item.

Low Carbon workspace grant/Simon

Francis thanked Simon for sending his report Simon would like help filling in application forms for the grant which require some business details. Cathy will progress this with Penny. Staff are to have a heavy input to what is required – Jon is looking online Budget - £10k cost to TF which will give us £15k of 'kit' although we should consider spending a bit more if necessary provided there is enough money left in the bank for unforeseen items – there should be a clearer picture by the end of the year and once we get some quotes in. The grant needs to be in place by the end of the year (December) Simon is willing to progress this project and will update reports and get quotes when appropriate.

Logo/David

The new logo needs to go onto the shared drive. Cathy will share the log on for the shared drive. Then the new logo needs to be used by the logo users such as Facebook and the website The style guide, which is on the shared drive, needs to be updated. David to email the logo to Francis Cathy send shared drive logon

Card Machines/Cathy

The decision was made to stay with Payment Sense for another 3 years as they reduced their terms. Old machines will be replaced by new ones. If customers could be persuaded to use debit cards instead of credit cards the charges would be much less.

Accounts/David

April included a £10k grant from RBC for Covid 19 support. There was a slightly higher turnover than 2019. Francis noted that at the start of 2019 we had £14k in bank, whereas now we have £55K in bank. The £10k needs to be spent otherwise corporation tax will have to be paid on it.

Feedback from Staff and Committee meeting

This was deemed to have been a successful meeting to talk about the way forward.

(Sean) Staff would like to have someone filling the vacant post ASAP even on a temporary basis.

Staff need information about SMT. (self managed teams) and decide about whether this is the way the shop team want to go. Liz agreed to send the paper on SMTs to staff for them to consider. We briefly considered the paper from Sue about sociocracy. Francis noted how well the ideas about 'circles' fitted with our plans for specialist teams.

(Sue)The impact of a structured and focused JD on other staff must be considered. The new person needs to be outward facing with a wider view, not just managing the shop but to include vision, events and educational work. The flat structure of the SMT means that all staff can do outward facing work, the admin side needs to be covered as well.

(Caroline)Someone who can be very flexible and take on roles as needed, so JD needs to highlight important things as well as do what is needed as and when.

(David) are we looking for another shop manager? (Sue) absolutely not, shop managers focus on running the shop. Need the wider focus. (Caroline) all in a SMT can contribute to wider focus. (Cathy) Business admin needed as well as outward facing (Francis) Different roles, not duplicating

Francis will try and pull ideas together, Caroline will also contribute.

Liz send document on SMT to staff.

Specialist groups.

This is a proposal to establish 5 specialist groups with the intention of enabling staff, committee and members to work together on these special topics, the proposal will go out prior to the AGM for discussion at the AGM.

Francis asked if we could agree that we want to go ahead with the proposal.

Cathy felt it inappropriate to agree to adopt the proposal prior to the AGM

Liz felt that the JD for new member of staff should take priority by the committee.

Francis said the members and staff are going to be involved with these specialist teams, not just committee, so that's what needs discussing at the AGM.

Agreed to send out proposal prior to AGM, discuss at AGM and hopefully endorse the proposal at the AGM.

AGM.

A voting form for 'election to committee' needs to be created. David will research how to create such a form to include an 'all' box or a 'none' box

Committee members need 67% of the votes to be elected.

No requirement to register to vote.

10% of membership attending is needed for us to be quorate at the AGM.

Date of next meeting – Monday 29th June at 8pm