**Meeting Minutes**

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| **Date/Time/Location** | 8/15/16: 4-6pm, Public Works Building |
| **Facilitator** | Mary Lou Kemph |
| **Note Taker** | C. Nicole Hinebaugh |
| **Time Keeper** | Mary Lou Kemph |
| **Attendees** | Darcel Eddins, Allison Ornsby (observer), Steve Duckett, C. Nicole Hinebaugh, Mary Lou Kemph, Amber Weaver, Janna Gower, Brandee Boggs, Jonathan Ammons |

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

**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.
 |  | * Monday Sept 19th from 4-6pm at Public Works Building
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| * 2. (4:07--4:12 ) APPROVE LAST MINUTES FROM GC MEETING OF JULY 18, 2016 AND APPROVE AGENDA FOR TODAY--5 MIN.
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| * 3. (4:12-4:15) REMINDER TO REVIEW ON LINE GOVERNANCE DOCUMENT WHICH WILL BE ON AGENDA FOR SEPT FOR APPROVAL--3 MIN.
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| * 4.(4:15-4:25) CLUSTER REPORT--10 MIN.--ACCESS CLUSTER UPDATE ON DOUBLE BUCKS --BRANDEE AND NICOLE
 | * Nicole provided print-outs of the Summaries from the DUFB meetings held with Noah Fulmer a couple of weeks ago. There were some important decisions made during these meetings.
	+ Reinvestment Partners in Durham is likely to be the lead agent on this.
	+ The group determined that at least in the first few years the program will focus on grocery stores rather than farmers’ markets.
	+ Group will apply for multi-year funding
	+ Group will focus on a few sites in Buncombe and Durham first, then expand outward into sites in neighboring counties, and finally to the statewide area including one or more statewide chain grocery stores.
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| * 5. (4:25-4:40) UPDATE FROM AMBER--15 MIN
 | * Tree Commission sub-committee on edibles met and discussed next steps for Edible Mile. Will be doing plant-ID tour tomorrow at 8:30am. FPC will be represented there. Will be taking some soil samples.
* FAP programming: community gardens: will set up tour of available properties for community gardens. Parks staff will be able to say yay or nay about those properties. Once that happens a revised workplan will be submitted to P&R, and will then go to lawyer for approval.
	+ Recommendation from Nicole about doing input gathering in neighborhoods where community gardens are destined. Bountiful Cities could help by sharing previous survey questions used in other communities.
* Adopt-a-spot: met with Public Works to learn if right-of-ways would be considered: verbiage allows for “bump-outs”, but Public Works staff will have final approval. Then Risk Management and Legal.
	+ Also working on a contract with Greenworks to manage this program.
	+ Bump outs are usually lining some sidewalks and stick out into the street.

-Large Ag-leases: received edits and incorporated into application. Will meet to continue edits, then Risk Management, and then Legal. -Website update: will be up on web this month, next month could possibly do a review of it. -Bountiful Cities contract was received today. -Have been attending UAA meetings. -Have a green portfolio tour set up for UNCA students to look at Danny’s Dumpster and Balsam Gardens. This is a farm land leased out by the city. Will be talking about the FAP, also. -Composting: phase 2 feasibility study underway for anaerobic digester. Looking at doing this in Asheville and in partnership with Buncombe County and Danny’s Dumpster.  -Darcel has seen this model active in 2 other states: Milwalkee, Wisconsin: Growing Power and Cleveland, Ohio (also recommend speaking with Jorge about this), and believe that there could be economic opportunities available with this. Went around and picked up compost items, some folks dumped there, also. They were able to create soil and sell it. Also had greenhouses and were conducting educational classes there, too. Danny’s Dumpster only does commercial pick-up, but could also have residential pick-up in the contract. Would like to connect the system with the community gardens, also. Also, could anaerobic digester be used in de-centralized locations around the city to provide energy at gardens and rec centers? Currently, city is only set up to pick up garbage from single-family residential, but could be interesting to explore multi-family residential complexes.  -Amber will contact Jorge and look at how this project can scale to the community. This could be a good example of a Strategic Partnership with the COA.  |  |
| * 6. (4:40-4:50) UPDATE ON COA STRATEGIC PARTNERSHIP FUNDING; PROGRESS BY PLANNING AND EVALUATION COMMITTEE TOWARDS COMPLETING NEXT STEPS INCLUDING HIRING PROCESS FOR COORDINATOR.---10 MIN.-----DARCEL AND NICOLE
 | * Scope of Service with COA:
	+ Amber: will review, add specific action items, take to finance for editing/approval. Will start working on this next week.
* Hiring Process:
	+ Subcommittee has been meeting quite a bit, and has evaluated the previous position, and completed and sent out an application for the position to networks. Application availability will close on Aug. 21st. Also, met with Mary Ellen and reviewed her position.
	+ Next step is to identify the hiring committee moving forward. Need to open it up to the group. Need to take this request to the larger group, since we don’t have many people here today. Janna isn’t eager, but could help if needed. Steve could help, depending on time necessary. Darcel will come off of the committee.
 | * Amber Weaver would like to join hiring committee. Nicole and Brandee will stay on committee, as will Mary Lou.
* Request that everyone push the application out to networks.
* Nicole will share Hiring folder and Google form with Amber.
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| * 7. (4:50-4:55) UPDATE ON DEVELOPING A FUNDING ACTION PLAN---5 MIN-STEVE
 | * Steve and Nicole worked on a budget for the ABFPC as well as a plan for fundraising across three six-month trimesters through Dec. 2017. Report is available in ABFPC Financials folder under 2016 financials.
* Brandee noted that hours/finances available for first trimester are more than what is needed, with position beginning in Sept rather than July. This could mean that we have more hours available for the coordinator, or that we do less fundraising.
* BC Tipping Point grant has already been applied for, and we should hear back in a month or so.
* Gary Nabhan is coming to Lenoir Rhyne in November. Could possibly piggy back and speak at a winter event.
* 2 supervisors are enough.
 | * Nicole will revise Funding Plan, and plan is available in ABFPC Google Folder.
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| * 8. (4:55-5:00) UPDATE ON SACEE--5 MIN--NICOLE
 | * Report covered within Amber’s section.
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| * 9. (5:00-5:15) --UPDATE ON ABFPC WEBSITE/ CASEY'S PROGRESS---15 MIN---NICOLE
 | * See accompanying report document.
* Decisions regarding Questions for GC in report are to the right.
 | * Mtn X published audio recording of ABFPC City Council candidate’s forum. There is an article in the Mtn. X, also. Brandee has the UDO changes info, Brandee has story of how the FAP was developed. This may be in the year 1 snapshot.
* Policy Mobilization will become ad-hoc group.
* Will move discussion of cluster Action Planning to next agenda.
* Not useful to send all cluster minutes to website. More important to have GC meeting minutes.
* No rep contact info on site.
	+ Could possibly each cluster have its own email address.
* Admin power on FB page: who should have it?
	+ We should put the new coordinator as an admin and could put Jillian on there, and then add all of us as editors.
* Should we get a free email domain change through Bountiful Cities’ nonprofit status?
	+ If Casey has already sent out mass email then we shouldn’t change. If he hasn’t, then fine. Whatever is simplest and easiest, doesn’t matter if we’re at gmail or not.
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| * 10.(5:15- 5:35) DISCUSSION AND IDENTIFYING SUPERVISORS FOR NEW ABFPC COORDINATOR----20 min
 | -Supervisory Committee will continue as is until next GC meeting, at which time the new Supervisory Committee will be determined.  | -Supervisory Committee will continue as is until next GC meeting, at which time the new Supervisory Committee will be determined.  |
| * 11.(5:35-6:00) CLOSED SESSION
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**Next Meeting**

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| **Date/Time/Location** | * Monday Sept 19th from 4-6pm at Public Works Building
 |
| **Facilitator** |  |
| **Agenda**  |  |