**Meeting Minutes**

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| **Date/Time/Location** | 1/23/17 4-6PM Public Works Building |
| **Facilitator** | Mary Lou Kemph |
| **Note Taker** | Nicole Hinebaugh |
| **Time Keeper** | Melanie Brethauer |
| **Attendees** | Kiera Bulan, Mary Lou Kemph, Brandee Boggs, Nicole Hinebaugh, Ariel Zijp, Darcel Eddins, Carlye Gates, Melanie Brethauer |

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

**Minutes**

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| **Agenda Items** | **Discussion** | **Conclusions/Action Items** |
| 1. Welcome & introduction of Ariel Zijp -5 minutes 4:00-4:05 | * New Farmer Support Cluster rep. * With NC Cooperative Ext: help farmers put their lands into conservation easement. * Farmer Support is also working on Farm Heritage Trail * New funds: $16mill applied for through Blue Ridge Forever: $8mill for farmland preservation, $8mill for stream conservation: available in 10 counties served. Applications will then be made to Blue Ridge Forever. Funds will be available for 4-5 years. These funds will be available for the various CLT focus projects (SAHC, and others who are part of Blue Ridge Forever) * Zijp pronounced: “Zype” |  |
| 2. Check-in and set next meeting date 10 mins: 4:05-4:15 | * *3rd Monday in Feb is 2/20* * *This is Presidents’ Day. Public Works building will be available.* |  |
| 3. Approve meeting minutes from 12/19/16 & approve today’s agenda– 5 mins: 4:15-4:20 |  | * Would like to add 5 minutes for discussing future facilitation. |
| 4. Approving public meeting minutes & language (Jillian) - 5 minutes 4:20-4:25 |  | * Agreed that Kiera should do a once over to minutes prior to making them public to review semantics. |
| 5. Cluster updates – 5 minutes/cluster 20 mins: 4:25-4:45 | * Access: applied for a grant for the Double Up Food Bucks program with the CFWNC, a strong application including great letters of support from the two grocer sites, Mahec/CHIP, BCDHHS, and Manna Foodbank. Also, CHIP has identified DUFB program as one of their priority areas. * Water: meeting tomorrow with Jade Dunhurst (new water resources director), Gwen, Gary Jackson, Amber. Have met with Cecil, Brian, Gordon, and Julie. These meetings are to discuss an agricultural water rate. Meetings are for gathering information from the council members and staff. Haven’t yet met with Keith, but the goal is to meet with everyone prior to the council retreat, then start digging deeper into the work after the retreat. Need an intern. Will be doing a data request from water resources department. Julie suggested a pilot program for the city, and Pearson garden and Patchwork Urban Farms came up as possible sites. PUF would be able to possibly include their multiple properties. Could also look at Smith Millworks. Other urban farms are not as interested, because they are concerned about zoning issues. Melanie will communicate with them further about what their barriers look like. One barrier to this program in general is the city’s antiquated accounting system for water bills, and the difficulties inherent in billing multiple properties in one bill, or billing multiple rates for one property. Also, the meters are expensive: $1,500, but could be $400 or $500 for the city just dropping a series of meters in if all the other work is done. * Farmer Support: have been working to collect statistics and finish research to finalize policy brief on Farmland Preservation. Would like to then follow with a series of briefs focusing on various aspects of farmland preservation. Meeting with county commissioners to get a feel for what they already know about what’s been done, and if this is on their priority list. April 18th County Commissioner meeting is a deadline for getting this done, so that Farmer Support can present at the meeting and then the commissioners can have it in advance of their retreat to possibly incorporate into their budget numbers. Have been working a lot via email and google drive on this in between monthly meetings. Also have someone working on graphic design to help enhance the policy brief. Might also be good to look at the Present Use Valuation money, so cluster is looking at timing and which pot of money would be best to approach at different times. * Land Use: struggling. Don’t have enough members. Jillian has had to pull back from cluster work a bit, and often don’t have many other folks there. Previously when there was better participation some of the issues at the time (greenways, etc) are being addressed. Jennifer Flynn (the new G2G director) may be joining the cluster. Other G2G staff might also be interested in joining. Carolina Arias has been coming, but wasn’t able to come the last time. She just began a new semester, and the meeting time could possibly change to reflect her new availability so that she can attend, as it is part of her work with Bountiful Cities to attend. Now meeting on Wednesdays from 4:30-6:00 or from 5:00-6:30pm. When clusters get smaller outreach efforts can look like: clusters can put out what their work is and see who comes, and also the folks who join can also influence the work. | * Would like to talk about the extra facebook page of the Water Cluster in addition to the regular facebook page of the ABFPC. Will add to another agenda. |
| 6. Coordinator report- 10 minutes: 4:45-4:55 | * Many of the big highlights are agenda items tonight. * Have had some interesting meetings: Josh O’Conner from Bunc. Co., Dawn Chavez from Greenworks, Carlye Gates with ASAP, Jared Cates with Community Food Strategies, * Upcoming meetings: Charlie and Emily Jackson from ASAP, Western Regional Food Policy Council * Applying for Clif Bar grant: $7K |  |
| 7. Planning for strategic planning – 20 minutes 4:55-5:15 | * Leadership:   + Would be good to have a leadership team to create a proposal to bring to next GC meeting for approval.     - Volunteers: Darcel, Nicole, Brandee (at supervisory meetings) * Outside facilitation, funding?   + WNC Nonprofit Pathways: Darcel followed up with them about accessing funding to do this Strategic Planning. ABFPC can’t do that with them. In order to access those funds orgs must have a $200K budget.   + Need to figure out how to get it facilitated by other means. A few other grants are coming up, also.   + Who would we like to facilitate us?     - Tracy Kunkler’s facilitation was great when she helped us with the Governance Docs.     - Would like to see Marisol Jimenez as the facilitator.     - Andrea Golden might be another good facilitator   Where?  -Could possibly get the Sherrill Center if we want to involve the public in this process.  -Tim Ormond has a space at The Collider.   * Timeline:   + Would like to get this done in the next few months or even two months   + Should do it after the completion of the FAP survey, as it might inform our process. * Process (retreats, #, timing, cluster engagement):   + Who should be at the table?     - GC only?     - Would it be possible to meet with one or more of the youth groups who are meeting right now, also?     - Would be nice to broaden it to the cluster members, maybe as one of the days only.   + What do we want to accomplish?     - Should start by reviewing the original Strategic Plan. Kiera has this document and will share with the GC.   + How much time do we want to take?     - 2 whole or half day meetings     - Could look at gathering more public input in the fall. | * Kiera and Leadership team will present proposal at Feb. meeting. |
| 8. FAP 15 minutes 5:15-5:30 | * Survey response update: 109 survey responses to date.   + Some next step work to pull out the takeaways and bring them forward for the clusters and city departments.   + Nicole, Brandee, and Darcel are working to organize public input sessions to gather more information.   + Agreed to change acronym to FPAP in order to avoid any conflation with embarrassing references.   -Proposed/tentative timeline   * + Kiera sent out a timeline to all GC members to describe how the FAP revision survey and info gathering process will proceed, with a goal for March/April to have that info compiled and out to the clusters and city departments for prioritizing and feasibility studying. Goal is to have revisions completed and presented by June. * Cluster input process | * Group agreed to change acronym to FPAP. |
| 9. Community Food Strategies technical assistance update 10 minutes 5:30-5:40 | * Had call earlier today with Jared Cates from Community Food Strategies and CFSA. They are offering 10 hours a month for support for $60. He/they could be working directly with Kiera, although if it would be useful to have GC or cluster interfacing with him/them it is possible. * They could help with building relationships with Buncombe County folks. And once FAP redevelopment is complete they can help us bridge the city and county to work on different areas of the FAP. * Help ABFPC develop articulate talking points about who we are and what we’re working on, etc. * Provide technical assistance in connecting priorities and areas of interest with existing policies around the country at various levels, and related to the priorities which have already been determined at the cluster and GC levels of the ABFPC. * They have some tools that could help us to organize our work and thoughts about our work. |  |
| 10. Fundraising 15 minutes 5:40-5:55 | * *tipping point grant:*    + *We will be funded sometime in February: about $4,000 likely.* * *fundraiser? Not necessary at this time.* * *Funding/hours approved?*    + *From 10hrs/wk to 15 hrs/wk:*      - *Beginning in February.* * *Grants? Clif Bar: applying for $7K for General Operating Feb. 1st.*    + *Bunc. Co. Service Foundation: will apply in the fall.* * *continuation of funding through sustainability office?*    + *Working on determining this with Amber. Our funding has been included in the budget, but it was supposed to be 1 year funding, so we’re not sure yet whether we need to apply for SPF dollars. Nicole and Kiera will be meeting with Gordon to discuss this.* | * Consent to increasing coordinator’s hours from 10 to 15 a week. |
| 11. Closing round- 5 minutes 5:55-6 | *Facilitation discussion: Kiera is offering to facilitate the GC meetings so that we don’t have to try to rotate facilitators at each meeting. Someone could fill in if Kiera is on vacation or GC has the need for a closed meeting.*  *-Consent*  *Closing Round* | Group consents to have Kiera facilitate the GC meetings. |

**Next Meeting**

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| **Date/Time/Location** | Monday Feb. 20th 4-6pm |
| **Facilitator** | Kiera Bulan |
| **Agenda** |  |