**Meeting Minutes**

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| **Date/Time/Location** | **10/27/2014, 4-6 PM, Public Works Building** |
| **Facilitator** | Mary Lou Kemph |
| **Note Taker** | Grace Raper |
| **Time Keeper** | Melanie Brethauer |
| **Attendees** | Cathy Holt, Emma Topor, Darcel Eddins, Cristina Hall, Brandee Boggs, Grace Raper, Laura Cheatham, Melanie Brethauer, Nicole Hinebaugh , Karen McSwain, Mary Lou Kemph |

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

**Minutes**

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| **Agenda Items** | **Discussion** | **Conclusions/Action Items** |
| * ADDRESS THE DECEMBER MEETING
 | * The council discussed whether or not there will be a GC meeting in December, which would fall on Dec. 22.
 | * There will be no GC meeting in December, instead there will be a MOTW for all members of the ABFPC. Karen, Laura, and Cristina volunteered to organize the event, with Nicole offering to take care of food arrangements. It was reminded that we still have a $100 GC voucher to use with the French Broad Co-op for food and drink.
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| * DISCUSSION OF AND ESTABLISHING SUPPORTIVE COMMUNICATION IN THE GENERAL COUNCIL
 | * Mary Lou expressed the Council feels there needs to be more supportive communication in the GC. She’d like a couple of people to help with setting up a policy with the “picture forming” list built to be presented at the November GC meeting. Proposed the idea of a “temperature taker” for meetings.
* Darcel reminded the group of a policy for the GC cluster reps to discuss matters. Darcel didn’t like the idea of a temperature taker.
* Cathy advocated for a more on-going way to address things.
* Brandee asked that two lists be addressed – the roots and the ? . She requested the group adhere to agreed upon policies and the agenda for set speakers at GC meetings. Brandee feels there is no need to draft another proposal. Karen said she feels there is a fine balance between members not being able to follow through and just dropping the ball.
* Cristina felt uncomfortable with the way the emails regarding last month’s council were sent out. She recommended emails be taken into account to evaluate how the GC communicates internally. She’d like the list to be on paper and documented for future members. Laura suggested there be more access to a guide on the process for newcomers, perhaps on the website.
* Melanie likes the idea of adhering to a system and using intentional language to establish clear communication. Nicole said GC needs to establish the “need” behind the positions being put forth.
* Susan suggested a tuner to help the facilitator keep the meeting/communication on track. She also said that how we choose to handle external relations is crucial for the GC as well.
 | * Cathy and Mary Lou will meet with Susan to take the list of the suggested items, and bring back something at the Nov. meeting.
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| * PRESENTATION OF CLUSTER ACTION PLANS BY EDUCATION AND POLICY MOBILIZATION CLUSTERS
 | * Laura does not have her paperwork to present today and would like to move to November.
* Policy cluster wants to increase cluster participation, continue to monitor the City Food Action Plan, and to serve as a reference point for other clusters who have particular policy needs. They are continuing to help craft policies of the clusters before they are presented to the county.
 | * Health and Education cluster will present in November.
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| * WSI LETTER OF SUPPORT : DEFINING ABFPC'S POLICY ON SIGNING LETTERS OF SUPPORT REQUESTED BY ORGANIZATIONS IN THE COMMUNITY
 | * The ABFPC has been asked to sign a letter of support. Mary Lou wants to address whether not the GC will sign letters of support and how to evaluate the decision to sign it.
* Susan suggested an official proposal be submitted by those seeking support. Karen didn’t think there was a one size fits all, but they should draft the letter of support before asking for a signature. She said there should be a distinction between letters of support and letters of commitment. Council members agree there needs to be a checklist of criteria to evaluate if the ABFPC will sign it. Melanie suggested a form for key information to function as a time saver when a letter of support is submitted to the Council.
* Laura suggested a form on the website to be fielded through the email.
 | * Further discussion of the letter of support for WSI will be addressed at the Nov. member.
* Melanie is going to take the list to create a draft of criteria for letters of support.
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| * FUTURE OF POLLINATOR'S CLUSTER ; MARIELLE IS STEPPING DOWN FROM PARTICIPATION IN CLUSTER DUE TO OTHER RESPONSIBILITIES
 | * Brandee stated there is interest for the Pollinators cluster and suggested that item be tabled.
 | * The decision on the future of the cluster will be addressed at a later GC meeting.
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| * CHOOSE REP. FROM GENERAL COUNCIL TO ATTEND MEETINGS OF APPALACHIAN FOODSHED PROJECT
 | * Darcel needs someone from the Council to go to the Appalachain Foodshed Project monthly meetings, to boost more community participation in the project.
* Both Cristina and Laura are interested in doing these meetings.
 | * Cristina and Laura will work out the way they’ll participate in the project amongst themselves and let Darcel know.
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| * UPDATE ON NC FOOD ISSUES FORUM IN WINSTON SALEM
 | * Laura asked everyone to look over a previous email she sent out regarding the forum. The Council has 3 initial delegate spots and registration is due by Nov. 5. The average cost per delegate would be $200, Laura wants to find local sponsorship for reimbursement of mileage and lodging costs. Sponsorship letter already formatted.
 | * Mary Lou, Brandee and Laura have volunteered to go.
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| * UPDATE OF HCD PRESENTATION ON OCT. 21ST
 |  | * Susan will email out an update.
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| * “CIRCLE FORWARD TRAINING " SCHEDULED FOR NOV. 14 TH
 |  | * Everyone has the email Mary Lou sent out regarding this training.
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| * DISCUSSION OF NEXT MEETING OF THE WHOLE SCHEDULED FOR DEC. ( NEED TO APPOINT A COMMITTEE TO ORGANIZE AND SET A DATE )
 | * The December MOTW will be a gathering of active participants internally as a communication piece. The goal is to get people cross pollinating between clusters and provide updates. Cristina and Darcel mentioned spaces to hold the MOTW.
 | * Karen is going to create a poll to send out to the clusters.
* Laura, Karen and Cristina are working together as a planning committee for this MOTW. The MOTW will be 3 hours.
* Mary Lou will reach out and see if there are outside facilliators willing to help.
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**Next Meeting**

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| **Date/Time/Location** | 11/24/14, 4-6 PM, Public Works Building |
| **Facilitator** | Mary Lou Kemph |
| **Agenda**  |  |