**Meeting Minutes**

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| **Date/Time/Location** | **10/26/15, 4:00pm-6:00pm, Public Works Building** |
| **Facilitator** | Melanie Brethauer |
| **Note Taker** | Laura Cheatham |
| **Time Keeper** | Emma Topor |
| **Attendees** | Laura Cheatham, Melanie Brethauer, Mary Ellen Phillips, Darcel Eddins, Mary Lou Kemph , Tara Adinolfi, C. Nicole Hinebaugh, Jillian Wolf, Emma Topor**Guests:** Olufemi Lewis (Community Garden Coordinator w/ Bountiful Cities) |

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

**Minutes**

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| **Agenda Items** | **Discussion** | **Conclusions/Action Items** |
| 1. (4:00-4:10)    CHECK-IN AND SET NEXT MEETING DATE---10 MIN |  |  |
| 2. (4:10-4:15)   APPROVE LAST GC MEETING MINUTES OF SEPT 28, 2015; APPROVE AGENDA FOR TODAY-- 5 MIN |  | Meeting minutes consent. |
| 3. (4:15-4:35)    COORDINATOR UPDATE & DISCUSSION - 20 MIN - MARY ELLEN  | * Mary Ellen proposes that we consent to creating a paypal button on our website be created. Will further discuss timeline and other issues with NCPHF during fiscal agent agenda item.
* Will be talking about budget issues coming up in the next future meeting possibly.
* **In the last month** (also see [NCPHF Q3 Quarterly Report](https://docs.google.com/document/d/1L9SqQI84OnzTsOAZ2kTtA8-9ltVAk9Xa2zZ5NS3USEM/edit?usp=sharing) from Mary Ellen for other updates)**:**
	+ lots of networking on city and state level
	+ have good inroads into city staff re: policy
	+ feels good about where we are connection-wise with the staff
	+ [**Urban Ag Policy Proposal**](https://docs.google.com/document/d/1H2UqgpEZiL5CB5dvYIhy8WG-TNv9FeZ4EMVHi9EAuIg/edit?usp=sharing)
		- low-hanging fruit
		- initial exercise in building allies in the city, building trust
		- Feedback:
			* Nicole: Tax discounts would benefit land-owners and not necessary renters. Is there a way to acknowledge or build in a way to benefit the gardeners.
			* Darcel: Water rates will affect the farmer
			* Mary Ellen: would also provide incentives to public housing developments
			* Timeline: would benefit farmers for next spring.
			* Brandy: Will we get an official MOA or MOU out of this? Will it be prioritized over a certification process?
			* Mary Ellen: We could include that.
			* Mary Lou: will this include tax rebate for homeowners using their land to grow food also?
			* Mary Ellen: only presently for production gardens, community gardens or educational gardens. Suggested the UAA as the oversight body.
			* Darcel: thinks cert process should be fleshed out a little more.
	+ Land Use will be joining ME to do a walk through for city-owned land on **Friday, 10/30 from 9:00-1:00** in Mills River, & Azalea Rd.
		- Tara: did you know about the 10 acres in Leicester?
		- City has issued an informal invitation to sit on the Strategic Planning committee for next year.
* Part of ME’s role has been going to community partners, and this has been working well
	+ Laura suggested to make a spreadsheet that documents existing and needed community partner connections to assess strengths and gaps.
 | * **Mary Ellen will send out a digital copy of proposal**
* **Mary Ellen & Laura will coordinate putting together community partners assessment doc**
* **Tara will send out email communication to Mary Ellen re: 10 acres of county-owned land b/t firehouse and Leicester Library and cc to Land Use Cluster**
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| 4. (4:35-4:45)  CHANGING FISCAL AGENT - DARCEL | * There has been a little bit of an issue with Mary Ellen’s pay because Mary Ellen is a contract employee and not staff
* Darcel wanted to suggest that we potentially switch fiscal agents and that Bountiful Cities would be willing to take on the ABFPC. Could also help as Bountiful Cities would have more control over pay.
* Darcel: Do we want to also consider becoming a non-profit in the future?
* Darcel: Would not be a conflict of interest for Bountiful Cities to take ABFPC on as a fiscal sponsee since they would not be making any money off of it.
* Tara: it’s a misclassification of Mary Ellen’s employment status under the Division of Labor.
* Jillian: what would be your admin fee?
* Darcel: would be 10% admin fee for fiscal agent.
* Brandee: Is it really worth switching? Likes NCPHF. Thinks it will derail our work to swtich now.
* Nicole: Agrees with Tara. Is the way Mary Ellen is setup legal? Technically couldn’t we get in trouble due to misclassification? Use this as leverage possibly?
* Reaction round:
	+ Darcel:
	+ Mary Lou: gave some steps, from Chuck. Suggests we should try the steps listed in the email first and work through it first.
	+ Laura: would like to see fiscal agent switched to be local to help build the relationship between agent and sponsee. Tim Richards with CFWNC would also like to see switched to local
	+ Emma: would like to see this further discussed at the retreat to properly explore
	+ Nicole: does NCPHF even allow paypal transfer into our account?
	+ Tara: Mary Ellen is operating as an employee set by the operations under the Division of Labor and needs to be classified that way
	+ Melanie: Feels like what ME is doing is independent contract work.Tara will send information out to the group. Feels like it’s a little gray. We need to educate ourselves more about the difference between 1099 and
	+ Nicole: having an issue of process.
	+ Darcel & Emma: would like to propose to move this to the retreat because it’s structural
	+ Brandee: followup with paypal?
	+ Darcel: we need to follow up with Chuck about fundraising procedures?
	+ Mary Ellen will follow up about follow up re: paypal. Expected timeline for this to happen would be in about a month to maximize end of year contributions
 | * **Tara will send out link to** [**Division of Labor’s info re: classification of employees**](http://www.dol.gov/whd/workers/Misclassification/AI-2015_1.htm) **for all GC members to read and educate themselves on**
* **Emma proposed we table a decision about Mary Ellen’s employment status until the retreat since this is a structural decision; GC consented**
* **Mary Ellen will follow up with NCPHF re: donations to the ABFPC and how fundraising is handled to determine whether we can set up paypal link on our account**
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| 5. (4:45-4:55) CLUSTER UPDATE - 10 MIN - LAURA & BRANDEE | Health & Education Cluster Follow Up:* Laura emailed and heard back from all 3 other active cluster members (Ginny Parker, Liz Marascio, Cathy Hohenstein). Group consented to letting the cluster fall inactive and were open to being absorbed into other Cluster’s to avoid losing their energy. The members were also okay with not following up actively on the closed session member issue since the group is now currently inactive. Laura has forwarded names and emails of cluster members to Mary Ellen for follow up.

PHAC Update:* PHAC has been meeting the last couple of months working towards deciding the CHIP priorities for the next three years.
* Food Security is not in the top 10 of priorities, so will more than likely not make it to the final selection.
* Reactions:
	+ Mary Lou: will the interns from UNCA still work with the CHIP process if food is not involved?
	+ Brandee: Yes, because their role is larger than just food.
	+ What will your involvement look like Brandee after this decision?
	+ Brandee will reexamine after decisions at next meeting are made and keep us posted.
* Mary Ellen would like to update Cluster Contact List
	+ Jillian suggests waiting until after retreat when definitions for “active” and “non-active” members will be reveiwed
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| 6. (4:55-5:00)    ~~Program & Policy Discussion~~ |  | * **Tabled for next meeting since there was no print out and no projector**
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|  | [CFWNC Food & Farming Grant Notes](https://drive.google.com/open?id=1lBpKcVIieiqueSWHHri4PoL6cCK2LQQBK5lcdfrrgPY)Clarifying Questions:* Melanie: what are the dates again? Is this more regional?
* Laura: Timeline for the grant:
	+ October- mid Nov. – outreach with potential applicants re progress/issues/needs/potential projects
	+ Concept paper submitted by Nov. 30 (1-2 page outline of possible grant request from applicant organization with summary of issues/project/results/costs (use of grant funds) to assess compared with others for invite
	+ Full Application (if invited) due Dec. 21
	+ Review in January with decision Feb. 10th
	+ Funds if awarded available March 1, 2016 for 6-12 months
* Tara: Are you proposing that we become a regional food policy
* Nicole: how do we make that decision by the proposed timeframe? Feels crunched for time. This grant might be in competition with what the UAA is applying for, could this potentially be a partnership grant?
* Brandee: is the wnc fpc still funded at this time? is there a gap that could assume their funding instead? could we come in and cushion the remaining funding for the wnc fpc? Is this something that we’re looking at to chase a grant or something that we really want? does that mean the fpc has to go with this?
* Mary Ellen has been doing a lot of research on grants and funding. the FPC’s that are getting a lot of funds are program related. Has found that her research and interaction at the state and regional levels have informed/influenced her work at the county level.
* Mary Lou: Was the WNC FPC fulfilling this convening role before this grant?
* Laura: No.
* Reaction round:
	+ Tara: feels interested, but would like to see the intentions more written out
	+ Nicole: we don’t even have data collection together locally in our county, so would be really hard to gather this on a regional level. Is feeling resistant to this, and wants to see a much larger conversation, this feels rushed now. focus on what we’re already doing and whether this will support us.
	+ Emma: this might open a can of worms
	+ Brandee: don’t change your mission and your aim and don’t chase grants. what’s not highlighted in the Food & Farming General Strategies List is what bountiful cities does work on. Is there a way that we could collaborate together with bountiful cities on this grant.
	+ Mary Lou: what will be the time allotted to ME?
	+ Jillian: doesn’t feel like we are ready to do much regionally. That we need to focus on Buncombe County first. We are certainly an economic hub. But we don’t have our collective impact piece together city and county-wise. Let’s look at Mary Ellen’s job description and see what feeds into this grant. Some of this would be moving out too quickly and spreading her too thin.
	+ Darcel: frustrated because this is a cycle that has come out of the CFWNC with Tim. He has been waiting for FPC to get some foundation on the ground. We should be bringing someone else from the FPC into the conversation alongside Laura since her role has changed.Tim needs to hear that conversation together. Believes it is in our guidelines to pursue this grant. Is okay with the regional piece. FPC’s are new and struggle and we have history that we can share. We have to be really clear about what the CFWNC expects from the regional focus, and what time are we really able to dedicate.
	+ Mary Ellen: It is in the job description, and in the AFP grant. People were all over policy work discussions in several conferences that Mary Ellen has been to and led policy discussions on. Because of the work that we’ve already done we have the potential to ignite fires around the regional area. Great potential to feed into and not take away from Asheville and Buncombe.
	+ Next Steps:
		- Nicole: Since we won’t have a chance to talk about this before the retreat, a few people agree to work on this that fits within the feedback, not pushing our current activities, but funding within our current activities, and how could it be a partnership grant with community garden network, could provide the programmatic aspects
 | * **Laura, Jillian, Nicole, Mary Ellen and Emma volunteered to meet to flesh out grant possibilities more in the next 2 weeks. Will send out results by email.**
* **Laura will send out a doodle poll to convene.**
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| 7. (5:00-5:15)    GOVERNANCE DOCUMENT DISCUSSION AND RETREAT - 10 MIN - JILLIAN | * Everything in green is up for discussion.
* The retreat will not include cluster members; they will have an opportunity to review beforehand
* Jillian would like Kelly to attend as her expertise and experience with the document is valued.
 | * **Jillian will resend the doodle poll due to Brandee not being able to attend previously set date in November.**
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| 8. (5:55-6:00)    CLOSING ROUND - 5 MIN |  |  |

**Next Meeting**

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| **Date/Time/Location** | **11/23/15, 4-6pm, Public Works building** |
| **Facilitator** | Emma Topor (back up Tara or Brandee) |
| **Agenda**  | * Program & Policy Discussion
* CFWNC Grant Update
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