**Meeting Minutes**

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| **Date/Time/Location** | 11/21/16 4-6 PM @ Public Works Building |
| **Facilitator** | Janna Gower |
| **Note Taker** | Nicole Hinebaugh |
| **Time Keeper** | Mary Lou Kemph |
| **Attendees** | Kiera Bulan, Jillian Wolf, Nicole Hinebaugh, Darcel Eddins, Janna Gower, Steve Duckett, Mary Lou Kemph, Amber Weaver, Brandee Boggs |

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| **Consent for Last Month’s Meeting Minutes** | approved |

**Minutes**

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| **Agenda Items** | **Discussion** | **Conclusions/Action Items** |
| 1- Check-in and set next meeting date- 10 mins: 4-4:10 | * Decision to wait until end of meeting to determine if we will meet in December.
 | * December 19th: 4-6pm at Public Works building.
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| 2- Approve meeting minutes from 9/19/16 & approve today’s agenda– 5 mins: 4:10-4:15 |  | * **Approved.**
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| 3- Cluster updates – 5 minutes/cluster - 25 mins: 4:15-4:40 | * include Policy Mobilization ad-hoc cluster (per 9/19 meeting)
* should we should include brief update from clusters at each GC meeting or maintain one cluster/meeting update?
	+ discussion weighing pros and cons.
* Water Cluster: city is expecting decision on water lawsuit Dec. 9th, 2016. Meeting with Gordon Smith (tentatively) on the 13th to pursue the water agricultural rate through the city if Asheville is able to keep localized control of our water.
* Farmer Support: working on developing a policy paper/infographic as an update to local politicians, stressing importance and value of farmland. Trying to get it edited down to a short document. Looking at what local gov’t can do around preservation policy (such as offset expenses for land surveying for land going into preservation, etc). Not as much available at the local level, mostly policies are set by state. Would like to put the draft in front of GC for approval before submitting. Also, trying to get Steve’s representative replacement on the GC in place.
* Land Use: Randal Pfleger is no longer with the cluster, and Carolina Arias from Ashe. Bunc. Community Garden Network has joined. Suzanna Denison from WNC Farmlink (merged with NC Farmlink: work on leasing private land to farmers) also comes. Focus is moving away from urban edibles, but are talking with Rick at Greenworks (urban forester) about looking at rural or county-owned land for growing. Looking to support neighborhoods and community gardens. Suzanna and Carolina are talking about some urban preservation of public lands, looking at Community Land Trust options. CLT conversations are also happening at the HCD committee meetings at the city on the 3rd Tuesdays of the month at 10am. Looking to ABFPC Strategic Plan for some direction/meshing of interests.
* Access Cluster: working mostly on the Double Up Food Bucks program right now. Going to run a small pilot program in 2017. Two sites: FBFC in Asheville, and a grocer TBD by MountainWise in the Western region. Then, this program can scale up to a fully western regional effort and eventually statewide.
* Policy Mobilization: going to operate as an ad-hoc cluster for use when policy recommendations are coming through from the clusters or GC. Darcel continues to attend GC meetings as a Policy Mobilization representative. Hoping for more participation coming out of the MOTW.
* Amber: Buncombe County Sustainability Plan is updated every year, and some of these updates would be useful for them. That process is coming up again soon. Not sure if there are public input sessions for this. Draft version is on their website.
 | * Could use our December meeting for Strategic Planning.
* Farmer Support will bring their policy paper/infographic to GC (in the next few months) for approval before sending out (at FS request).
* Determined that each cluster will present updates at each GC meeting for 5 minutes, but can request more time ahead of time on agenda if necessary.
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| 4- Coordinator Report – 15 mins: 4:40-4:55 | * New email address.
* Working on google group problem.
* Have made a lot of edits on the website.
* Working on list of technical updates needed on website. Would like to a professional (at Full Steam Labs) to do those updates once they are all identified.
* Would like to get a communications intern, mostly for website updates. Need to get in with UNCA formally to get interns. Also interested in trying to get interns from the community more so than from student interns. Jonathan Ammons is going to be writing monthly articles about the ABFPC, and could make the request. We could also check with the Olli (sp?) Center at UNCA to tap into retired interns there. Mary Lou will check into this.
* Jillian is doing a lot of the facebook posting, and Kiera is doing some. Would like to see something of a post scheduling system so that we have more consistency in number of posts.
* Monthly Garden Network newsletter reports.
* WNC Community Food Solutions is doing a call in January. They will be re-focusing on Food Policy Councils in WNC.
	+ wondering when ASAP started getting involved in Food Policy Council work.
		- Kiera met with Carlye at ASAP. Carlye was hired as a general program evaluator. A portion of her position was subcontracted to contribute her evaluation skills at Community Food Solutions, which is a FPC support organization through NC State. Because she’s in WNC she has become the default organizer for those WNC programs there.
		- Issues raised with ASAP’s role in this as a FPC “developer” or “consultant”.
			* Darcel and Kiera willing to do some limited research and digging about this and bring it to the December meeting for discussion.

Feel like still working out how the position will work, and am constantly out of time and over hours. Meeting with Brandee and Nicole as supervisors frequently, but will scale this back over time. -Would like to have conversation at next GC meeting to talk about increased hours and increased funds for the position.  | * Consent for Darcel and Kiera to take a look at the ASAP/FPC developer issue, and for this to be a topic of discussion at the December issue on the agenda.
* Would like to have conversation at next GC meeting on agenda to talk about increased hours and increased funds for the Coordinator position.
* Also, need to make a formal agreement between Bountiful Cities and the ABFPC as the fiscal agent. Needs to go on the December agenda.
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| 5- Update from Amber (moved from September meeting) - 10 mins: 4:55-5:05 | * Contract is completed.
* Legal is looking at approving three programs: large ag leases, adopt-a-spot, and community garden support (12 new city-owned locations which would become available for community gardens. Could possibly get some additional staff work on this item).
* Have been working with Kiera on FAP stuff. Working on surveys. Going to meet with Nicole and Brandee to talk about what is happening with the old version and what is going to happen with a new version. Would like to see some of the items on old FAP dropped, in particular edibles on right-of-ways. Carrying liability insurance is one of the barriers that Risk Management is concerned about. Interested in looking at edibles in storm-water drainage areas. Could bring a report in January around climate work that is being done, and that addresses food processing and distribution, etc. Emergency preparedness is a piece of this that the city could potentially support: flooding, drought, fire, landslides, nuisance flooding, etc. Nemac and Keith McDade are working on this also. Would like for this plan to include which departments are going to work on which pieces. David \_\_\_\_\_\_, professor at WWC has all the previously prepared Mapping Cluster work that was created. This may be in our ABFPC dropbox. Brandee will check on this. Also, turned a lot of this over to CHIP.
* Sent an email to Dawa and Rodderick to learn if there is anything they wanted reported out, but didn’t hear back.
 | * Amber will do presentation in January looking at how their work around climate planning addresses food-related concerns.
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| 6- MOTW planning – 20 mins: 5:05-5:25 | * ALL- invitation/event circulation via networks [FB event, flyer, website]
	+ FB event invite tutorial on how to invite people via FB directly
	+ Clusters
	+ Other “food” networks
	+ Invite 20 other friends!
	+ Steve will develop Press Release
	+ Cash bar. Toy Boat is donating space.
* Individual task volunteering:
	+ Agenda/logistics development- Nicole, Brandee, Kiera
		- 20 minutes presentation and rest mingling
	+ donation solicitation & pick up
		- projector (Nicole?) & laptop(s)
		- can suggest FBFC, Fresh Market, Harris Teeter, Rosetta’s to solicit and pick up donations.
			* FBFC is tapped out for donations, but could ask for items at cost.
			* Would be good to ask people to bring their own dishes and utensils, but would be good to bring some, too. Jack’s Boxes might be a good place to ask.
			* Darcel will help with donation pick-up.
			* Jillian will get hummus from Roots.
			* Nicole will contact Fresh Market and Harris Teeter. Mary Lou will pick up the gift cards and will get chips, salsa, crackers, cheese.
		- Would be helpful if we internally planned for who is bringing what.
	+ set up, clean up
		- Jillian and Darcel (set-up), Brandee and Darcel (clean-up)
	+ photographer (Jillian)
	+ GC responsibilities at meeting-updates as part of “presentation”
	+ spreadsheet for everyone who was contacted at the last MOTW
 | * Darcel will help with donation pick-up.
* Jillian will get hummus from Roots.
* Nicole will contact Fresh Market and Harris Teeter. Mary Lou will pick up the gift cards and will get chips, salsa, crackers, cheese.
* photographer (Jillian)
* Need to get a request to Mtn. X now if we want to get in there.
* Everyone needs to invite clusters and find out what they’re bringing:
	+ Nicole: bruschetta
	+ Jillian: rice
	+ Mary Lou: something vegan
	+ Kiera: dessert
	+ Brandee: dessert
	+ Janna: sweet potato dish (non-vegan)
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| 7- Cluster minutes on website- 5 mins:5:25-5:30 |  | * move to next month’s agenda.
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| 8- Re-visitation of emergency response food plan- 10 mins– Jillian: 5:30-5:40 |  | * move to next month’s agenda.
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| 9- Cluster action planning (agenda item suggested in August meeting notes) – 10 mins: 5:40-5:50 |  | * move to next month’s agenda.
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| 10- Closing Round – 5 mins: 5:50-5:55 | -Good meeting, -Need to decide if we are going to be strict about time or not. -Productive meeting. -Good facilitation, Janna. -Thanks for notetaking.  |  |

**Next Meeting**

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| **Date/Time/Location** | * December 19th: 4-6pm at Public Works building.
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| **Facilitator** |  |
| **Agenda**  |  |