**Meeting Minutes**

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| **Date/Time/Location** | **11/23/15, 4:00pm-6:00pm, Public Works Building** |
| **Facilitator** | Mary Lou Kemph |
| **Note Taker** | Laura Cheatham |
| **Time Keeper** | C Nicole Hinebaugh |
| **Attendees** | Laura Cheatham, Mary Ellen Phillips, Darcel Eddins, Mary Lou Kemph , C. Nicole Hinebaugh, Jillian Wolf, Brandee Boggs, Janna Gower**Guests:** Amber Weaver, 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. (4:00-4:10)    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](https://docs.google.com/document/d/1acDk5t4YR60rMCQgxc-_mi2s3PffD0PIBH05wLJNlus/edit?ts=5653834c) & DISCUSSION - 20 MIN - MARY ELLEN  | * Bringing on 2 new interns for Spring semester of 2016. One from UNCA and one from Warren Wilson College.
* UNCA held a hunger summit recently and met with organizing team of professors. They would like to support the Food Policy Council. Possibility of developing a new sovereignty cluster. Could be a possible way to link in new and existing Community Partners. Mary Ellen would function as double link and go to that cluster’s meeting.
* Mary Lou would like to suggest that we wait to discuss this further until the retreat on December
* Karin Peterson, talking directly with at the new UNCA chancellor (interested in creating food alliances with UNCA). Would like to propose an office space for a couple of community partners to have dedicated office space. (This is probably 3-4 months out)
* Putting together a proposal for tiered friends of the FPC scale.
	+ Reaction Round:
	+ Brandee - concerned about drain of resources for fundraising capacity. can be difficult to pull in students with the lack of continuity.
	+ Darcel - has a lot of reactions. Suggests that the group come up with a fundraising plan.
		- Mary Ellen - has started putting that together and will email out this week.
	+ Mary Lou - agrees with Darcel that this partnership with UNCA has just begun.
	+ Nicole - things UNCA partnership is a great idea. likes idea of partnering together to put out a quarterly publication, but concerned about tying the publication to a tiered fundraising system.
* Moving forward with putting together the Urban Ag Policy on the state level.
* **Changing the Fiscal Agent** - have been told by all donors that having a local fiscal desirable for funding.
	+ CFWNC suggested UNCA be the fiscal sponsor. Is a fiscal agent for ABIPA and other orgs. Admin fee = approx 10%
	+ Wouldn’t be able to do donations through UNCA
	+ WNC Profit Pathways has offered assistance in becoming a 501(c)3
	+ **Reaction round:**
	+ Brandee - it’s very cumbersome to work with a university. Need to make sure to vet how much autonomy we would have to ensure flexibility.
	+ Darcel - Is frustrated CFWNC suggested UNCA as fiscal agent. A lot of hoops to jump through. We are in a legal relationship with the NCPHF and haven’t given them notice yet. We proposed that Bountiful Cities be the new fiscal agent, so not sure why would cater to that.
	+ Mary Lou - agrees we do have the responsibility to carry out our contract of 90 days through
	+ Nicole - when did that conversation occur?
	+ Mary Ellen - happened after formal meeting with CFWNC. Believes the intention of CFWNC’s request is to anchor us to higher educational institution.
	+ Nicole - if we start the process now of switching fiscal agents
	+ Darcel - We need to submit the grant through our current fiscal agent to the CFWNC.
	+ Nicole - We need to clear this up with Tim. **ACTION: check with Tim about who would we apply to the grant through.**
	+ Mary Ellen - Concerned that we would be spreading ourselves too thing to have multiple fiscal agents.
	+ Darcel - thought we cleared it up that Bountiful Cities would be the one submitting the grant and so it would be a partnership instead of serving as a fiscal agent
* **Employment Status:**
	+ Would have to have driven to Raleigh to be in person for the on boarding with NCPHF.
	+ Would be a significant burden to switch at this point (no reliable car and no reimbursement in budget for mileage)
* **County Linkage:**
	+ Has started conversations with county planner Josh O’Connor. Has started discussing a land preservation evaluation initiative in Cabarrus County. Asked if the council could purchase land from aging farmers.
	+ **ACTION: Brandee recommended linking up with Terri Wells (Buncombe County farmland preservation board)**
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| 4. (4:15-4:30) FOOD POLICY ACTION PLAN UPDATE - 15 MIN - AMBER WEAVER | * Biggest success so far - identifying city owned land.
	+ 50 acres - in Mills River (did a walk through with Land Use cluster members). This is helping to develop relationships with access to the property.
	+ Looked at Hardestee (behind Azalea park/Danny’s Dumpsters facility) area. Working with Mary Ellen to figure out how to do this. There needs to be a process in order to process RFA’s for farmer. Committee (FPC staffer combined with city staffer?) process still needs to be hammered out.
	+ Land would be use for growing on, but purpose has not been decided yet. (for Urban Ag use)
	+ **Reaction Round:**
	+ (Mills River) Mary Ellen: has heard community concerns about possible flooding in this area.
	+ If water rights change, will access to the city change. Darcel - it’s written into the lawsuit.
	+ Nikki has said that if we get that leased out that it’s possible it could transfer. This will BD at a later time.
	+ Brandee - would pesticides be used on surrounding land?
	+ Amber - has talked with Supersod about that, and they are open to conversation and possibly create a buffer. He wants the FPC to reach out to the Mills River partnership.
	+ **Greenways:** did a walk through with Lucy in transportation and they are open to having edibles on the greeenways. Needs to circle back with Nikki and other city staffers to see designation of spaces. Not sure where yet. Or what property is Duke property, how much of a buffer is needed? Began a pesticides conversation. Will circle back with the public works department. Need to crack into the parks department. Was given permission to do a pilot for another project. Is working on a plan of how to overlay this into that project to lead. Asked Phyllis (Bee City USA) to give her some asks of what they want from the city (like 3 things to tackle this year). (Conversation with Asheville Pesticides Coalition that partners with Bee City USA)
	+ Edibles is a difficult conversation to have with the city. Causes a little bit of anxiety. But not closed off to the idea. Working on how to approach it and evaluating who stakeholders are.
	+ Jillian: Lucy had a concern that law office might be concerned that certain edibles if not labeled may be mistaken for other similar non-edibles. (Berries can be conflicting)
	+ Brandee: would it help to talk with other cities about what they’ve done?
	+ Mary Ellen: Brandee, please send leverage about other cases you know about. That makes the strongest case.
	+ Darcel: Are the folks who do Bee City concerned? Do they feel like the city is open to working with them?
	+ Amber: Phyllis seemed to express more interest in active participation from the city. Sustainability office is only an office of two (Amber and Kirby Smithson), so trying to interface and combine projects in likeness wherever possible for efficiency.
	+ Brandee: is the largest barrier liability?
	+ Mary Ellen: Top three concerns from the city have been cost, maintenance and liability.
	+ Amber: **ACTION: Trying to put some processes in place to expedite this food action plan.**
	+ Working on incorporating climate change into her work, even though that’s not in the plan.
	+ Have identified some stressors: drought, landslides, flooding etc. Just beginning the process, and wants there to be an area in there for food. Could tie into emergency preparedness work.
	+ Would like to see the FAP re-evaluated and updated. Not sure on what this process looks like. Would like to sit down with Mary Ellen to review and narrow down focuses.
	+ Darcel: can we put together a committee to review instead of being just Mary Ellen and Amber.
	+ Amber: is still gathering info. Has met with several other FPC’s nationally to see how we can better work together.
	+ Working with NEMAC.
	+ Brandee: already gone around this process around RFP for city land. Did a bunch of work and gave it back to Maggie, and jumped through a lot of hoops.
	+ Amber: not sure we have to go that way. Could possibly do a checklist instead. Here are the properties available, and according to law, here is what you can and cannot do on city-owned property.
	+ Amber: This is a large work plan. Would appreciate extra help from the FPC because city staff and capacity is limited.
	+ Mary Lou: would like to propose that a committee form to start working on this.
	+ Nicole: since the city has adopted the FAP has the city increased staffing to address plan implementation? (Amber: No)
 | * **ACTION: Brandee will look for previous documentation around RFP work.**
* **PROPOSALS: please email Mary Ellen if you are interested in exploring this issue (city owned land) further. (Jillian Wolf, Brandee, Darcel, Nicole, Janna)**
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| 5. (4:45-4:55) CLUSTER UPDATE - 10 MIN - LAND USE | * Jillian: also in contact with Marsha Stickford about getting involved in evaluation of the Unified Development Ordinance (Mary Ellen attended).
* Darcel: Great idea.
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| 6. CDBG - Nicole | * Nicole - believes that we need to apply.
* Process:
	+ Have changed the process this cycle. City is holding a webcast starting December 9th. Need to complete the presentation and complete verfication before Jan. 1st.
	+ Optional technical workshop on January 6th.
	+ Proposes we form a committee immediately as we need to talk to every single committee member.
	+ As soon as we find out who committee members are we need to go ahead and set up process.
	+ This application process is very time consuming and we need to start as soon as possible.
	+ Our application would come under social services (range would be around $10,000-$20,000)
	+ **ACTION: Fundraising Committee - (need people to volunteer to interface with the city council members)** Need another voice with Mary Ellen
	+ Darcel - PROPOSAL: would be interested in knowing who it is going to be first. Proposing Nicole make the initial contact and get proposed times and then arrange.
	+ Mary Lou: What is timeframe like?
	+ Probably after the new year.
 | * **Mary Ellen will coordinate meetings once council members have been appointed**
* **Will send out times first and individual council members.**
* **CONSENT reached**
* **Darcel will look for previous CDBG grant.**
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| 7. FISCAL AGENT CHANGE | * Can we get consent to go ahead and give our notice of Fiscal Agent change tomorrow?
* Darcel: we have time to back up and re-group about further funding.
* Jillian: we need to make sure we have options of where we can go.
* Mary Lou: the longer we put off notification the longer we stay with them.
 | * Group consent to putting in notice with NCPHF
* DECISION: Group consented to Mary Ellen not becoming an employee of NCPHF
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| 7. Policy vs. Program Discussion - Mary Ellen | <https://docs.google.com/document/d/1zdtPUI7oiAL4xXfsKBvpep63ExTBZxSd9vtYdCPJ9HE/edit?ts=56537f8d> * A way to support the framework we are trying to work within the city and county.
* Would like to request that we expand and broaden our policy definition.
* Darcel: implementation is the keyword that we want to be using.
* Jillian: who is going to fill in the gap between the city and the action?
* Darcel: who else needs to be at the table thats not?
* Randal: We don’t have capacity either.
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| 8. (5:55-6:00)    CLOSING ROUND - 5 MIN |  |  |

**Next Meeting**

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| **Date/Time/Location** | **1/25/16, 4-6pm, Public Works building, Rm 109** |
| **Facilitator** |  |
| **Agenda**  |  |