

## The Green Gram Steering Group Meeting

on Thursday 22<sup>nd</sup> September 2022

Location: Via Zoom

### Agenda

1. Apologies for absence
2. Approval of minutes
3. EPOS system options
4. Marketing- shop volunteers to create sub-committee for regular items and newsletter?
5. Grants – what to apply for?
6. Video for Hampshire Waste Reduction
7. Wimborne St Giles School refill project
8. Volunteer training & social
9. Stock update / Christmas stock
10. AOB
11. Date of next meeting

### The Green Gram Community Shop - Minutes of Meeting

**Date:** Thursday 22<sup>nd</sup> September 2022

**Venue:** Via Zoom

**Present:** Helen Harding, Paul Harding, Louise Tonkin, Jo Cheesman, Jo Anderson

1. Apologies for absence: Phil Cheesman, Wendy Reid.
2. Approval of minutes of meeting on 24<sup>th</sup> August 2022 and matters arising: minutes approved unanimously, matters arising as follows:
  - a. **JA** to check if we can co-opt committee members part way through the year.
  - b. **HH** to source narrow pallet knife for sealant near hand basin.
  - c. Document version tracking: ongoing- PH has been dealing with epos system.
  - d. FGL Green Friday- **HH** to liaise with Chris Calder re rota.
  - e. Heating- **JA** to contact Dave Sanders for advice on infra-red heaters. **JC** to check with friend for recommendations.
  - f. Christmas: **JA** to order chocolate brazils and coffee beans and phone Spill the Beans for nut supplier. Also query best before dates with EHO as some foods do not have, and Wilton advises there are a guideline. JA to forward Mad Cat Lady Etsy link for gift packs, and link to SESI sample packs.
  - g. **JC/PC** to check with friend re producing tree of thanks.

3. EPOS System: PH explained the reasons why the preferred system is EPOS Now- ALL in favour of proceeding. We can cancel at any time without penalty. Need to verify whether digital link between sales and tax software originates with Xero or EPOS Now PH. Stock check will be needed at financial year end (31/3)- rolling stock check should be sufficient to in the meantime.
4. Marketing sub-committee: **HH** to refer to Chris Calder after holidays & suggest a tip/recipe of the month.
5. Grants: **JA** to send NFDC info to LT. Deadline is end of October. Possibility of applying for epos system or heating?
6. Video for HCC: **JA** to WhatsApp volunteers about taking part. **HH** to confirm with Beth we will do it. **LT** to complete associated questionnaire.
7. School refill scheme: JA to arrange a shop visit so staff are clear what is involved. PTA will need to collect & return containers.
8. Training & Social: Social to wait until Chris Calder back from holiday. Potentially HH could host? **JA** to liaise with Chris Calder & WR about content for 'bitesize' training sheets.
9. Christmas Stock & Vouchers: see 2f above. Will need to check whether EPOS Now handles gift vouchers when system arrives.
10. AOB: **JA** to review website wording.
11. Next meeting- Thursday 20<sup>th</sup> October 8pm