

# Middlesex-London Food Policy Council

## Minutes

**Time** 2:00 – 4:00 pm  
**Date** November 28, 2018  
**Location** Councilor's Lounge (2<sup>nd</sup> floor), Middlesex County Building, 399 Ridout St. N. London  
**Attachments** All documents sent electronically

<p><b><u>Mission</u></b>                  The Middlesex London Food Policy Council will:</p> <ul style="list-style-type: none"> <li>• Be a forum for discussing local food issues.</li> <li>• Empower citizens to be involved in food system decisions.</li> <li>• Foster coordination between sectors in the food system.</li> <li>• Create, evaluate and influence policy.</li> <li>• Support programs and services that address local needs.</li> </ul>	<p><b><u>Goal</u></b>                  To facilitate and support a safe, healthy and accessible local food system that is socially, economically, and environmentally sustainable</p>
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#	Time	Item																		
	2:00	Call to Order – Acting Chair Jean Carson Welcome to new members / Introductions – <b>all members provided introduction/background</b> Motion to approve September & October minutes – <b>Lauren motion, Paul Shand second, 0 opposed</b>																		
	2:30	Ellen will review 2016 Food Assessment Report highlights prior to beginning discussion – <b>presentation amended to include Indigenous pillar and circulated with minutes</b>  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 <a href="mailto:jeanishome@hotmail.ca">jeanishome@hotmail.ca</a> and <a href="mailto:info@mlfpc.ca">info@mlfpc.ca</a> )  5 working groups have been identified to allow the development of the directory and ensure a successful launch <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Action Item #63</td> <td style="width: 45%;">All Member Participation Rqd</td> <td style="width: 30%;">2016 Food Assessment contact list</td> </tr> <tr> <td>Action Item #64</td> <td>Ellen, David, Christine, Joy, Abi, <b>Benjamin, Paul Shand, Colleen</b></td> <td>Coordinated Communication Strategy</td> </tr> <tr> <td>Action Item #65</td> <td>Jane, Laura, <b>Nancy, Jay, Colleen, Greg</b></td> <td>Directory Content</td> </tr> <tr> <td>Action Item #66</td> <td>Michael, Ellen, Jean, <b>Benjamin, Jana</b></td> <td>Platform Development</td> </tr> <tr> <td>Action Item #67</td> <td>Paul, Phil, <b>Jana</b></td> <td>Platform – Registration Form and Category Surveys</td> </tr> <tr> <td>Action Item #68</td> <td>Christine, David, Silke</td> <td>Volunteers</td> </tr> </table>	Action Item #63	All Member Participation Rqd	2016 Food Assessment contact list	Action Item #64	Ellen, David, Christine, Joy, Abi, <b>Benjamin, Paul Shand, Colleen</b>	Coordinated Communication Strategy	Action Item #65	Jane, Laura, <b>Nancy, Jay, Colleen, Greg</b>	Directory Content	Action Item #66	Michael, Ellen, Jean, <b>Benjamin, Jana</b>	Platform Development	Action Item #67	Paul, Phil, <b>Jana</b>	Platform – Registration Form and Category Surveys	Action Item #68	Christine, David, Silke	Volunteers
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	3:30	<ul style="list-style-type: none"> <li>- Updates: Jana, Cara, Benjamin, Jean/Ellen, Sarah, Jay – any call to Action resulting – <b>due to limited time and additional time spend on working group discussions items, 1, 2,,8 were not addressed during meeting</b></li> <li>- Expectations: Feedback/Concerns/Support</li> <li>- New Business – Executive Champions / Work Group Leads – <b>due to limited time Project Leads were not identified. Executive meeting Dec 17 &amp; 18 and will distribute working group outlines based on discussions at January Council meeting</b></li> </ul>																		
	4:00	Meeting adjournment - <b>Next meeting – JANUARY 09, 2019, 2:00-4:00 pm same location</b> - Next Council meeting – <b>Elections &amp; Working Groups</b>																		

### ATTENDANCE

Participants Invited	Attended	Apologies	Participants Invited	Attended	Apologies
Greg Barrett	X		Nancy Kerr	X	

# Middlesex-London Food Policy Council

## Minutes

Sarah Campbell		-	Ellen Lakusiak	X	
Jean Carson	X		Peggy O'Neil		X
Colleen Crunican	X		Phil Moddle	X	
Karen Eatwell		X	Marcel Meyer	X	
Cara Finn	X		Jane Roy	X	
Tom Heeman		-	Paul Seale	X	
Benjamin Hill	X		Paul Shand	X	
Laura Husser	X		Jay Stanford	X	
Shauna Kecheogo		X	Michael van Holst	X	
Jana Keller	x				

### 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 69**

#	Action Items	Expected Completion	Owner	Status
63	<p><b><u>CONTACT LIST</u></b></p> <p>Review excel document distributed: <b>FOOD ASSESSMENT – <u>CONTRIBUTORS</u> tab</b></p> <p><b>Note – Jane will provide list of social service agencies.</b></p> <p><b>Jean has requested London Mayor and Councillor list</b></p> <p><b>Cara will provided Middlesex County information</b></p>	<p>November 21</p> <p>TBD</p>	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><b><u>COMMUNICATION</u></b></p> <p>Review excel document distributed: <b>FOOD ASSESSMENT – <u>TOPICS</u> tab</b></p> <p><b>Strategy draft to include timing and measurement metrics. Anticipation of launch date for directory registration January 2019.</b></p> <p><b>Abi &amp; Joy – Brescia students</b></p> <p><b>Christine – Instagram, Calendar</b></p> <p><b>Newsletter template drafted – volunteer?</b></p>	<p>November 21</p> <p>TBD</p>	<p>David, Ellen, Christine, Joy, Abi, Lindsay</p> <p><b>Benjamin</b></p> <p><b>Paul Shand</b></p> <p><b>Colleen</b></p>	<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><b><u>PLATFORM CONTENT</u></b></p> <p>Review excel document distributed: <b><u>DIRECTORY REQUIREMENTS</u></b></p>	<p>November 21</p>	<p>Jane, Laura, Nancy,</p>	<p>Review draft compiled using Central Kootenay model and identify what supplementary information would be</p>

# Middlesex-London Food Policy Council

## Minutes

	<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 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>Jay, Colleen, Greg</p>	<p>appropriate for the Middlesex London directory.</p> <p>Begin compiling information and recommendations / sources – Big Project / <b>Decision “is this a directory vs Hub”</b></p> <ul style="list-style-type: none"> <li>- <b>Print version “hook”</b></li> <li>- <b>Hub “online tool for information sharing”</b></li> </ul> <p>Current members interested in supporting this working group to contact Laura or Jane directly.</p>
66	<p><b><u>PLATFORM DEVELOPMENT</u></b></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	<p>Michael, Ellen, Jean, <b>Benjamin, Jana</b></p>	<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><b><u>REGISTRATION &amp; SURVEYS</u></b></p> <p>Review the word document distributed with October meeting notice <b>MIDDLESEX LONDON FARM AND FOOD DIRECTORY DRAFT</b></p> <p>Privacy Policy required</p> <p>Engage survey builders / expertise</p>	November 21	<p>Paul S, Phil, David, <b>Jana</b></p>	<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>
69	<p><b><u>FUNDING / PROJECT PLAN</u></b></p>		<p>Laura, Jane, Jean</p>	<p>Benjamin’s Philosophy of Food course presenting funding proposals Dec 4<sup>th</sup> University College</p> <p>Plan phases – online versus print</p> <p>Funding plan per group</p> <p>Funds available / required</p>

# Middlesex-London Food Policy Council

## Minutes

### Updates

1. LEN meeting November 16<sup>th</sup> attended by Jana
2. Agriculture Webinar December 6<sup>th</sup> – Cara keynote
3. **Philosophy of Food – Silke/Benjamin**
4. **MES application – Ellen/Jean**
5. **UWO Research- Ellen/Jean**
6. **Masters application: Elevator Speech / Powerpoint: Directory – Abi/Jean/Ellen**
7. FreshSpoke letter of support – Sarah/Jean
8. LEN/City of London Food Waste Community Event- Jay Stanford

### Expectations

1. All members to read 2016 Food Assessment document to understand priorities / gaps to address our Goal - To facilitate and support a safe, healthy and accessible local food system that is socially, economically, and environmentally sustainable
2. Project/Working Group “Leads” must provide updates/pre-reads to Council before bringing forward motions, making commitments. Electronic notifications are accepted in lieu of presentation at Council meetings if necessary. Ensure Decision Tree is followed. Working Groups must ensure all Council members are informed of all aspects of project / seek feedback / ensure team alignment
3. Quorum issues hindering work / prior notification of non-attendance mandatory / removal due to non-compliance will be necessary to ensure forward momentum of goals
4. **Election of Officers & 2019 meeting dates/format – January 09, 2019 2:00-4:00 pm (same location)**

### New Business – Project Leads Required

1. Jean Executive Champion: Information Repository
    - a. Working Group: Contact List(s) – Food Assessment (etc.)
    - b. Working Group: Coordinated Communication Strategy
      - i. Newsletter volunteer
    - c. Working Group: Directory Content
    - d. Working Group: Directory Platform
    - e. Working Group: Directory Registration/Surveys
  2. Sarah Executive Champion: Partnership Development
    - a. UWO Partnership development
    - b. Brescia Partnership development
    - c. Fanshawe Partnership development
    - d. School Board Partnership development – Thames Valley District
  3. Laura Executive Champion: Funding, Measurement, Annual General Meeting
    - a. Measurement – objectives, key results standardize / looking at National and Provincial and other local reports and papers
    - b. Annual General Meeting
    - c. Funding – project base, operations budget
  4. Paul Executive Champion: Governance
    - a. Governance – integrate Terms of Reference / Policy Manual using Central Kootenay model Council meeting format & schedule
    - b. Council meeting format & schedule
    - c. Elections
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