

The Green Gram Steering Group Meeting

on Thursday 17th February 2022

Location: Via Zoom

Agenda

1. Apologies for absence
2. Approval of minutes of meeting on 10th February 2022 and matters arising
3. Logo & website
4. Share option
5. Grants
6. Key co-ordinator roles
 - a. Share offer
 - b. Volunteering
 - c. Shop policies
 - d. Publicity
 - e. Other?
7. AOB
8. Date of next meeting

The Green Gram Community Shop

Minutes of Meeting

Date: Thursday 17th February 2022

Venue: Via Zoom

Present: Helen Harding, Jo Cheesman, Phil Cheesman, Suzy Simmons, Louise Tonkin, Karen Williets, Jo Anderson

1. Apologies for absence: Wendy Reid
2. Approval of minutes of meeting on 10th February 2022 and matters arising: minutes approved unanimously, matters arising as follows:
 - a. **JA** has arranged shop visit with Lee Clapson this Saturday.
 - b. Stephen Russell has submitted quote for sink installation, David Sanders still waiting for prices.
 - c. KW offered to help with volunteer coordination **JA** to send over details.
 - d. JA has registered for business rates and small business rate relief.

- e. JC tried cleaning the floor today- it's laminate and most marks will not come off without white spirit. Decided that mats will be necessary, and most marks are likely to be covered by these.
 - f. WR has prepared a draft document in Dropbox, see point 4 below.
 - g. **WR** to contact the Co-op as she has already received support for FGL from them.
3. Logo & Website: there was overwhelming support for logo option 1 and for option 7 to use as an extra image on social media and the website. **HH** to create a voucher and take photos for a FB announcement. Also she will request a reduced version of the sprout and GG for stamps etc. Paul Harding has offered to work on including the share application form on the website.
4. Share offer: PC & PH to work on share offer form with placeholders where necessary. Form to include-
 - a. name, address, email, telephone, # of shares. Postcode information can be used in future grant applications.
 - b. GDPR disclaimer for the purposes of administering the membership
 - c. checkboxes for marketing/newsletter consent, volunteering, acceptance of terms and conditions (these can be on a separate document or page linked to the form)
5. Grants: **WR** to try Co-op and **HH** to check Co-op Bank grants. **LT** to check lottery funding- may not be eligible for current 'category' of funding. **SS** to draft local application to send out to all local parish councils.
6. Key co-ordinator roles:
 - a. Share offer - TBC
 - b. Volunteering – **KW** to ask friend Phil if he is willing to work on this. **JA** to provide contacts list.
 - c. Shop policies – **JA** to work on this
 - d. Publicity – **KW**'s son is a reporter at the Bournemouth Echo so may be able to publish a story for us. **JA** & **HH** to co-ordinate re wording for recruiting a new publicity volunteer.
 - e. Other? – all to think of key roles needed for next meeting.
7. AOB: none
8. Date of next meeting: provisionally 28th Feb, 8pm – **JA** to check with WR