

Middlesex-London Food Policy Council

Minutes

Time 2:00 – 4:00 pm
Date January 09, 2019
Location Councilor's Lounge (2nd floor), Middlesex County Building, 399 Ridout St. N. London
Attachments All documents sent electronically

<p><u>Mission</u> The Middlesex London Food Policy Council will:</p> <ul style="list-style-type: none"> • 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. 	<p><u>Goal</u> To facilitate and support a safe, healthy and accessible local food system that is socially, economically, and environmentally sustainable</p>
--	---

#	Time	Item
	2:00	Call to Order – Acting Chair Jean Carson Welcome to new members / Introductions – Shawn Lewis , <ul style="list-style-type: none"> ➢ Motion to approve November minutes: Benjamin Hill, Second Jana Keller - approved ➢ Motion to approve new members Greg Barrett, Colleen Crunican, Karen Eatwell, Benjamin Hill, Shauna Kechego, Nancy Kerr, Shawn Lewis, Peggy O`Neil, Paul Seale, Jan Stanford for new term: Paul Shand, Second Cara Finn, 0 opposed - approved
	2:30	Paul Shand present report and recommendations from the Executive council <ol style="list-style-type: none"> 1) Require election of new executive council – New Executive Chosen <ol style="list-style-type: none"> a. Chair – Paul Shand b. Vice – Sarah Campbell c. Treasurer – Laura Husser d. Secretary – Jean Carson e. Governance – Phil Moddle 2) New leadership / management structure – Power point / explanation by Paul, see advance written report. <ol style="list-style-type: none"> a. Council meetings to focus on updates, motions, recommendations with fewer Council meetings, work done in smaller work groups. Follow Robert's Rules and ensure pre reads, limit feedback on issues to 1 response per member, motions to follow directory example 3) Motion to make directory primary goal of council – see advance written motion <ol style="list-style-type: none"> a. Motion approved as amended: Paul Shand, Second Phil Moddle, 0 opposed, approved.
	3:30	Directory working groups / teams: Phase 1 – define final vision of directory for approval by Council at May 2019 meeting <ul style="list-style-type: none"> ➢ Team / working group sign-up to be finalized (new assignment recommendations noted to balance groups to include mix of previous, new members, executive, appointed member base) <ul style="list-style-type: none"> ○ Groups noted below finalized per changes requested at meeting ➢ Directory project management to be notified of team lead by February 1 ➢ Final reports to project management by April 2019 for compilation and reporting to council prior to May meeting. <ul style="list-style-type: none"> ○ No changes requested by working groups to Online Information Directory Phase 1

Middlesex-London Food Policy Council

Minutes

		<table border="1"> <tr> <td>Action Item #69</td> <td>Jane Roy, Sarah Campbell, Laura Husser, Middlesex County TBD</td> <td>Directory Project management / Funding Team Lead:</td> </tr> <tr> <td>Action Item #65</td> <td>Jay Stanford, Cara Finn, Ellen Lakusiak, Tom Heeman, Shauna Kechego, Nancy Kerr, Greg Barrett</td> <td>Directory Content Team Lead: Nancy Kerr</td> </tr> <tr> <td>Action Item #66</td> <td>Shawn Lewis, Colleen Crunican, Jana Keller, Jean Carson, Peggy O'Neil</td> <td>Platform Development Team Lead: Colleen Crunican / Jana Keller</td> </tr> <tr> <td>Action Item #67</td> <td>Karen Eatwell, Benjamin Hill, Phil Moddle, Paul Shand</td> <td>Platform – Registration Form and Category Surveys Team Lead: Benjamin Hill</td> </tr> </table> <p>Paused groups:</p> <table border="1"> <tr> <td>Action Item #63</td> <td>All Member Participation Rqd</td> <td>2016 Food Assessment contact list</td> </tr> <tr> <td>Action Item #64</td> <td>Ellen, David, Christine, Joy, Abi, Benjamin, Paul Shand, Colleen</td> <td>Coordinated Communication Strategy</td> </tr> <tr> <td>Action Item #68</td> <td>Christine, David, Silke</td> <td>Volunteers</td> </tr> </table>	Action Item #69	Jane Roy, Sarah Campbell, Laura Husser, Middlesex County TBD	Directory Project management / Funding Team Lead:	Action Item #65	Jay Stanford, Cara Finn, Ellen Lakusiak, Tom Heeman, Shauna Kechego, Nancy Kerr, Greg Barrett	Directory Content Team Lead: Nancy Kerr	Action Item #66	Shawn Lewis, Colleen Crunican, Jana Keller, Jean Carson, Peggy O'Neil	Platform Development Team Lead: Colleen Crunican / Jana Keller	Action Item #67	Karen Eatwell, Benjamin Hill, Phil Moddle, Paul Shand	Platform – Registration Form and Category Surveys Team Lead: Benjamin Hill	Action Item #63	All Member Participation Rqd	2016 Food Assessment contact list	Action Item #64	Ellen, David, Christine, Joy, Abi, Benjamin, Paul Shand, Colleen	Coordinated Communication Strategy	Action Item #68	Christine, David, Silke	Volunteers
Action Item #69	Jane Roy, Sarah Campbell, Laura Husser, Middlesex County TBD	Directory Project management / Funding Team Lead:																					
Action Item #65	Jay Stanford, Cara Finn, Ellen Lakusiak, Tom Heeman, Shauna Kechego, Nancy Kerr, Greg Barrett	Directory Content Team Lead: Nancy Kerr																					
Action Item #66	Shawn Lewis, Colleen Crunican, Jana Keller, Jean Carson, Peggy O'Neil	Platform Development Team Lead: Colleen Crunican / Jana Keller																					
Action Item #67	Karen Eatwell, Benjamin Hill, Phil Moddle, Paul Shand	Platform – Registration Form and Category Surveys Team Lead: Benjamin Hill																					
Action Item #63	All Member Participation Rqd	2016 Food Assessment contact list																					
Action Item #64	Ellen, David, Christine, Joy, Abi, Benjamin, Paul Shand, Colleen	Coordinated Communication Strategy																					
Action Item #68	Christine, David, Silke	Volunteers																					
4:00	<ul style="list-style-type: none"> ➤ Networking Opportunity – volunteer commitment required <ul style="list-style-type: none"> ○ Agri Net February 13 4:30-730 pm ○ Cost \$175.00 + HST (motion for approval rqd) ○ Individual tickets to event \$10.00 <ul style="list-style-type: none"> ▪ Discussion regarding participation, funds & volunteers required <ul style="list-style-type: none"> • Motion to approve funding Greg Barrett, Second Jana Keller, 0 opposed, approved • Laura Husser will provide raffle prize & ballots • Volunteers include Phil Moddle, Benjamin Hill, Jana Keller, Ellen Lakusiak, Colleen Crunican • Cara will print promotional material (MLFPC / directory project) ➤ Next meeting – TO BE SCHEDULED BY NEW EXECUTIVE (propose bi-monthly – January, March, May) <ul style="list-style-type: none"> • Attendees polled and consensus that 4th Wednesday 2-3 pm (under new meeting format) <ul style="list-style-type: none"> ○ March – AGM report prepared by Executive ➤ Members broke into working groups for remainder of allotted time ➤ Meeting adjournment 																						

ATTENDANCE

Participants Invited	Attended	Apologies	Participants Invited	Attended	Apologies
Greg Barrett	x		Nancy Kerr	X	
Sarah Campbell		01.03.2019	Ellen Lakusiak	X	
Jean Carson	x		Shawn Lewis	X	
Colleen Crunican	x		Peggy O'Neil		No
Karen Eatwell		12.18.2018	Phil Moddle	X	
Cara Finn	X		Jane Roy	X	
Tom Heeman		No	Paul Seale	X	
Benjamin Hill	X		Paul Shand	X	
Laura Husser	X		Jay Stanford	X	
Shauna Kechego		No	Middlesex County - TBD		
Jana Keller	x		Middlesex London Health Unit - TBD		

Middlesex-London Food Policy Council

Minutes

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 70**

#	Action Item	Expected Completion	Owner	Status
70	<p>Prepare information for Agri Net which will include Information Repository information</p> <p>Ellen / Cara act as contacts for this networking opportunity</p>	<p>Feb 1 – circulate draft</p> <p>Feb 8 – printing complete</p>	Jean, Ellen, Cara	<p>Jean – draft</p> <p>Ellen – edit, provide to Cara</p> <p>Cara – printing and deliver to venue</p>
71	Ensure meeting materials are being received (some emails ending up in junk folders)	Jan 16	Jean	Contact absent members to confirm receipt of agenda and meeting notice
72	Revise Council Management Structure and Motion for Directory Project based on meeting discussions	Attach to minutes	Jean	<p>Structure to include referral of motion will identify reasons why.</p> <p>Motion to include timeline and not include reference to limitations</p>
73	<p>Comments related to pre reads, motions etc that are distributed for meetings may be directed to Secretary when possible before date of meetings.</p> <p>Summary of feedback to be compiled for Chair prior to meeting to facilitate meeting discussion</p>	At minimum – comments day prior to scheduled meeting date	All members	Intention is to reduce discussion during meeting for items that may require change based on drafts circulated