

Middlesex-London Food Policy Council

Minutes

Time 2:00 – 4:00 pm
Date Wednesday, May 22nd, 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>
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#	Time	Item
	2:00	<p>Call to Order – Chair, Paul Shand</p> <ul style="list-style-type: none"> ➤ Motion to approve March minutes – (First: Paul Seale, Second: Benjamin Hill)
	2:05	<p>Updates From Members</p> <ol style="list-style-type: none"> 1) London Cares Curb Hunger Food Drive – call for volunteers (Ellen L.) <ul style="list-style-type: none"> ➤ Runs from May 31st – June 8th ➤ Volunteer in a grocery store to greet people as they enter, ask for food or monetary donations to London Food Bank ➤ Email Ellen (ellen.lakusiak@mlhu.on.ca) if able to volunteer 2) Rain Barrel Fundraiser – Oxford Park Community Association (Ellen L.) <ul style="list-style-type: none"> ➤ Action: council members please share this fundraiser information with networks 3) Funding applications update – Sustain Ontario (Ellen L.) <ul style="list-style-type: none"> ➤ Not successful 4) Recruitment Team – volunteers needed (Ellen L.) <ul style="list-style-type: none"> ➤ MLFPC will need to fill positions in November when current members are finished term ➤ This group will meet over summer ➤ Paul will send out email with more info in the next few weeks 5) Urban Agriculture Directory update – City of London (Gregg B.) <ul style="list-style-type: none"> ➤ The City of London is creating a directory on “How do I Undertake Urban Ag in the City?” ➤ It will include: <ul style="list-style-type: none"> - How and where to grow food in the city - How and where to sell food you grow in the city (potentially community garden wide sales or in the form of a garage sale) ➤ This directory is different than the one the MLFPC is currently working on 6) Western Fair District partnership (Ellen L.) <ul style="list-style-type: none"> ➤ Executive went on a tour with Mike Woods at Western Fair District (WFD) ➤ They are turning one of the buildings at WFD into a “Centre of Excellence on AgriFood” ➤ This center is to be used for food literacy programs, food entrepreneurship, vertical farming initiatives and many other projects – they are “rediscovering their roots” as an agricultural society

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		<ul style="list-style-type: none"> ➤ Proposal: WFD has asked us to partner with them on this initiative, we will work with them to plan and host various events, have opportunity to host our council meetings in this space, etc. ➤ Executive believed this was a good opportunity and will be moving forward with this partnership <p>7)Maple Leaf Community Fund Update (Karen E.)</p> <ul style="list-style-type: none"> ➤ Not present (no update delivered) <p>8)Outstanding updates from council members</p> <ul style="list-style-type: none"> ➤ An individual from France contacted Ellen to learn more about our council – we are known worldwide! ➤ Agri-Buisness tour for Middlesex county on June 5th – all welcome, RSVP soon ➤ Canadian Experience Fund grant available (see email attachment) ➤ Shawn Lewis is stepping down from position ➤ Jean participated in pillar event for strategic leadership – cost was \$65, which the Food Bank covered. Laura presented a motion to pay back this cost to the Food Bank – approved (First: Laura, Second: Gregg) ➤ Canada Summer Job grant was accepted, will be hiring a student this summer
2:40		<p>Food Directory Update/Communication Tools/Social Media (Benjamin H.)</p> <ul style="list-style-type: none"> ➤ MLFPC Directory Project Update <ul style="list-style-type: none"> ➤ Ellen, Jean and Benjamin met with Jason from HEALab (Western University) to discuss partnership with an app they have created (SmartApp) and our council directory project ➤ HEALab was receptive to forming a partnership ➤ Still need to determine role of council in this project (especially tying in the Food Bank) ➤ Next Steps: <ul style="list-style-type: none"> ➤ Meet with Jason again to see if he is willing to make this app free to all users, discuss how the app will be paid for, and if they are willing to make more changes to app to align with our directory project ➤ If we decide to not partner with HEALab, we will need to continue working on how we will setup our directory (Wordpress, etc.) ➤ Report, Communication and Collaboration Platforms <ul style="list-style-type: none"> ➤ DropBox – store documents in folders online ➤ Slack – communication tool ➤ Trello – project management platform ➤ Google Calendar – all above tools can be connect to Google Calendar, all events would be in one place ➤ Wordpress – have a member login area ➤ Need to explore how much this will cost, Executive needs to make a decision on which platforms we will use ➤ Social Media Planning (Lana Thrones, Fanshawe Agri-Business Management student) <ul style="list-style-type: none"> ➤ Lana Thrones joined the council meeting to answer any questions council had on her Social media Planning document thus far ➤ Action: all council members need to familiarize themselves with document, send any edits to Benjamin/Lana by next week (bhill28@uwo.ca)
3:40		<p>Communications/Volunteer Update (Peggy O.)</p> <ul style="list-style-type: none"> ➤ Communication Outline <ul style="list-style-type: none"> ➤ Peggy created this document which outlines basic communication roles that are important to have in an organization ➤ Suggestions: <ul style="list-style-type: none"> - Add a status column

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		<ul style="list-style-type: none"> - Have a fundraising position listed on document ➤ Do we agree these are the basic functions? Please send any other suggestion to Peggy by the end of June (poneil2@uwo.ca) ➤ Student Job Descriptions <ul style="list-style-type: none"> ➤ This is a template for student job postings – can update for various positions ➤ Recruit for specific skillsets (from Communication Outline document), instead of a broad position ➤ Potentially hire a grad student (Brescia) that can volunteer for two years and act as a lead to other students hired for one year ➤ Next Steps <ul style="list-style-type: none"> ➤ Look at what results Lana's document (Social Media Planning) will bring and where her report can supplement development of communication roles ➤ Timeline: end of June ➤ These are both working documents and can be changed/updated ➤ Welcoming feedback on all documents
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ATTENDANCE

Participants Invited	Attended	Apologies	Participants Invited	Attended	Apologies
Gregg Barrett	x		Nancy Kerr	x	
Jaime Patton	x		Ellen Lakusiak	x	
Jean Carson		05.16	John Brennan		x
Colleen Crunican	x		Peggy O'Neil	x	
Karen Eatwell		x	Phil Moddle	x	
Cara Finn	x		Jane Roy	x	
Jana Keller		05.22	Paul Seale	x	
Benjamin Hill	x		Paul Shand		05.22
Laura Husser	x		Jay Stanford		05.16
Shauna Kehego	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 77**

#	Action Item	Expected Completion	Owner	Status
74	Work on creating a database where we can have information of all producers interested in joining project/see what organizations are interested in getting involved	End of summer	Benjamin	Not started yet
75	Create Google Doc where everyone can add comments, will allow us to come up with group consensus on directory project	Closed	Benjamin	Available online for members to edit
76	City council members cannot access Google page – need to determine what they can use and what online platform	April 15 th , 2019	Jean	

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	will work best for sharing content in our council			
77	Ask WFD to present at September council meeting to give more information to all council members on partnership	August 15 th , 2019	Ellen	
78	Ask past student (Joy) to act as grad student mentor for volunteer positions	August 15 th , 2019	Ellen/Peggy	
79	Determine exact non-profit pricing for all proposed communication tools (Dropbox, Trello, and Slack)	June 30 th , 2019		
