

The Green Gram Steering Group Meeting

on Thursday 26th January 2023

Location: Via Zoom

Agenda

1. Apologies for absence
2. Approval of minutes
3. Grant sub-committee feedback
4. Volunteer recruitment
5. Shop hygiene sub-committee
6. Ideas for Easter
7. Fire safety
8. AOB
9. Date of next meeting

The Green Gram Community Shop - Minutes of Meeting

Date: 26th January 2023

Venue: Via Zoom

Present: Phil Cheesman, Jo Cheesman, Louise Tonkin, Helen Harding, Wendy Reid, Jo Anderson

1. Apologies for absence: none
2. Approval of minutes of meeting on 17th November and matters arising: minutes approved unanimously, matters arising as follows:
 - a. **HH** checked with Plunkett – can co-opt. Have 9 at AGM – but don't want any more. Working well with subcommittees. Suzie and Judith think Plunkett membership useful – all agreed to renew now
 - b. **PC/JC** to check with Spill the Beans for nut supplier – though we can try Wilton smoked almonds. JA bought BBQ almonds to try – all agreed we should purchase as shop to trial. JA also queried best before dates with EHO fairly vague, but they are guidelines
 - c. **PC** to check with friend re producing tree of thanks.
 - d. **JA** to continue review of website wording.
 - e. JA now communicating to communicate purchase orders to leads on WhatsApp.
 - f. **PC** to follow up Burgate/DoE work experience with Elliott Plowman.
 - g. **JC & JA** and Chris Calder to draw up cleaning checklist.

- h. JA checked with Chris Ridge (agent) about storage under stairs opposite. **JA** to check with whether agent OK with wooden structure – and follow up with Mens shed
3. Grant sub-committee feedback – HH / LT
- a. HH & LT met with Suzy, Judith and Paul. Key thing is to get manager into the shop. After long discussions, feel by spring (May on) probably afford JA two days in shop as manager. Ideally looking for three, but couldn't until Sept. Also depends on marketing, more volunteers etc, so links together.
 - b. Plan is – two days funded from profits – third day + extra time funded by grants. Difficult to get grants for a manager – but outreach / volunteer co-ordinators easier.
 - c. Originally large national Lottery bid – now Suzy & Judith looking at alternatives.
 - d. Possibilities of outreach. Judith to put together Job description for Volunteer co-ordinator and outreach co-ordinator. PC mentioned inbound visits from groups (evenings etc.)
 - e. JA not 'shop manager' – title TBD
 - f. Other ideas: FGL contact requested help from Surfers against Sewage to help take lead on plastic action – part of our commitment / pledge **WR** to provide info to HH etc. - and help / co-ordinate with Becky Albrow.
 - g. HH talked through Achievements and Expansions document for ideas. LT pointed out expansion is helping increase visibility / customer base – and increasing sales. Spend per visit not appreciably increasing as we'd budgeted for, so need more customers.
 - h. Marketing is also a big thing which we've not explored much – mostly word of mouth. Now need a sub-committee / manager to help kick-start that.
 - i. NB: some grants require demonstration of expenditure and must be fully auditable – down to pay / bank statements. Eg. Volunteer co-ordinator could be split Chris Calder ++ – equally outreach/marketing could be split – either JA. But... with those positions in place we stand a better chance of paying out of profits to pay for JA as 'manager'. Growth is important.
 - j. JA needs to be extra– ordering /buying etc. alongside normal volunteers when in shop – can't be being paid to just do a 'normal' shift.
 - k. All agreed happy HH and LT et al to continue exploring etc.
 - l. And all the above reliant on more volunteers!
4. Volunteer recruitment - WR
- a. WR met with Chris Calder for a catch up – think about how to get more volunteers/training in shop. Possibility of moving to opening Monday too – but equally filling shifts normally. Regular volunteers (Hardings / Mark hardy etc.) leave big holes when they're not around
 - b. Thought about a table at the town hall – Dave Tree's craft fair. Next is March – Dave happy to have community groups have a table for free. Probably would allow us to host (run refreshments) FGL in Sept made £150
 - c. Social media – weekly posts / volunteer info – other forums (fora?) than just FGL. LT suggested we gather brief volunteer biographies – 'why I love volunteering'. **WR** to add to list. Quotes etc. useful for grants etc.
 - d. Table at Co-op on Sat – volunteer recruitment/snacks

- e. Volunteer social around Easter – invite a friend. Not so much training session as team activity/quiz – get volunteers in. **WR & all** to decide date at next meeting in Feb.
 - f. Press release to support recruitment drive once plan in place – approach National Park
 - g. Make fliers and put in visitor information centre – FGL clothing swap worked well because of local traffic.
 - h. Chris Calder mentioned info in library – don't think they do posters.
 - i. When people promote in Green Gram – train volunteers to ask for social media reciprocation.
 - j. Chris also meeting Nicky Rudd 8th Feb (Fordingbridge events committee) to develop strategy. Grants committee looking a bit at marketing – can we co-ordinate volunteer w/ marketing. Chris to feed back to HH to get back to Judith. **HH** to talk to Chris and co-ordinate.
 - k. Judith mentioned about volunteer bureaus (Hants/Wilts/Dorset) – this Sunday volunteer fair in Brockenhurst. WR did zoom with FGL/Green gram last year. Not well attended – would be better in person. But too late for this year – need to plan for next year (and/or other similar opportunities)
 - l. **WR** to report back to Chris Calder and start developing strategy
5. Shop hygiene sub-committee
- a. JA, JC & Chris to meet next week
 - b. People helping with washing – Mark's been doing all the washing, but Penny did some too
6. Ideas for Easter- JA
- a. JA trying to get account with Cocoa Loco – bulk orders– previous tasters conscious chocolate great. Mini eggs particularly worth trying to get.
 - b. Christmas ideas went down really well – cookie jars. Judith said about Easter equivalent - Easter biscuit mix
 - c. Rice crispy nests – **JA** to investigate puffed rice with various suppliers
 - d. Mini simnel cakes?
 - e. Gift ideas on counter.
 - f. More marketing ideas – HH to forward gift pics / ideas to JA for posting. JA has a SESI order coming in - doing Facebook post. LT suggested videos of SESI – people tend to like videos. **JA/HH** to follow up – all to help support with video etc.
7. Fire safety – JA
- a. Following question from Georgina Harvey – what if you can't get out of Roman Quay. Chris Ridge said fire escape signs up – now a sign by stairs end of building double-door to courtyard has fire escape notice, by key safe. Notes for staff WhatsApp Could we have a note in the shop? **WR** to add to training notes. **JA** to add note to volunteer WhatsApp
 - b. Shop fire safety notice needs diagram with arrow. **HH** to liaise with JA to sort.
8. AOB

- a. Electricity bill rising – JA to put note out to staff re: heaters. LT looked at unit price 47p/unit to 63p/unit. Seems a lot – Utility Warehouse says it's been applied. **LT** to query cost with Karen etc.
 - b. JC had some issues with order for Naked by the River getting in the way – space is limited. Lid under sacks getting broken when tripping – get plastic/mat? **HH** to investigate / discuss with shop management committee. In general Stock room very full – SESI orders problem last time as not collected. Perhaps use Created by You space. Known problems with making minimum orders – but can't really avoid that Do we need to stop expanding ranges? Though recent new lines tend to be small containers.
9. Next meeting- Thursday 23rd February 8pm
- a. time TBC with JA (parent taxi duties);
 - b. **ALL** to look at varying day (following meeting) so WR can make it (Thurs out for a couple of months)