

Middlesex-London Food Policy Council

Minutes

Time 2:00 – 4:00 pm
Date October 24, 2018
Location Councilor's Lounge (2nd floor), Middlesex County Building, 399 Ridout St. N. London
Attachments All documents were sent electronically

Mission

The Middlesex London Food Policy Council will:

- Be a forum for discussing local food issues.
- Empower citizens to be involved in food system decisions.
- Foster coordination between sectors in the food system.
- Create, evaluate and influence policy.
- Support programs and services that address local needs.

Goal

To facilitate and support a safe, healthy and accessible local food system that is socially, economically, and environmentally sustainable

#	Time	Item
	2:00	Meeting chaired by Jean Carson, insufficient members in attendance for quorum therefore minutes were not approved for September meeting. Business portion of meeting concluded and members in attendance reviewed the information distributed pertaining to the Information Repository strategy
	2:15	Discussion regarding the value of online directory to promote local food supply chain and the subsequent data that would be collected which will support future policy, infrastructure, and networking thereby fulfilling all aspects of our stated Mission and Goal above. Project Chair – Jean Carson (contact information jeanishome@hotmail.ca and info@mlfpc.ca) 4 working groups have been identified to allow the development of the directory and ensure a successful launch <ol style="list-style-type: none"> 1. 2016 Food Assessment contact list – all Council members 2. Coordinated Communication Strategy - Ellen, David, Christine, Joy, Lindsay, Abbey 3. Directory Content – Jane, Laura 4. Directory Platform – Paul, Phil focus on registration form/communication + Michael, Ellen, Jean focus on platform development
	4:00	Meeting adjournment - Next meeting – November 28th, 2018 - New members will be introduced by nomination committee - Action items noted below to ensure timelines achieved

ATTENDANCE

Participants Invited	Attended	Apologies	Participants Invited	Attended	Apologies
Sarah Campbell			Jean Carson	x	
Suki Kaur Cosier		x	David Corke	x	
Cara Finn		x	Tosha Densky		
Tom Heeman			Greg Barrett		x
Jana Keller		x	Laura Husser	x	
Vicki Luke		x	Ellen Lakusiak	x	
Phil Moddle	x		Marcel Meyer		
Silke Nebel		x	Teri Morrow		
Christine Scheer		x	Paul Shand	x	
Paul van der Werf		x	Michael van Holst	x	
Jane Roy	x				

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ACTION POINTS

All action points, when closed, will be kept in the next set of minutes and then removed. The numbering system will remain as the original number given. Any previous action point can be found in the previous minutes. **New action point begins at 62**

#	Action Items	Expected Completion	Owner	Status
62	All members to complete survey distributed for the orientation package	Immediate	All	Short survey distributed by Ellen/Lindsay to be completed so document can be finalized for members
63	<p>Review excel document distributed: FOOD ASSESSMENT – <u>CONTRIBUTORS</u> tab</p> <p>Note – Jane will provide list of social service agencies.</p> <p>Jean has requested London Mayor and Councillor list from Heather Woolsey</p>	November 21	All members	<p>All members to review list and provide contact information for names listed they know/have existing contact with. We have emails but require full mailing and contact information for launching registrations.</p> <p>The names listed which have not been updated will be divided between all council members for completion at November mtg</p> <p>Require: Council member to take lead role in ensuring list is completed – if you are interested advise Jean asap</p>
64	<p>Review excel document distributed: FOOD ASSESSMENT – <u>TOPICS</u> tab</p> <p>Strategy draft to include timing and measurement metrics. Anticipation of launch date for directory registration January 2019.</p>	November 21	David, Ellen, Christine, Joy, Abbey, Lindsay	<p>Review list that was compiled based on data included in the 2016 Food Assessment as starting point.</p> <p>Determine which communication tools are best suited to raise awareness, increase literacy and promote the directory registration.</p> <p>Prepare communication strategy draft for review, feedback and finalization.</p> <p>Current members also interested in participating on this working group to contact Ellen.</p>
65	<p>Review excel document distributed: <u>DIRECTORY REQUIREMENTS</u></p> <p>Information that can be sourced from existing locations + potential writing required for publisher when directory is being prepared for publication.</p> <p>Note – content for online versus print will not</p>	November 21	Jane, Laura	<p>Review draft compiled using Central Kootenay model and identify what supplementary information would be appropriate for the Middlesex London directory.</p> <p>Begin compiling information</p>

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	<p>necessarily include all the same information.</p> <p>Ellen distributed information provided by Cara related to Culinary guide which may provide additional ideas. (attached with these minutes).</p>			<p>and recommendations / sources</p> <p>Current members interested in supporting this working group to contact Laura or Jane directly.</p>
66	<p><u>DIRECTORY PLATFORM DEVELOPMENT</u></p> <p>Ensure platform can accommodate large data base of information which will not be published but used as data for policy, infrastructure etc in the future.</p> <p>Ensure storage capacity / costing</p> <p>Investigate potential of in-kind technical support from partnering organizations.</p>	November 21	Michael, Ellen, Jean	<p>Review platform to determine alignment to word press feasible.</p> <p>Determine costing for development of platform, including developer, fees, service contract, timing</p> <p>Identify steps / costs / staffing required to develop, maintain and technical support required to allow for funding requests..</p>
67	<p><u>DIRECTORY PLATFORM REGISTRATION</u></p> <p>Review the word document distributed with October meeting notice MIDDLESX LONDON FARM AND FOOD DIRECTORY DRAFT</p>	November 21	Paul S, Phil, David	<p>Review the draft which was formatted using Central Kootenay model + data points noted in the 2016 Food Assessment document as a starting point.</p> <p>Draft registration form and associated additional survey questions that would link to the various registration categories for supplementary details of specific food chain participants.</p>
68	<p>Members wishing further details regarding the Information Repository project are welcome to contact Jean at jeanishome@hotmail.ca and we can arrange a time to talk/meet to discuss the project so you're up to speed prior to our next meeting,</p> <p>All members are asked to support this important initiative which will allow the food policy council to move forward with our mission and goals in a concrete way!</p>	November 21	Members who were not in attendance at October meeting	<p>Contact Jean if you wish to discuss any of the working groups for further details.</p> <p>Current membership whose term is ending are welcome to consider volunteering on any of the project groups. You expertise, connections and ongoing support is welcome</p>