**Meeting Minutes**

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| **Date/Time/Location** | 12/19/16 – 4-6PM – Public Works Building |
| **Facilitator** | Steve Duckett |
| **Note Taker** | Nicole Hinebaugh |
| **Time Keeper** | Mary Lou Kemph |
| **Attendees** | Janna Gower, Melanie Brethaur, C. Nicole Hinebaugh, Brandee Boggs, Kiera Bulan, Steve Duckett, Mary Lou Kemph, Darcel Eddins, Graham Duvall (guest from Mother Earth Produce) |

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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** | * Third Monday in January is 16th, which is MLK Day. So, it was decided to move to the fourth Monday for that month. | * Next meeting: Jan. 23rd: 4-6pm * Kiera will check with Public Works to reserve space, and will check with Amber to learn if she can come. UPDATE, approved for meeting on 1/23 at public works |
| 2. Approve meeting minutes from 11/21/16 & approve today’s agenda–  **5 mins: 4:10-4:15** |  | * **Consent to last meeting’s minutes** * **No additions to today’s agenda** |
| 3. Cluster updates – 5 minutes/cluster + 10 minutes for Access Cluster –  **30 mins: 4:15-4:45** | * Farmer Support: working on policy/info sheet for policy makers by April. Steve is still recruiting for a replacement GC rep. * Access Cluster: Going to launch with a 2 site pilot program in 2017: FBFC and Mother Earth Produce. Going to apply for a grant from CFWNC Jan. 4th. for the pilot program, and then looking to expand in later 2017 and possibly apply for a FINI grant in Dec. to begin also working more fully in the western region. Partnering with Mountain Wise and YES to be able to make this happen. * Access Cluster also wants to bring awareness around inclusivity and diversity into the ABFPC. What could that look like? Could we incorporate language justice into our budget (website translation), or set a goal to have clusters bring 1-2 things forward about actions that could be taken to increase diversity/inclusivity. Proposal for this to come into the Strategic Planning for the GC.   + Could also ask someone with experience in this area to join our discussion during Strategic Planning process.   + Could look at translating MOTW advertising.   + Could also look at making this an ad-hoc group or advisory group or a POC cluster if that is what makes sense.   + Might be good to do Racial Equity training, even with an emphasis on food. * Water Cluster: working on developing an agricultural water rate. Met with Gordon Smith to outline ahead of time what is feasible and how best to proceed. Will send a Request for Information about COA farm numbers and water use and many other research items. Can send Farm definition to GC from meeting notes once they are all compiled, and will add it to the GC agenda in January. Then will be meeting with City Council members to discuss this at COA Retreat in early February. After that time will be taking on an intern. Court decision about Asheville’s water supply has been continued again. Gordon believes that if it gets taken from the city it will go to MSD. Even if the ownership does get moved to MSD this will be a strong proposal. Gordon also wants to find out true cost of water meter. * Land Use: Jillian is going to pull back from GC until April, as her work at OGS is taking up a lot of time currently. Changing meeting day for cluster to increase attendance. Carolina Arias is a new member with the cluster, and has been doing a great job so far, and is willing to also liaison with the City for some items: Adopt-a-spot, etc.   + Discussion around having cluster minutes on website:     - don’t feel that we need them there.     - would be good to have a single internal place to have the minutes available.     - would be difficult to integrate all the minutes formats to a website.     - don’t want to burden coordinator with this cumbersome updating.     - Governance docs state that they need to be available to the public, but don’t need to keep on website. Fine for minutes to be kept available to all cluster members by google drive and share with Kiera. Would like to make a decision today and end the topic.     - Water cluster emails docs to each other and could email docs to Kiera, as well.     - Would be appropriate to add Kiera to individual cluster notes folders/emails. | * Proposal that we make a decision one way or another about putting cluster minutes on website and not revisiting it again. * Decision was made to share cluster notes formats with Kiera, but not to share on websites. * Water Cluster will send notes to GC to send to clusters, especially to determine definition of “farm” for the purpose of setting agricultural water rate. Then, will add to Jan GC meeting. * Proposal for this to come into the Strategic Planning for the GC. This was consented. |
| 4. Coordinator report-  **10 mins: 4:45-4:55** | * Email situation with Google Group has been resolved. Brandee has been made an administrator on the group, and Kiera will be added to the group. * Have been updating website content to make website function and feel more presently and relevantly. Also working to compile list of things outside of scope of expertise around formatting. * Asheville FM has requested an on-air interview. Kiera will send out the info. * Mountain X-Press released a kick-off article about the ABFPC, and is looking to do a story about this and other food policy issues every month.   + concern that we have trolls on the Mountain X-Press articles, but should we have someone monitor these comments to follow up?     - Not sure about this. Don’t want to feed the trolls, but might want to respond when necessary.     - Comment sections of online news are always overwhelmingly negative. Don’t feel that we need to monitor or engage these people.     - Might be good to respond to some postings on social media, perhaps especially the Asheville Politics facebook page. * Report was also sent ahead of time to let folks know first, rather than having to go through everything at the meeting. What kind of format would we like?   + recommendation to send ahead of time and print, then just hit the highlights in the report during a 10 minute agenda item each meeting. | * Group agreed that Kiera will email/print ahead of time and will hit the highlights during a 10 minute Coordinator Report at each GC meeting. |
| 5. MOTW evaluation/recap –  **15mins: 4:55-5:10** | * Interested in knowing what the people who came to the MOTW suggested on the flip chart sheets. Kiera can share this as a document. Would be good to bring this to the Strategic Planning sessions, as well. * Felt that this was very successful as a celebration meeting and some good gathering of info from the people who attended. Maybe we need to be clear about what our expectations are for what our outcomes are for each MOTW. * Would be helpful to choose when we’re going to do the MOTW each year, and then get it on our collective radar so that our planning and outreach can be farther reaching and more coordinated. Would like to have a more internally coordinated agenda for the program. * Technology needs to be ironed out ahead of time. * Thought that it was great to get the FPAP survey beta tested at the event and had the opportunity to finalize it. It is now live and should be sent out to the public. * Great food there. Was really cold that night. But turnout was decent considering that. Could talk a little less with the cluster updates, but it did result in some immediate partnership for moving cluster work forward for one of the clusters. * Thought it turned out the way it was supposed to. | * Kiera will share doc of what feedback people provided on flip charts. |
| 6. Western NC food policy councils – Community Food Strategies/ASAP/FPC **15 mins: 5:10-5:25** | * Darcel did some research and communications with John Ellsman and Abbey Piner about Carlye’s role with ASAP and the quarterly phone meetings she hosts related to Food Policy work.   + spoke with Jared at Carolina Farm Stewardship Association to learn more.   + would like to see Carlye or another CFS employee involved in the ABFPC somehow.   + Carlye was at the MOTW and is interested in coming to the GC and figuring out how to participate in the ABFPC.     - Kiera is meeting with Carlye in mid-January.       * will continue to meet with Carlye.     - rebuilding/strengthening relationship with ASAP?       * Recommendation from Kiera to initiate an arrangement with Jared at CFSA to raise our profile and receive support. .       * Would we like Kiera to meet with ASAP’s Charlie and Emily to make an introduction?         + How do we find a way to get them to the table.         + Feeling that it would be good for Kiera to meet with Charlie and Emily to introduce and continue to open door to collaboration with ASAP.   Technical support services available to FPC’s via Community Food Strategies:   * 10 hours a month of advocacy planning support from me for up to 6 months * The support services use the tools from our new Strategic [Advocacy Toolkit](https://toolkit.communityfoodstrategies.com/) website: * Identification of potential policy and advocacy actions * Prioritization of policy and advocacy actions * Creation of strategic advocacy plan(s) * Check-ins and support during implementation of advocacy plan * The cost for this service is $50 (payable to Community Food Strategies) and includes a free membership for the food council to CFSA (this includes discounts for up to 4 food council members to any CFSA events)   + GC consented to sign up for this service.   Available times for call with Jared, CFS, CFSA   * Any time on Fri, Jan 13th * Any time except 2-3 pm Tue, Jan 17th * Any time except 10- 11:30 am Wed, Jan 18th * Any time on Fri, Jan 20th. | * GC consented to sign up for services with CFSA and CFS and pay them the $50 for membership. |
| 7. Planning for strategic planning –  **15 mins: 5:25-5:40** | * [2014 cluster strategic planning template](https://docs.google.com/spreadsheets/d/1FJ7GWJImDqgEHoFQegXyP0RD3Xe-6Lcf34UPoC3j3yI/edit#gid=475598898) * [Inspiration wheel](http://www.foodpolicynetworks.org/_pdf/directory/FPC%20Achievements-final-1.pdf) (National Food Policy Council Achievements) | * Decided to remove this agenda item and move it to January. |
| 8. Coordinator position discussion (hours/funds)-  **10 mins: 5:40-5:50** | * 2016 [financial plan](https://docs.google.com/document/d/15Dgn44ljzY5j3pQXhW0_D6qJMYCkpVfpEtKymWbmCMA/edit) * some would like to proceed with a budget that is already balanced with the money that we know we have. * feeling that setting a budget with a projected income and expenses is fine. * would like to see this as part of a larger discussion to the full year’s budget amount. * interested in adding another larger discussion the next agenda around approving a fundraising activity in January. * would like to see budget adjusted without funding in place for training and supplies. | * Group consents to budget as it currently exists and then will revisit this as an agenda item at January GC meeting to learn about whether or not we got a Tipping Point grant. |
| 9. Formal agreement between Bountiful Cities & ABFPC-  **5 mins 5:50-5:55** | * Need to get a signed contract with Bountiful Cities as fiscal agent for the ABFPC. * Bountiful Cities will circulate an agreement to the GC, and we can continue the discussion in January about how to get it signed. | * Will finish this by email or add it to January meeting agenda. |
| 10. Closing round-  **5 mins 5:55-6** | * Could we livestream a future GC meeting for folks who are at home or want to check in with what we’re talking about? |  |

**Next Meeting**

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| **Date/Time/Location** | 01/23/16: 4-6pm/ Public Works building |
| **Facilitator** | ? |
| **Agenda** |  |