**Meeting Minutes**

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| **Date/Time/Location** | Monday, March 23, 2015  |
| **Facilitator** | Karen McSwain |
| **Note Taker** | Ashley Heger  |
| **Time Keeper** | Emma Topor |
| **Attendees** | Laura Cheatham (Health & Education), Emma Topor (Policy Mobilization), Jillian Wolf (Land Use), Karen McSwain (Farmer Dupport), Darcel Eddins (Policy Mobilization), C. Nicole Hinebaugh (Access, PHAC rep), Tara Adinolfi (Farmer Support), Melanie Brethauer (Water), Brandee Boggs (Access), Mary Lou Kemph (Land Use)Guests include: Ashley Heger (UNC AVL, aheger@unca.edu), Jonathan Ammons (Mountain Xpress, jonathanammons@gmail.com), Joey Robison (jrobison@ashevillenc.gov)  |

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

**Minutes**

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| **Agenda Items** | **Discussion** | **Conclusions/Action Items** |
| * FOOD MASTER PLAN PROCESS REMINDER (LAURA)
 | Brief reminder on timeline of Food Master Plan (FMP) revision process timeline.  | * All cluster revision suggestions due by 3/24 @ 12:00 am.
* Committee will send out compiled edits and changes to the GC by April 21st.
* GC will review at April 27th meeting and make any final suggestions.
* Volunteer from GC or Committee will then compile changes into final document to be reviewed for email consent.
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| * UNCA/ABFPC PARTNERSHIP UPDATES (ASHLEY HEGER)
 | Brief description of summary report and UNCA partnership plans for coming semesters. | Ashley will send a short document to the GC for the clusters to be informed on the following aspects of the UNCA-ABFPC partnership:* Short description of summary report and purpose
* List of research reports included in the spring 2015 report
* Brief description of partnership (concise version of proposal that was submitted to the GC)
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| * MOTW UPDATES (JILLIAN)
 | * Reminder: April 2nd Meeting of the Whole. Please bring plates, utensils, etc. Lenoir Rhyne, 2nd floor.
* Does July work for the next meeting of the whole?
* Does anyone else want to work on this?
* Summer event plans: inviting other groups and outside members
 | * Consent to July. Jillian will contact venues and create a Doodle Poll for specific dates.
* Email to invite cluster members to volunteer.
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| * CHIP ADVISORY COUNCIL DISCUSSION (NICOLE)
 | * Nicole would like to step down as ABFPC rep to the CHIP advisory council
* Meetings purpose are to hear back from the committee but rarely action-based
* 2nd Thursday of each month from 9-1030am
* Possibly not a good use of time for the ABFPC ?
* Nicole – reason “we” (ABFPC) was brought into this group was to have a food security voice at the table full of healthcare professionals and policy makers.
* Brandee – very important we stay present in this group; Brandee agrees to be the interim council member present for the CHIP Advisory Council mtgs
 | * Nicole will forward the emails from the advisory council to interim ABFPC rep (Brandee?)
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| * CFWNC FUNDING OPPORTUNITY (DARCEL & TARA)
 | * CFWNC Food & Farming areas - possible funding for a Community Garden Coordinator program and coordinator position
* Urban Agriculture based initiative
* Dewayne Barton consulted on the possibility of a community garden coordinator position (Peace Gardens founder in the Burton Street Community)
* Community Garden Network Coordinator would be a funded position by a CFWNC grant
* Position would include some infrastructure, education, and marketing resources
* CFWNC – wants a needs assessment for community gardens in Asheville-Buncombe area
* ABFPC will develop report for CFWNC on the state of community gardens but not house any programs or a community garden program coordinator.
* Piece of the report will include recommendations by ABFPC funding priorities
* ABFPC will identify a partner organization who would house this program/position
* Needs assessment (for community gardens)
* Possibly $10,000-15,000 for the program
* Some “thank you” funds for each garden’s participation
* Tim from CFWNC wants a budget submitted this week (before a proposal can be submitted) Different from Terri March’s recent community garden report
* Focus on economic development within the network of community gardens
* Responsibilities would ideally come under the coordinator
* Discussion on ABFPC’s involvement with the CFWNC work
* ABFPC involvement would be strictly for a report but no involvement with programs
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| * AFP GRANT BUDGET AMMENDMENT PROPOSAL (LAURA)
 | * Grant money received from the Appalachian Foodshed Project Community Enhancement Grant ($9,000)
* Budget modification – do we need to resubmit this to the AFP?
* Original grant budget did not include money for consulting services or Fiscal Agent 10% admin fee ($900)
* Adjusted total operating budget = $8,100
* Tracy Kunkler – ABFPC should give some money for consulting ($420). Tracy has graciously offered to assist in our charter process/leading a retreat for the GC
* This reorganization of the budget brings the coordinator’s position to $16/hour (less w/ taxes depending on 1099 or NCPHF employee. Hiring committee will crunch some numbers for the final compensation listing in the job description.
* Laura – has emailed Michelle from AFP
* Community Health Foundation (CHF) – to transition the website and be hosted for free; can reimbursement for coordinator’s mileage and reasonable office supplies
* Grant budget must be spent by December (8 month position)
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| * HIRING PROCESS/HIRING COMMITTEE UPDATE (DARCEL, MARY LOU, TARA & KAREN – HIRING COMMITTEE)
 | * Coordinator’s position: Further edits will mostly be word smithing, and to remove reference to “supporting the clusters” as the position is part-time. Will include a compensation line and hiring information (compensation rate, anticipated start dates, deadline for application, how to apply, etc.)
* Use of time for the Coordinator position:
* Nicole – could grow in the cluster areas as a FPC; clusters need support because many are not receiving coordinator support. Internal decision making happens within the GC and clusters are more “boots on the ground” work.
* Brandi – agreed with Nicole; would like wording to change and become more inclusive so coordinator position may support both the GC and the clusters but within the 15 hours allotted.
* Darcel – cluster support would be beneficial to increase the time used in the GC meetings because would free GC members time. Coordinator position would include fundraising and partnership building? Clearly define the cluster support.
* Laura – Position must alignment w/ the grant; purpose in grant was to increase community outreach; position could support the clusters by increasing membership, increasing outreach events, partnerships, etc.
 | * Consent for Tara and Karen to word smith and edit the coordinator position description
* Description should be complete by March 30.
* Expect to post online by March 31.
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| * CHARTER TASK FORCE/RETREAT DISCUSSION (TARA & LAURA)
 | * Need for a charter/framework – too big for the GC meetings
* Want to create a task force for organizational framework creation. Basic “how we move in the world” as an organization/by laws. This would fit in the circle forward model.
* Retreat could be facilitated by Tracy Kunkler – helps the GC move through policy approval more quickly
* Retreats are very helpful to move through some policies/organizational needs
* Internal meetings of the whole take on the form of “mini retreats” (maybe 2/year)
* Push to get the internal policies “done”
* Template for other FPC’s governing documents may be helpful
* GC only retreat would be helpful – that way GC may address multiple policies
* Invitation for the task force was opened up to the clusters
* Charter would include policies that focus on the workings of the general council (not necessarily what happens in the clusters)
* Policies included in the charter may or may not apply specifically to the GC or the entire council (including clusters)
 | * List given for task force sign-up
* Jillian will email clusters for volunteers
* Expect that retreat may not happen until fall or winter of 2015
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| * MEMBERSHIP/COI PROPOSAL (TARA & JILLIAN)
 | * Document includes summary, proposal, and description of roles and responsibilities of cluster members and cluster reps
* Questions/comments:
* Are expected interactions only included in this description?
* Further definition/rule needed for removal of cluster member, re: sensitivity.
* Number (of members in attendance) needed for decisions to be made?
* Instead of participants – include a minimum number of clusters needed to be present
* Need for 2 cluster representatives? Or additional (like 3 reps)?
* Should these cluster rep positions not be so fixed? (2-3 informed members who can transition in between the GC meetings)
* Happy to have the cluster members roles defined
* Need to define the quorum piece better
* Would like to have a better method for behavior discussions
* Uncomfortable with some cluster member rules (attendance rules and involvement of outside entities).
* These rules might be pushing ABFPC from community-based membership (and excluding members from being on a cluster)
 | * Come back to this at meeting in April? Jillian will follow up with an email.
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| **Closing Round** | * Brief process oriented discussion:
* Would like to have more discussion pieces included in the GC meetings
* Possible to discuss this option with Tracy Kunkler
* Process may be adapted to include some popcorn discussion pieces
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**Next Meeting**

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| **Date/Time/Location** | Monday, April 27, 2015 4-6pm |
| **Facilitator** | Jillian Wolf  |
| **Presenting Cluster** | Access Cluster |
| **Agenda**  | * Food Master Plan Revisions
	+ Presentation from the FMP Review Committee
	+ Review from GC

**(Future) Action Items:*** Agenda item for GC meeting in June or July: discussion of identifying topics for UNCA students to research in Fall 2015 (and possibly Spring 2016)
* Discuss possible dates for summer Meeting of the Whole (July?)
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