

## Meeting Minutes

<b>Date/Time/Location</b>	<b>10/28/2013 4:00-6:00 pm Public Works Building (Room 109)</b>
<b>Facilitator</b>	Mary Lou Kempf
<b>Note Taker</b>	Lora Gess
<b>Time Keeper</b>	Mary Lou Kempf
<b>Attendees</b>	Susan Garrett, Nicole Heinbaugh, Mary Lou Kempf, Rachel Winner, Lora Gess, Darcel Eddins, Olufemi Lewis, Melanie Brethauer, Marielle Angell

### Minutes

<b>Agenda Items</b>	<b>Discussion</b>	<b>Conclusions</b>
<ul style="list-style-type: none"> <li>• <b>Setting Guidelines for Effective Communication During Meetings</b></li> </ul>	<ul style="list-style-type: none"> <li>• Mary Lou addressed the issue of people talking amongst themselves at times during meetings. In order to best communicate with each other and push the agenda through more efficiently, side conversations should be eliminated. If a topic or issue arises that is not on the set agenda, Emily has previously suggested that we “parking lot” the issue. To “parking lot” a topic/issue is to put it aside for future discussion.</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Consent Vote on NCPHP Contract and Designating Signatory</b></li> </ul>	<ul style="list-style-type: none"> <li>• Consent vote reached on NCPHP contract.</li> <li>• Ideas and questions pertaining to designating a signatory included:               <ul style="list-style-type: none"> <li>• <i>Designate a back-up to the primary signatory</i></li> <li>• <i>Will the Coordinator (once filled) have the ability to sign?</i></li> <li>• <i>Will the NCPHP contract be delayed if we wait for the Coordinator role to be filled?</i></li> </ul> </li> <li>• Attendees decided that the contract needs to be signed prior to filling the Coordinator role. Proposal states that the Facilitator Elect (currently Mary Lou) serve as the primary signatory and Darcel</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitator Elect will be the primary signatory (liaison) and Darcel Eddins be the back-up until the Coordinator role is filled. Karen expressed that once funding starts coming in, Treasurer needs to be considered as a permanent, assigned person</li> </ul>

	Eddins serve as the back-up signatory until Coordinator position is filled.	to use Council’s money ( <b>this is a future conversation</b> ).
<ul style="list-style-type: none"> <li>• <b>ABFPC Coordinator – Consent for Job Description and Discussion of “Role” for Coordinator</b></li> </ul>	<ul style="list-style-type: none"> <li>• Consent to Final Job Description</li> <li>• Ideas and questions pertaining to #1 (“Big Picture” coordinator questions attached document): Who will the Coordinator report to? <ul style="list-style-type: none"> <li>• <i>What are the subject areas that would require answers on day-to-day basis and what are the subject areas would require the GC for answers? One primary contact person could be a structure that would be in contact with both the GC and the Coordinator. With the fluctuation in Cluster Reps, how do we find a permanent person? With the fluidity of the Council, one person may not be a good idea for the supervisor to the Coordinator. Possibly send these questions to Elizabeth for guidance since the Coordinator would be an employee of the fiscal agent. Darcel would prefer if someone else could contact Elizabeth with the #1 (“parking lot” #1 for next GC meeting)</i></li> </ul> </li> <li>• Ideas and questions pertaining to #2: Should Coordinator have voting rights? <ul style="list-style-type: none"> <li>• <i>Coordinator role as an objective figure without voting rights coupled with “spokes and hub” model points towards no voting rights. Suggestion to design role with flexibility. Non-profit structure suggests no voting rights, however the person hired for the Coordinator role may potentially have a very valuable voice for the Council and may be desired. GreenWorks ex. Supporting “no vote” so that the Coordinator is not faulted for votes and/or presentation of information for the purpose of consent. Dynamic Governance inherently provides the ability to readdress the issue once decided upon (if consent rights are granted and create issues, then the issue can be re-addressed). This person would not be a rep. and would be outside of clusters, so they would not be a member of the Council according to the current structure.</i></li> </ul> </li> <li>• Ideas and questions pertaining to #3: What is the Coordinator’s</li> </ul>	<ul style="list-style-type: none"> <li>• Consent to Job Description</li> <li>• #1 – Discuss options at next GC meeting.</li> <li>• #2 – Due to current cluster model and so that the Coordinator will be able to remain objective, proposal provides that the Coordinator will not have consent rights on GC.</li> <li>• #3 – The Coordinator’s public role is to announce meetings, public events, activities, etc. to the GC so that everyone is given the opportunity to be involved. If no GC members are able to attend, the Coordinator will attend as default.</li> </ul>

	<p>public role?</p> <ul style="list-style-type: none"> <li>• <i>Maintain its inclusion of everyone rather than isolating the role to one person. How do we lessen the burden of the Coordinator being a default? Can discuss question of burden later.</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Report on Food Day Proclamation</b></li> </ul>	<ul style="list-style-type: none"> <li>• On Oct. 22 Olufemi and Karen rep. ABFPC at City Council Food Day Proclamation. Oct. 24 will serve as Food Day across the City of Asheville.</li> <li>• Ideas about where the proclamation will remain: <ul style="list-style-type: none"> <li>• <i>Secretary (Lora Gess) maintain it until otherwise specified</i></li> <li>• <i>Office space that is exposed to the public for recognition</i></li> <li>• <i>A chance for an organization to hang it as a symbol of their involvement in food policy around Asheville (i.e. Cathy Holhenstein's office, ACBBM)</i></li> <li>• <i>A non-profit could win the chance on Food Day to hang it for the next year</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Kathy will work to find an appropriate location for the Food Day Proclamation and Lora will keep until another decision is made.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Acknowledgement of UDO Amendment Passage for Market Stands to 7 Days/Week</b></li> </ul>	<ul style="list-style-type: none"> <li>• Lora doing research on UDO changes and their effect on mobile markets.</li> <li>• SACEE looking to make UDO more user-friendly. A larger conversation needed to discuss that effects each of the ABFPC clusters. Contact Melanie B. via e-mail about issues that can be taken to SACEE for discussion at meetings. Maggie U. non-voting liaison to SACEE.</li> </ul>	<ul style="list-style-type: none"> <li>• For future reference, ABFPC should e-mail questions to Melanie pertaining to UDO/mobile markets.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Discussion of City's Communication and Willingness to Include ABFPC in Future Development of Policy Changes and Invitation To</b></li> </ul>	<ul style="list-style-type: none"> <li>• Response from Gary Jackson – wants the ABFPC to be involved, copied to Judy and Jamie, open for us to let them know what could be addressed and what needs to be worked on. How do we do that? <i>Concern that we are being reactive and we aren't aware of their daily actions without ABFPC being prescriptive then upset afterwards because they acted without our input. What are our priority areas that we want them to contact us about ahead of time? Ex. FA. ABFC Priority Areas could be taken to the city so that they</i></li> </ul>	<ul style="list-style-type: none"> <li>• By the next meeting Land Use Cluster will either schedule a meeting with Judy Daniels or Sharon Tuck to discuss Developer's Checklist and/or simply get the checklist to look over and plan how to apply</li> </ul>

<b>Contact with Suggested Changes</b>	<i>can be in contact with us when those areas are addressed. Added to the contact list of the Planning Committee for public input. Get in front of Judy Daniels at the beginning when a developer comes to them.</i>	ABFPC Priority Areas.
<ul style="list-style-type: none"> <li>• <b>Cluster Check-ins</b></li> </ul>	<ul style="list-style-type: none"> <li>• Update from Nicole on last PHAC meeting – groups addressed CHIP priority areas, one of which was similar language to the FAP. Discussed a conversation between Nicole and Charlie Jackson (ASAP) at that meeting that revealed differences of opinion regarding light processing issues that may benefit from additional facilitated discussion. The group discussed the need to reach out to Charlie to express concerns, discuss facts/information, support Nicole as the ABFPC rep, and nurture positive community partnerships and relationships.</li> <li>• Terri and Marian are aware of that conversation and are supportive of a facilitated meeting with Charlie, Terri, Marian, Mary Lou, Gibby, and Nicole to discuss concerns, data, and how to move forward together.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Lora</b> will work with <b>Emily</b> to gather data around light processing and other key information ID'd by Nicole.</li> <li>• <b>Mary Lou</b> will e-mail to ID those interested in getting involved.</li> </ul>

**Next Meeting**

<b>Date/Time/Location</b>	<b>11/25/2013 4:00-6:00pm Public Works Building Room 109</b>
<b>Facilitator</b>	<b>Mary Lou Kempf</b>
<b>Agenda</b>	<ul style="list-style-type: none"> <li>• Follow-up discussion about designating a Treasurer</li> <li>• Coordinator reporting structure</li> <li>• Food Day Proclamation Update</li> <li>• UDO/Mobile Market update</li> <li>• Update on communication system with city</li> <li>• Planning next meeting of the whole</li> <li>• Cluster updates</li> </ul>