

**Present:** Linda Fugill, Sean Fugill, Joan Beecroft, Carol Wells, Rosemarie Nelson, Melinda Blackburn, Lizzie Evans, Mary Tomlinson, John and Sheila Rowley

**Apologies** Sarah Redman

<b>Action / Info</b>	<b>by</b>	<b>when</b>
Minutes of May meeting were accepted		
New morning van shifts to commence Monday 18 June		
Current cohort of new volunteers are being trained. Next group will have induction during July	Linda	ongoing
Cascade briefing note to be produced following our monthly meeting for posting up at centres Items for inclusion in cascade briefing are as follows: <ul style="list-style-type: none"> <li>• Agreed that we issue 1 cheese + 1 butter per referral (ie not per person), when stock is available.</li> <li>• Ashington centre to indicate numbers of cheese &amp; butter required at end of every session by email to <a href="mailto:wansbeckvalleyfoodbank@gmail.com">wansbeckvalleyfoodbank@gmail.com</a>, also to Joan. A zero figure to be notified when not needed</li> <li>• Responses required re GDPR from outstanding volunteers</li> <li>• Grace Darling Academy can offer places on money management courses for persons with connections to the academy. Detail to be provided in cascade briefing</li> <li>• Reminder re shredding record cards after 12 months</li> <li>• One meat voucher per referral per annum will be offered. Session managers may use their discretion and offer further vouchers where circumstances justify this.</li> </ul>	Linda/ Sheila	June, then ongoing
Raise particular referral issues with Credit Union and Real Deal	Linda	June/ July
First meeting of new Trustee Board appointed Richard Anderson as vice chair and John Rowley as Treasurer. Neil Robinson has now stepped down from the Board	info	
Small group are progressing role profile for a salaried support/admin worker to support the Operational team members. A finalised draft will be submitted to the next Trustee meeting for approval.	Sheila et al	June
Financial position was circulated. Agreed that reserves will permit us to recruit salaried support/ admin worker Financial guidelines circulated to attendees. Linda to brief Sarah	Linda/ Sheila Linda	June June
Opening of new warehouse Monday 18 June <ul style="list-style-type: none"> <li>• Linda to purchase apple juice, orange juice, 10 bottles Cava, bouquet of flowers</li> <li>• Sheila to organise Canapes and ribbon</li> </ul>	Linda Sheila	18 June 18 June

<p>Receipt books provided to centres for recording of all cash donations, also where food donation needs a follow up acknowledgement letter.</p> <ul style="list-style-type: none"> <li>• Team members who are handed cash during monthly Asda session will record the total figure in one of the receipt books</li> </ul>	<p>Distribution Centres</p> <p>All to note</p>	<p>June</p>
<p>Gmail users to archive (ie do not delete) messages once they have been actioned</p>	<p>All</p>	<p>June</p>
<p>Next meeting will be held 10.00 at Simonside Hall on 12 July</p>	<p>All</p>	