

Meeting Minutes

Date/Time/Location	10/22/12 4:00-6:00pm Activity Room, Pack Memorial Library
Facilitator	Susan Garrett
Note Taker	Emily Kujawa
Time Keeper	Mary Lou Kempf
Attendees	Geri Littlejohn (Food Security); Brandee Boggs (Leg/Policy, and Access); Darcel Evans (Food Security, Leg/Policy); Shelley Townley (Leg/Policy); Mary Lou Kempf (Land Use); Carlye Gates (Access); Susan Garrett (Land Use); Dayna Reggero; Emily Kujawa

Decisions

- **Assignment of top priorities in Food Action Plan:**
 - **Priority 1: tabled until next Hub meeting, need to discuss how to organize baseline data collection (Access cluster is already surveying several communities about food access)**
 - **Priority 2: Asset Mapping**
 - **Priority 4: Food Flow (need to ask Eric and Tara first)**
 - **Priority 13: Food Security**
- **Next Meeting of the Whole will be Sunday, December 2 (tentative) at the Toy Boat Community Art Space. Will be an informal celebratory potluck.**

Tasks

Who	What	When
<ul style="list-style-type: none"> • (unassigned) 	<ul style="list-style-type: none"> • Talk to Eric and Tara about Food Flow assuming responsibility for Priority 4 	<ul style="list-style-type: none"> • By next Hub meeting
<ul style="list-style-type: none"> • (unassigned) will talk to Eric and Cooperative Extension rep 	<ul style="list-style-type: none"> • Outreach to farmers to attend next Meeting of the Whole (or the following Meeting of the Whole?) 	<ul style="list-style-type: none"> • ?
<ul style="list-style-type: none"> • All Cluster Reps 	<ul style="list-style-type: none"> • Take Coordinator position description back to clusters for reactions 	<ul style="list-style-type: none"> • By next Hub meeting
MEETING OF THE WHOLE TASK LIST		
<ul style="list-style-type: none"> • Food Security cluster members 	<ul style="list-style-type: none"> • Bring MAIN DISH for Meeting of the Whole potluck 	<ul style="list-style-type: none"> • Dec 2 (tentative)
<ul style="list-style-type: none"> • Land Use cluster members 	<ul style="list-style-type: none"> • Bring SALAD/BREAD for Meeting of the Whole potluck 	<ul style="list-style-type: none"> • Dec 2 (tentative)
<ul style="list-style-type: none"> • Leg/Policy cluster members 	<ul style="list-style-type: none"> • Bring VEGGIES for Meeting of the Whole potluck 	<ul style="list-style-type: none"> • Dec 2 (tentative)
<ul style="list-style-type: none"> • Access cluster members 	<ul style="list-style-type: none"> • Bring DESSERT for Meeting of the Whole potluck 	<ul style="list-style-type: none"> • Dec 2 (tentative)
<ul style="list-style-type: none"> • Education/Health cluster members 	<ul style="list-style-type: none"> • Bring BEVERAGES and CUPS (compostable)—need to confirm this 	<ul style="list-style-type: none"> • Dec 2 (tentative)
<ul style="list-style-type: none"> • Brandee 	<ul style="list-style-type: none"> • Confirm date for next Meeting of the Whole, find out about beverage options, handle disposal of compost after event 	<ul style="list-style-type: none"> • ASAP
<ul style="list-style-type: none"> • Shelley 	<ul style="list-style-type: none"> • Bring compostable flatware and trash bags 	<ul style="list-style-type: none"> • Dec 2 (tentative)
<ul style="list-style-type: none"> • Susan 	<ul style="list-style-type: none"> • Bring 25 compostable plates and LCD projector 	<ul style="list-style-type: none"> • Dec 2 (tentative)

<ul style="list-style-type: none"> • Dayna 	<ul style="list-style-type: none"> • Look into music options and create looping powerpoint with accomplishments 	<ul style="list-style-type: none"> • Dec 2 (tentative)
<ul style="list-style-type: none"> • STILL NEED TO ASSIGN 	<ul style="list-style-type: none"> • Ask Gordon if he will emcee • Set up crew • Clean up crew • Decorations • Bring laptop • Advertising/PR around event • Napkins • Composting bins 	<ul style="list-style-type: none"> • (various)

Minutes

Agenda Items	Discussion	Conclusions
<ul style="list-style-type: none"> • Communications Team update 	<ul style="list-style-type: none"> • Dayna introduced herself, provided background on her interest and experience with communications and PR 	<ul style="list-style-type: none"> • Dayna can be the point of contact for the Hub and clusters related to any communications-related requests or issues.

<ul style="list-style-type: none"> ● Assignment of top priorities in Food Action Plan 	<ul style="list-style-type: none"> ● Discussed need to organize how to collect baseline data/measures to allow tracking of progress over time. ● Need to reach out to partners (MANNA, Mountain BizWorks) to see what data they already have available. ● Need to talk to Eric and Tara about discussing leadership of Food Flow cluster, and assuming responsibility for Priority 4 	<ul style="list-style-type: none"> ● Need to establish baseline data measures to collect (will discuss at next Hub meeting) ● Need to talk to Eric and Tara about Food Flow assuming responsibility for Priority 4
<ul style="list-style-type: none"> ● Cluster updates 	<ul style="list-style-type: none"> ● Food Security is communicating with MANNA, City/County Emergency Services, Office of Sustainability. Are working on reaching out to communities and establish a baseline. ● Land Use is moving forward with Priorities 10 and 14. Have been working on aim for #10 and are doing lots of updating and communicating. ● Access is focusing on mobile market development (addresses Priority 11) and transportation as a key barrier to access. Are working on identifying action items and action steps, as well as a survey about food purchasing behavior. ● Leg/Policy has been discussing the need to hire a coordinator. Money is/will likely be available, possible fiscal sponsors include Children First Communities in Schools, YWCA, and Advantage West. ● SACEE/City update (not present, given by Susan): SACEE subcommittee is revamping the Food Action Plan to make it “City Council-ready”. GMOs as an issue to leave in (to elevate discussion) or take out (to increase chances of passage)? 	<ul style="list-style-type: none"> ● Each cluster rep will take the Coordinator position description back to their clusters and will bring their reactions to the next Hub meeting

<ul style="list-style-type: none"> ● Next Meeting of the Whole 	<ul style="list-style-type: none"> ● Group discussed pros and cons of a meeting before the end of the year vs. meeting in February. Decided an informal celebratory potluck before the holidays would be best to regenerate momentum lost over the summer and celebrate the anniversary of the AB FPC and accomplishments so far. ● Details: will be held at Toy Boat Community Art Space, tentative date Sunday, December 2. Have space beginning at 6:00pm. ● Programming: will involve a brief welcome and presentation on accomplishments over the past year (will ask Gordon to be the emcee). Looping powerpoint presentation with images of cluster accomplishments. Tables for each of the clusters to put out information about their work? Provide orientation for new members? Arrange music by local artists? Decorations? ● Logistics: BYOP (bring your own plate...and flatware/napkins/cup), charge for compostable plates/flatware/cups/napkins. Food and other assignments are listed in Tasks section. 	<ul style="list-style-type: none"> ● Next Meeting of the Whole will take place Sunday, December 2 (tentative) at the Toy Boat Community Art Space. Informal potluck highlighting the successes of the AB FPC over the past year.
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Next Meeting

Date/Time/Location	11/26, 4:00-6:00pm, Public Works Building (TENTATIVE LOCATION)
Facilitator	Susan Garrett
Agenda	<ol style="list-style-type: none"> 1. Top priorities for Food Action Plan: <ol style="list-style-type: none"> a. need to assign Priority 1, discuss how to organize baseline data collection

2. Coordinator Position: reactions from clusters

3. Name for Hub/General Council

4. Elect new facilitator

5. Meeting of the Whole: continued planning