**Meeting Minutes**

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| **Date/Time/Location** | 3/20/17 - Public Works Building |
| **Facilitator** | Kiera Bulan |
| **Note Taker** | C. Nicole Hinebaugh |
| **Time Keeper** | Brandee Boggs |
| **Attendees** | Mary Lou Kemph, Brandee Boggs, Darcel Eddins, Melanie Brethauer, Kiera Bulan, C. Nicole Hinebaugh, Ariel Zijp, Lyn May (communications intern) |

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

**Minutes**

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| **Agenda Items** | **Discussion** | **Conclusions/Action Items** |
| 1. Check-in and set next meeting date  5 mins: 4-4:05 | (*3rd Monday in April = 4/17/17)* | **consent:**  Would be good to add an announcements section to the end of the agenda. |
| 2. Approve meeting minutes from 2/20/17 & approve today’s agenda- 5 mins: 4:05-4:10 |  | **consent** |
| 3. Cluster updates-  5 mins/cluster- 20 mins: 4:10-4:30 | Water Cluster:  -have met with all city council members and mayor as well as head of Water Dept:  -wanted to gather input and get buy-in: idea of starting pilot program for ag water rate: Pearson, Patchwork Urban Farms, etc.  -everyone liked idea of moving forward with research.  -intern came to last Water Cluster meeting and will work on research, etc. Will then present to cluster and then to city.  -definition of “urban farm” is going to be an interesting part of this discussion.  -Shannon Tuch advises that we are careful not to propose a new zoning classification for this purpose.  -Will this extend to community gardens?  -cluster can propose a definition to city council and to the mayor. As long as there is data to support they will likely be ok with it.  -not another program like this in NC, but does exist in other cities. Could look like a grant subsidy.  -Burton St. already has a meter and a faucet which is 100% irrigation.  -Who will define “urban agriculture”?  -GC should approve definition before it goes to the city. We want to be able to define it in a way that specifies who should have access to this rate, etc., but not a formal definition of “urban ag” as a whole.  -request to not meet with mayor about this until we have our ducks in a row. City council retreat had a whole section about community groups following a chain of command to not contact council and upper level staff for everything.  Access Cluster:  -received CFWNC grant for Double Up Food Bucks program with French Broad Food Cooperative and Mother Earth Produce.  -Bountiful Cities is interim Lead Agent to the DUFB program, but MountainWise has formally agreed to become the Lead Agent for the program in fall of 2018.  -Also, USDA will be granting waiver request for those stores and is looking into granting a larger blanket waiver in partnership with the Fair Food Network.  -Have also been working on Food Policy Action Plan revision work.  -Would be good to have this information on the ABFPC partner page, and should also be a press release: emphasizing the collaborative nature of this work.  Farmer Support Cluster:  -Release of Policy Brief may be delayed a bit. County Commissioners don’t feel that there is any particular preferable time to get it submitted to them.  -going to take the time to really polish it before submitting it. Have good momentum in the cluster, although things are very busy right now with the farmers.  -meeting with Kiera tomorrow to work on the FPAP revisions.  Land Use Cluster:  -sent out communications about working on the FPAP revisions, but haven’t heard back from anyone.  -right now still don’t have a lot of energy on this cluster, but it does look like Jillian may be coming back to work with the cluster. | Kiera and Nicole will work on developing a press release for this program. |
| 4. Coordinator report-  10 mins: 4:30-4:40 | -Lynn (intern) has been working on website, and Kiera has been working with Jason at Steam Labs to update as well. Have refreshed the theme and are working on a new layout that would streamline regular update needs for less frequent updates.  -Words to Live By (more nuts and bolts) and A Better World (worldview) radio programs have reached out to Kiera to do interviews. Anyone interested should tell Kiera. Would like to get back to them this spring.  -Asheville Bioneers has invited us to participate in some panels. Kiera has spoken with Nicole and Darcel, and possibly also Megan (Access Cluster intern). April 8th.  -Kiera is in April issue of WNC Woman magazine. Was interviewed and provided photos.  -FPAP revisions: have done Water Cluster and Access Cluster (Amber led that talk), and will meet with Farmer Support and Land Use in coming weeks. Kiera sent instructions to everyone with some history, and would like folks in clusters to look at it so that work can happen at home, as well. Deadline: April 3rd.  -Visited Smith Millworks. Use Asheville City Water, but not for irrigation. Use a spring-fed pond for irrigation.  -Meeting Wednesday with Terri March about the CHIP.  -Met with Ameena Batada.  -Awarded Tipping Point grant of $4,000. Nicole shook em DOWN!  -Darcel can check into/set up a PSA about the ABFPC on 103.3 radio station.  -Holly (intern) is doing grant research. Bountiful Cities receives a weekly grant listing through a service and could share the listings with ABFPC. | -Anyone interested in doing radio interview this spring should tell Kiera.  -Kiera sent FPAP revisions instructions to everyone with some history, and would like folks in clusters to look at it so that work can happen at home, as well. Deadline: April 3rd  -Darcel can check into/set up a PSA about the ABFPC on 103.3 radio station.  -Darcel will share Grant Station listings with Kiera when they come out (weekly). |
| 5. FPAP update-  15 mins: 4:40-4:55 | -Feedback: would be good to have some prioritization identified in focus area ideas that clusters will be working on.  -In document the outcomes are already ranked according to survey feedback.  -There may be entire sections that clusters aren’t able to get to within a single cluster meeting, and GC will need to decide how we need to address this.  -We will be doing GC revisions in April and May, possibly concurrently with when city staff may be looking at the document, as well. According to grant we should submit final version to City Council in June/July.  -Would be good if we got to some point of draft to present in May sometime (especially as we are asking city to continue Sustainability Dept. funding for ABFPC in budget). Evaluation of previous plan could be done in May, along with some key points from new draft. COA budget is approved by mid-June usually. |  |
| 6. Evolving clusters-process discussion-  45 mins 4:55-5:40 | * Land Use Cluster follow up discussion– 10 mins 4:55-5:05 * Activating Policy Mobilization cluster 20 mins - 5:05-5:25   + Help clusters strategize cluster by cluster best way to develop platforms and move forward with policy recommendations.   + Develop policy roadmap to the city and county (staff and departments)   + Could develop luncheon with law-makers.     - could have coffee with people individually or in small groups.     - could host a luncheon to talk about work that we’ve done, and hold this luncheon annually, inviting city and county there.       * ask for introductions and ask them what they value about food, record their answers and recognize their words on social media. Could get community groups to cater, etc. Could also use this opportunity to give awards for orgs who are doing work in alignment with the FPAP or Food Masterplan. Need to learn about public notice requirement for a certain number of city council members in one place.   + Support the dev’t of city and county relationship-building.   + Could recruit UNCA students (and WWC) from Poli-Sci dept to have a couple of standing, rotating seats in the cluster. Would need to get a partnership with the right professor.   + Who would recruit these cluster members? Or could someone advise the creation of a policy mobilization cluster or ad-hoc group?     - previous members came from UNC Chapel Hill Masters of Public Health Program, Housing Authority of City of Asheville.     - Could look at recruiting at Western U. (Masters of Public Policy there), Lenoir Rhyne (Masters of Public Health program there).     - WWC student: Sara Himmelhaber (sp?) has Food Policy experience in Wisconsin.     - ABFPC Coordinator could also help to lead or support the cluster. * Possibility of a metrics cluster- 15 mins- 5:25-5:40   + Kiera met with Prof. Ameena Batada. Is interested in re-engaging with the ABFPC and would like to put together a proposal for a formal partnership with UNCA for benchmarking and metrics. Good timing with FPAP work happening. This would be good to have a cluster working specifically on metrics to support and assist all the other clusters.   Overall goals:  -reinvigorate GC  -improve recognition/reputation of ABFPC in general public  -strengthen county relationships  We have a lot going on right now that we can be proud of, and it’s good timing with the announcement of the Sustainability Office (although this appears to be geared exclusively toward energy). Would be a good time to reach out to them.  -would this be good to include in a press release?  -Meetings of the Whole at the Sherrill Center were very well attended and brought in great diversity of interest and sectors.  -would be great to hold a MOTW in the fall (September?) to unveil the FPAP and re-engage community.  -Waste Recovery Summit would also likely be happening around that time (likely in summer/fall), and ABFPC would be involved in this. This could also happen in Sherrill Center. | -Need to put MOTW discussion on April GC agenda.  -Darcel will learn more about public notice requirements for a certain number of city council members in one place.  -Need to put Policy Mobilization cluster discussion on April GC agenda.  -GC members need to think about which people we should approach about Policy Mobilization cluster. |
| 7. Agenda wiggle room – 10 mins 5:40-5:50 |  |  |
| 8. Community Food Strategies technical assistance update-  5 mins: 5:50-5:55 | -Kiera has been talking with Jared weekly/bi-weekly about updates in FPAP and some ideas. Jared is coming to town on April 12th, and is coming to Farm Group meeting (meet quarterly: farm agencies provide resource availability updates, and have some sort of presentation). Kiera will let us know exactly when he’s coming in case people want also to meet with him. | Kiera will let us know exactly when Jared is coming to town in case people want also to meet with him. |
| 9. Closing round-  5 mins 5:55-6 | -Good meeting, got through a lot of items  -Glad we talked about policy mobilization  -Glad to see how this works, and be part of discussion. |  |

**Next Meeting**

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| **Date/Time/Location** | Public Works: April 17th, 2017: 4-6pm |
| **Facilitator** | Kiera Bulan |
| **Agenda** | Kiera Bulan |