**Meeting Minutes**

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| **Date/Time/Location** | 7/18/16: 4-6pm, City Hall Conf. Room |
| **Facilitator** | Mary Lou Kemph |
| **Note Taker** | C. Nicole Hinebaugh |
| **Time Keeper** | Mary Lou Kemph |
| **Attendees** | Brandee Boggs, Darcel Eddins, Jillian Wolf, C. Nicole Hinebaugh, Mary Lou Kemph, Steve Duckett, Casey Epstein, Janna Gower, Amber Weaver |

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

**Minutes**

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| **Agenda Items** | **Discussion** | **Conclusions/Action Items** |
| * 1 .( 4:00--4:07) CHECK-IN AND SET NEXT MEETING DATE --7 MIN.
 | * August 15th (third week of month) from 4-6pm: at Public Works building room 109
 | * Anyone who would like to receive a google calendar invite for this should send an email to Amber.
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| * 2. (4:07--4:12 ) APPROVE LAST MINUTES FROM GC MEETING OF May 23, 2016 AND APPROVE AGENDAFOR TODAY--5 MIN.
 |  | * **approved**
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| * 3. ( 4:12--4:17) IDENTIFY COMMITTEE TO FINALIZE GOVERNANCE DOCUMENT -5 MIN--JILLIAN
 | * Kelly Koney has offered to finalize this document.
* Proposal: give Kelly this document to finish, and then post online for a comment period, and bring it to the GC meeting in Sept. for approval.
 | * Everyone should look at the online doc and make edits/corrections during the month of August.
* Jillian will enter Kelly’s suggestions into the google doc as suggestions.
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| * 4. (4:17--4:32). CLUSTER REPORT---15 MIN.--ACCESS CLUSTER---BRANDEE AND NICOLE
 | * Access Cluster has been working with group of stakeholders to plan and implement a Double Up Food Bucks program for ppl using SNAP/EBT at specified vendors to get a 1-1 matching up to $10 or $20 to use to purchase locally grown produce.
* Would like to include/invite Farmers’ Support to this work.
* This started in Michigan in 2009 as a small pilot led by the Fair Food Network and has grown to include 21 states.
* Fair Food Network Director, Noah Fulmer, is coming to Asheville in 1.5 weeks to meet with all the stakeholders and assist with the planning process.
* Jackson County and Durham may also come to this meeting with Noah, and/or collaborate in the future around this program.
* Still need to determine which agency will house this program. Ideally this would be the county.
* FINI grant (USDA) to apply to this fall which will fund the pilot project locally. Matching grant up to $100K.
* Funding comes out in April of 2017. Some stakeholders are interested in hitting the ground running once funds are received. Or could work a little longer on development and begin sometime between May and August of 2017.
* High return on investment for local economy and Food Access.
* Should we invite Dig In in Yancey County? The NC Extension works with that program there. Dig In works with farmers and farmer programs there. We should limit this initial meeting a little, but could include other stakeholders outside of Buncombe County in the future.
* There are around 40 stakeholders involved at this time.
 | * Brandee and Nicole will send invite to Steve Duckett with Farmers’ Support cluster.
* Will need help from ABFPC with outreach, etc. once planning progresses a little further.
* Brandee and Nicole will send out full report from Claire to GC.
* Casey has offered to be involved from the FBFC perspective.
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| * 5. (4:32---4:42) UPDATE ON COA STRATEGIC PARTNERSHIP FUNDING; PROGRESS BY PLANNING AND EVALUATION COMMITTEE TOWARDS COMPLETING NEXT STEPS---10 MIN.-----NICOLE AND DARCEL
 | * We have to be in agreeement around the scope of services for revising the FAP, and how payments would be made. Then this contract has to go in front PED committee for approval as to when we would update them to progress to the scope of work.
* Planning and Evaluation committee is going to be working on this. Amber sent a template for us to use for this and for the Scope of Services.
* Funding will start once we can get the contract through. Likely Sept. 1st.
* Funding will not be reimbursement based. Bountiful Cities will invoice the city, matching invoice with scope of work tasks. Still need to determine the pay schedule. Could be quarterly. This might work well.
 | * Evaluation and Planning committee will work on completing the contract and Scope of services.
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| * 6. (4:42--4:47) DISCUSSION ON DEVELOPING A FUNDING ACTION PLAN---BROUGHT FROWARD FROM LAST MEETING --5 MIN-----
 | * Proposal: form a workgroup to develop this Funding Action Plan proposal to bring to next GC meeting for feedback and approval. Jillian is interested in this. Can’t commit yet, though.
 | * Steve and Nicole will work on this throughout August and early September in order to present to GC at Sept. meeting.
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| * 7. (4:47--5:02) UPDATE FROM AMBER ---15 MIN.--
 | * As we revise the FAP over this next year, need to think about how we want to engage the public in this, how many meetings we want to have about this, and how we want to do it.
* Still working on developing a website for the FAP. Working to learn who all the different orgs and groups are who are working on different aspects of the FAP, and include that in the website. Will also include updates to the UDO related to FAP policies. Will talk about city’s large ag leases in place currently and in the future. This has been stalled, but will be picked back up soon. Community Garden application will be on there, and also Adopt a Spot. Have been thinking about how to do edibles on right of ways and other public spaces. This works well with the work that Greenworks does and their volunteer management capabilities. Will have all the tailgate markets listed and the suggested plant and tree lists.
* Strongly suggests that Coordinator for ABFPC attends the Tree Commission meetings. Have been giing the Tree Commission some info and tasks related to the FAP. Ex: edible species subcommittee and other areas.
* Next steps: check back in with Parks and Rec and Public Works to be sure that everything is in line with their regulations and requirements.
* Have been working on the Edible Mile. Have been working with Lucy Crown (Greenway Coord) to determine where edibles can go on the French Broad West site. The Tree Commission has created a subcommittee for edibles, also, and Amber will work with Marc Williams to go out and identify what is already there. Would like to create list of edibles that can be installed there, and then would like to have a public forum to solicit feedback about what people would like to see planted there. Won’t be a continuous planting there, because some of the areas are very narrow and overgrown and has walls and powerlines, but will plant in all available areas. Will fundraise for plant materials, and construction will start in 2017 and will go on for some time.
* Was working with Mary Ellen on water rates. This is more difficult and has gone to the water cluster for review. Water resources director would like to know **how many urban farmers there are within the city limits**, what the bills look like, and how much water is being used typically. Have learned that some folks haven’t been being charged correctly. Bills are based on water used, sewer, and size of the water pipe. Bountiful Cities is being charged an irrigation rate without sewer, and can submit some bills for review. Irrigation rate is higher than regular water rate. Were also working on learning about other cities who had been able to change their rates and how it all worked. Requirements: that majority of property is being used to grow food, herbs, or flowers.
* Discussion: This could be an incentive for more people to grow food on their property. This would be good for community gardens, too. Spigot fees are cost prohibitive here. Water cluster would like to gain access to the California Bill
* Questions: is anyone working on gathering this data? Answer: Mary Ellen was supposed to be working on this. Casey had attended these meetings too.
* Do we want to define “Urban Agriculture” for the website? Sometimes this can come with restrictions, so we need to be careful with this.
* Curious about how a farmer like Sunil Patel would work through various ordinances such as animals, farmstands, and water usage. These go back to different departments and have different layers.
* Curious about how the Edible Mile work/discussion derailed the original plans. This happened due to needing to address communications around citizens and their concerns. Was difficult to stay on task with so many cluster-based communications outside of the coordinator-based communications.
* Would like to learn from ABFPC what we would like for the Sustainability dept to work on, and then focus on that workplan.
* Would be helpful to get an organizational chart from ABFPC in order to know who to speak with about which items.
* Would like to be sure that we’re all on the same page and that Amber is participating frequently in ABFPC GC meetings.
* Answer: Would some fees be dropped for the Urban Ag water rate? Answer: some fees could be dropped, but wold have to check which ones.
 | * Bountiful Cities could possibly submit bills for review.
* Amber can send meeting notes about the Water Resource Director’s needs to move forward with this.
* Casey will forward California Bill information to the Water Cluster.
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| * 8 . ( 5:02--5:12) UPDATE FROM CASEY--INTERN FOR WATER CLUSTER/ RAFFEL NOTIFICATION-- 10 MIN--CASEY
 | * Casey researched email/website situation. Possible solutions: could create a separate gmail address for free. Or spend about $60/year to get an email related to our specific domain.
* Feedback: ABFPC in the name would be good. We need to look at putting new info into the application reflecting the Bountiful Cities nonprofit as the ABFPC fiscal agent.
* There is an original gmail address to the ABFPC. this contains all of our correspondences from the city during the development of the FAP.
* What happened: switched domains from .com to .org, and then our .com domain lapsed and was bought up by another group. Also, google recently changed their policies around payment of domain name creations with a gmail account unless the group is a registered nonprofit.
* Purple Cat account is still in Mary Ellen’s name and is being billed to NC State. This needs to change and come to Bountiful Cities as the new fiscal agent.
* Casey sent intern info to the Water Cluster.
 | * Casey will follow up with Brandee and Darcel about developments in the website/email area.
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| * 9. (5:07--5:17) ADDED AGENDA ITEMS--10 MIN
 | * N/A
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| * 10. (5:17--5:22) CLOSING ROUND---5 MIN
 | Very productive and informative meeting. Was great to hear from Amber, especially.  |  |

**Next Meeting**

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| **Date/Time/Location** | 8/15/16, 4-6pm, Public Works building |
| **Facilitator** |  |
| **Agenda**  |  |