

## **Open True Food Committee Meeting `Minutes Monday 27 July 2020 8.30 pm**

**1. Welcome and apologies** Committee joined by Simon Warner and Helga

**2. Draft minutes**

Agreed

**3. Management accounts presented by David.**

Accounts are straightforward

June takings up by just £28 so is now the time to open longer? Helga keen to start from Sept 2. Using casual staff for next few weeks as Jon leaving so now is not a good time to start longer hours.(See 5)

**4. Marketing proposals for Organic September**

Outward facing ideas needed; what is appropriate?

Leaflet drop with a discount for first time customers, leaflet to include opening hours of shop; promote TF organic; 10% discount token on leaflet. How to identify if first time customers? just have to trust the customer. Target different areas such as Cemetery Junction/Redlands/Battle. Work with Rebecca re leaflets,

Reading Vegan is going to be postponed to next year.

Reading Town Meal /Liz liaise with Sarah Timmins de Gregory.

Keep Halloween Bonfire Night and Xmas in mind with close liaison with Rebecca

**5. Shop cover/August plans for altering shop opening hours and use of members volunteering.**

The shop manager rota is complete to 15th August. Jon has offered to do the rota to the end of August. Helga will be in charge once Jon has gone – Francis will check with Helga if she would like Jon to do the rota.

The member shop rota slots are not getting filled. Possibly because slots are for only 2 hours, or only experienced members required.

Discussed if shop should be back to normal hours from 2 Sept

With reference to Anita's point for teams/training, ideally a training session should be arranged for the end of August to help members feel comfortable returning to volunteering after the lock down. Francis will ask Helga if a training session is possible.

**6. Feedback from demonstrations of new EPOS system**

David presented his research document to the meeting. Pos Logic is currently favourite with everyone. All link with card readers. Software license varies from company to company

Budget is £5k for hardware £100 for support

Committee agreed David and staff to make the final decision as per the budget.

David reminded us there will be a lot of work getting it set up and staff /members trained to use it.

### **7. Feedback on low carbon workspaces grant**

Simon presented his report.

4 chillers and freezers £2099

1 fruit and veg chiller, £3074 total cost £5173 to TF

Meat freezer – will only get 1/3 grant paid for so Rebecca said not worth it

Lights £1613 retro fit – new bulbs. Or with new fittings. £2249 – less 33% grant. Shop would save a lot of money on cost of lighting and shop would look much better/less dingy/ all lights same colour (daylight)

£11,679 is total cost to TF for chillers and freezers and new fittings lighting and EPOS  
Committee agreed to spend £11+K provided the lighting gets the grant.

Simon to send forms in to Matthew for the grant. (Doors and windows refit needs more research. 2 quotes £14k or £7k)

### **8. Discount for casual shop managers**

Caroline wanted to propose a change to the discount for casual shop managers, and was expecting to make the proposal for everyone to vote on. However, because Francis had asked her to put her proposal in writing and circulate it before the meeting, something Caroline hadn't understood, it was agreed to defer this to the next meeting.

### **9. Shall we use RISC for next meeting proposal.**

Proposal discussed.

David prefers not to meet in Reading because by September relaxation of distancing may be too early, and does not want to sit in a room wearing a mask.

All agreed we could have a mixture of face to face and Zoom

Francis will provisionally book Risc's Room 3 to allow for social distancing for 8 people.

### **AOB**

Helen – No deal Brexit plans preparation. Helen is prepared to do some research regarding the implications for price changes etc.

Next meeting Monday 28 September 7.30pm RISC Room 3 / Zoom