**Meeting Minutes**

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| **Date/Time/Location** | Monday, January 26, 2014 |
| **Facilitator** | Mary Lou Kemph |
| **Note Taker** | Cristina Hall |
| **Time Keeper** |  |
| **Attendees** | Mary Lou Kemph, Emma Topor (policy mobilization), Cristina Hall (health & education), Laura Cheatham (health & education), Jillian Wolf (land use), Karen McSwain (farmer support), Sonia Marcus (representing SACEE on behalf of Lael Gray, lael@jcc-asheville.org), Darcel Eddins (policy mobilization), C. Nicole Hinebaugh (access cluster, public health advisory council rep), Sherry Ingram (water cluster interim rep), Guests include: Ashley Heger (UNC AVL, aheger@unca.edu), Ginny Parker (health & education cluster, ginny2243@gmail.com), Joey Robison (City of Asheville, 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** |
| * Representing the Food Policy Council in the community | * Mary Lou shared details with a proposal that Tara would like to submit which involves the responsibilities of a Food Policy rep in the community. * Karen suggested that we might be able to add this to the Roles & Reps responsibility but Darcel feels that it needs to be a new proposal. Question was raised if this is related to being an active cluster member or just on the mailing list and it was decided that this is not part of the same discussion. | * This should be added to the agenda in February (conflict of interest proposal). |
| * Election of Point Person / Interim Facilitator | * Dana Roberts was originally supposed to attend today’s meeting, but was unable to attend. * Voting on the person who should be the new point of contact for the General Council. * The new facilitator will have a term of six months. Responsibilities include: attending each general council meeting, designing and coordinating agenda, ensure that proposals are reviewed and acted on, and acting as the point person for community correspondence. * Mary Lou will continue to help facilitate and guide the new person (for example February’s meeting may need facilitation support). * Each attendee nominated someone to be the next point person. * Laura would love to do it but feels that the only way to do it is to relinquish responsibility in the Health & Education Cluster due to family obligations. Feels like she could make a three month commitment. * Jillian feels too new to the council to manage it well. * Emma would probably say no as she feels like she is still figuring out how the General Council works. * Nicole cannot take on any new responsibilities as this time. * Mary Lou doesn’t mind assisting someone but does not feel like she should be the point person and that it is healthier to share the role and not depend on one person. Mary Lou is happy to help someone. * Idea shared: perhaps two people can act at the “point people”. * Laura feels comfortable managing the agenda and addressing email but does not feel comfortable acting as interim facilitator. Suggests someone else learning the process as well. * Karen feels that we should all share the role of facilitation. For example, we each take a month to be volunteer facilitator. If we have an outside facilitator that person is “off the hook”, but they would fill in as needed. * Proposal: Laura and Mary Lou share point person responsibilities. Each member on the General Council is assigned a month to help with the facilitation. * The back-up facilitator for February will be: Laura | * Tara follow-up with Dana after today’s meeting. * Laura will send out a sign-up for volunteer facilitation. |
| * Update from Health & Education Cluster (Cristina & Laura) | * **Top priorities:** * Working to update Food Master Plan * Might be changing meeting time. Moving it to lunch to see if we can get more attendance. * In March / April we will really begin working on community education resources list (health, local food, and nutrition). Laura has talked to ASAP and Mountain Xpress about the possibility of co-publishing this resource list. * Cristina is stepping down as GC rep for personal reasons. The cluster is working to find another rep. * Representatives from different organizations (including FEAST and ASAP) have attended cluster meetings to share programs and resources. Youth Empowered Solutions will present at the February meeting. * Darcel suggested Cathy Hohenstein as a resource (who attends Education Cluster meetings when she can). | * Nicole will send zine that the Access Cluster published in the fall of 2014. (Access cluster agreed to update this every year) * Laura will make sure this zine is on the ABCFPC website. |
| * Google Tutorial for Website / Google Drive (Laura) | * Will be put off to a future agenda since the slide projector is not working. | * Laura will suggest as to whether or not this should be included in a future agenda. |
| * Review procedure for update of Food Master Plan and timeline (Karen) | * Karen suggests that we do not stay married to the proposal since we are already past the deadlines set in the proposal. * Propose to go around the room: How far clusters are? How many more meetings are needed to finalize? * Karen shared that within her cluster they have been focusing on mission, vision, and long-term goals that impact the farmer support cluster and not spend time on the short-term priorities since there will not be enough time to review these. * Laura suggested using breakout sessions in the General Council to discuss cluster comments. * Emma said that the March General Council meeting sounds like a good time frame for reviewing. * Nicole suggested reviewing the Food Master Plan outside of General Council meetings to make it more manageable for the General Council. This was how the Food Action Plan was done. Timeline: one more month for clusters, one month for a committee to review, and the Master Plan would be reviewed in April. * Since the Water Cluster was not formed at the creation of the Food Master Plan, they would like to review the long-term goals and priorities to see where the water might fit in. Sherry feels like the Water Cluster can complete the mission, vision, and long-term goals by the end of February. * Karen proposes that we tell clusters to just focus on mission, vision, and long-term goals and not focus on short-term priorities until the fall. * A sub-committee will be formed during the March 23rd meeting to compile the edits to the Food Master Plan. * Proposed timeline: 1) Deadline for input on google spreadsheet is March 24, 2015. 2) Committee would then have four weeks to make suggested changes 3) Committee will send out compiled document of edits and changes to the GC by April 21st. 4) GC will review at April 27th meeting. * Nicole notes that we need to think about the timeline and process for reviewing the Food Master Plan each year since it is so time-consuming. | * Darcel will take this proposal to the Access Cluster since they are not here to consent. |
| * Next Meeting of the Whole | * Need to appoint a committee to start the process of planning the next Meeting of the Whole (proposed for March). This is a MoTW is for the active cluster members (same as December’s meeting). * Jillian volunteered. * Karen said that Doodle was extremely helpful in attendance of the MoTW. Should we delay this meeting until second quarter and possibly tying it to the review of the Food Master Plan. | * Jillian will send out an email to the GC to ask their clusters if they would like to volunteer to help with the next MoTW. * Jilliam will make a google doc for suggestions for the meeting. |
| * PHAC (Public Healthy Advisory Committee) Update (Nicole) | * Name will change to the CHIP Advisory Board. They have reviewed the report scorecard and will discuss on Friday. |  |
| * Update on Metrics for Buncombe | * Department of Health & Human Services has been working on a community health assessment (which they do every 3-5 years) and will be conducting another one in 2015. * Reviewed priorities for healthy living and healthy eating for common indicators and metrics that people are using to monitor success. |  |
| * Update on Planning & Economic Development Committee Meeting (January 20) | * City wants to be more responsive to the Food Action Plan and that there was an oversight related to the Azalea land. * Also discussed the potential planning for greenways along the riverfront in the River Arts. Stephanie Monson is the point of contact for planning and they will be asking the GC for input about what to put along these greenways. * Joey will be there for the City Council meeting on Feb. 10th and will present an update on the Food Action Plan. * Joey to come back to GC in March or April to present. * Darcel noted that the City Council is doing their strategic planning on January 30 and that it would be a good idea for members of the GC and clusters to attend and remind the city the importance of the Food Action Plan. * Proposal to invite Stephanie to the February meeting. * Sonia noted that the public input session is Friday, January 30th 10:15am-noon in the banquet hall of the civic center. Sonia also noted that SACEE (Sustainability Advisory Committee on Energy & Environment) has submitted the priorities to the city and this is a good point of collaboration between SACEE & the Council. SACEE meets the third Wednesday of the month. Would like to partner to help advance relevant agenda items. | * Joey will send Mary Lou the update on the Food Action Plan. * Mary Lou / Laura will follow-up with Stephanie about attending the February meeting. |
| * Dec. 2014 Food Forum in Winston-Salem | * This will be included on a future agenda. |  |
| * UNC AVL Partnership | * Ashley Heger will present at the next meeting: base indicators that UNCA is measuring but would like GC feedback to move forward. |  |
| * Mountain Xpress Interview | * Laura and Mary Lou will be meeting with Mountain Xpress on Jan. 27th. Please email any ideas / suggestions. |  |
| * Agenda Suggestion | * Karen would like for the next agenda to include review of policies that have been approved. Would like for everyone to send out these polices in policy format, not proposal format. |  |

**Next Meeting**

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| **Date/Time/Location** | Monday, February 23, 2015 4-6pm |
| **Facilitator** | Laura Cheatham / Possible outside facilitation |
| **Agenda** | Laura + Mary Lou |