**Meeting Minutes**

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| **Date/Time/Location** | **11/24/2014, 4-6 PM, Public Works Building** |
| **Facilitator** | Mary Lou Kemph |
| **Note Taker** | Grace Raper |
| **Time Keeper** | Melanie Brethauer |
| **Attendees** | Laura Cheatham, Mary Lou Kemph, Julian Wolf, Darcel Eddins, Melanie Brethauer, Grace Raper, Tara Adinolfi, Emma Topor, Karen McSwain, Susan Garrett, Cathy Hohenstein, C. Nicole Hinebaugh, |

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

**Minutes**

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| **Agenda Items** | **Discussion** | **Conclusions/Action Items** |
| * APPROVE THE AGENDA FOR TODAY
 | * Mary Lou discussed adding an extra 10 minutes at the end of the meeting for other announcements.
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| * INTERNAL COMMUNICATION STRATEGY PROPOSAL
 | * Karen has proposed an internal communications strategy based on the July draft. She asked the General Council if they would like to have an annual retreat and if there should be some definition for “active” cluster members. Karen said she personally feels more strongly for 15 minutes for one cluster to foster engagement instead of giving a generic update.
* Laura said she feels in order to keep the agenda open for cluster to present for 15 minutes, the agenda may need to be cut down in the future.
* Nicole said with 15 minutes, there could be room for more clusters to present. Melanie said 15 minutes feels too short for multiple presentations.
* Mary Lou suggested using the strategy and trying it out then checking back in within a few months to see how it’s working.
* Tara said she doesn’t think there needs to be a reaction or rounds to cluster updates to save on time.
* Susan said she feels doing one cluster every month is unrealistic, but instead perhaps 6 per year. She was concerned the strain on the facilitator to decide who will present each month. Susan said the proposal needs to be done in the standard proposal format.
* Cathy said the slot for clusters needs to be put at the beginning.
* Mary Lou suggested setting Meeting of the Whole in specific months, Karen said she would be afraid that would box in the Council. Cathy added it’s easier to know what month to plan to be there.
 | * Karen will plan to present some months as options for the Meeting of the Whole to the General Council in January.
* Consent was reached for the proposal.
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| * REPORT FROM FUNDING COMMITTEE / APPOINT A COMMITTEE FOR HIRING PROCESS WHEN FUNDING IS OBTAINED
 | * The funding committee has one pre-proposal letter in for the Triple Bottom Line grant for up to $15,000. The Appalachian Foodshed Project has a grant for $18,000 dollars to be split between multiple projects. Laura is applying for a grant to hire a paid intern for next summer. Laura has also built a funding track sheet in the Google Docs.
* Mary Lou asked who would be willing to be on a hiring committee.
 | * Laura will send out a funding track sheet in an email.
* Darcel, Karen, Tara, and Mary Lou agreed to being on the committee for hiring.
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| * UPDATE FOR MOTW DEC.10TH FROM 4-7 PM
 | * Karen said the meeting will be 3 hours and comprised of 10 minutes for an icebreaker, 30 minutes dedicated to a Circle Forward presentation and 15 minutes for a hands-on activity. There will be 10 minutes devoted to each of the Cluster strategic updates. The clusters will identify a big idea for the next year and break into groups for everyone to have time to examine each cluster’s idea and receive feedback, input.
* Tara said she feels there should be less time devoted to the Circle Forward presentation and more time devoted to hands-on.
* Laura and Susan said their clusters will be ready to discuss the Food Master Plan in December.
 | * Laura will speak to Michelle to find out if it’s possible to have more time devoted to a hands-on activity for Circle Forward.
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| * UPDATE ON N.C. FOOD FORUM TO BE HELD DEC. 4-5 IN WINSTON SALEM
 | * Eight members of ABFPC are going to the forum -- the biggest delegation in the state. Laura said she is working to gain sponsorship for next year. All the rooms and lodging and most of the transportation are paid for on the trip.
 | * Laura will send out the food forum agenda to the GC.
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| * DISCUSSION BY LAURA OF ABFPC RESPONSIBILITIES SHE WILL BE GIVING UP AS OF DECEMBER 1ST
* UPDATE ON PROGRESS AND CHANGES BY INTERN
 | * Laura wants to remain involved in the funding committee as well as the representative for the Health and Education Cluster. However, she will be giving up the following responsibilities: community engagement and outreach in working with local universities for interns; a new intern is lined up for the Spring. Service learning students from this semester will be giving their presentations on Dec. 1 at UNCA.
 | * Susan would be willing to take on the task of managing

a Land Use intern.* Mary Lou said she is interested in continuing the process of finding and maintaining interns.
* Laura will send a list of what she’s giving up to the GC and the results from Kayla’s survey of the community’s knowledge of the Food Policy Coucil.
* Discussion of responsibilities given up will be addressed in January.
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| * DISCUSSION OF TRANSITION AND ELECTION OF A NEW FACILITATOR AT THE GC MEETING IN JANUARY 2015
 | * Mary Lou wants the council to elect a new facilitator in January and plans to help the new facilitator with any necessary support.
* Darcel said she thinks the council should look into outside facilitation in order to keep cluster reps from being split between their cluster and the entire council. Cathy seconded that idea, but for it to be someone outside of the GC, but still in the ABFPC. Karen and Tara seconded Cathy’s idea. Laura said she thinks reps and facilitators should be two different people. Nicole said the council could open it to the clusters and then look outside for facilitators.
* Tara said she doesn’t feel attached to Circle Forward and shouldn’t let it limit the council electing a new facilitator
* Susan said she wants to continue the rotating of the facilitator so they don’t get burned out. She thinks the outside person would have to know the council to make a good agenda. She also mentioned the volume of information funneled through the facilitator and that stepping outside the GC means opening up more positions.
 | * Karen will set aside time in the agenda for the December MOTW to announce the need for a new facilitator.
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| * FOOD DAY PROCLAMATION / WHERE TO " HOUSE " THE PROCLAMATION
 | * The Food Day Proclamations are in the ABFPC and now need to be housed somewhere.
* Nicole suggested framing them and rotating them through meaningful places to the Council.
* Kathy suggested hanging them in local libraries. Julian added the public education could announce the importance of the Food Day and the display.
* Karen discussed housing it in the Chamber of Commerce
 | * Kathy will take the proclamations and identify where they could be housed and how much it would cost to frame the proclamations.
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| * PROPOSAL FOR ADDING " EFFECTIVE COMMUNICATION " DOCUMENT TO THE APPROVED " CLUSTER REPS. ROLES / RESPONSIBILITIES
 | * Mary Lou suggested members identify where on the list their needs aren’t being met.
* Tara said she would reword it from “reptilian brain” to “it becomes challenging to have effective…” Karen also said she doesn’t like the wording of “reptilian brain” and said she would eliminate the second sentence entirely. She also doesn’t like a policy that seems targeted at specific people.
* Darcel wanted to clarify this was an add on to a former policy. She also feels it necessary to talk about conflict and doesn’t want to place straining policies on the creative process and doesn’t want the policy to target personalities rather than the process. She would rather to see it added to Karen’s internal proposal rather than a roles/representatives policy and also added there needs to be a discussion to identify the issues with problematic communication. Susan agrees there needs to be a frank conversation without attacking members of the council. Karen agreed there needs to be a discussion before a policy can be implemented and she leaves feeling heavy from communication, so she needs a structure for communications. Emma said she feels the tolerance level of the council should be gauged before policy can be drafted. Melanie said she thinks there might not need to be a strict document, but maybe Circle Forward can be applied to diffuse tense situations. Nicole pointed out the group needs a Conflict Resolution policy as opposed to a communication policy.
 | * The council will put this on hold to be resolved at a later date.
* Laura said at the Food Forum there will be a presentation on Conflict Resolution and those members attending will report back on that presentation with the GC.
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**Next Meeting**

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| **Date/Time/Location** | 1/26/14, 4-6 p.m., Public Works Building |
| **Facilitator** | Mary Lou Kemph |