



## Council Meeting Notes

Tues. Feb. 18, 2020

9:00 – 11:00 am

Western Fair District Boardroom 2<sup>nd</sup> Floor

Approved March 26 2020

<p>1. <b>Call to Order / Welcome</b></p> <p>1.1 <b>Approval of Jan. 20 Minutes</b> Moved by Paul, seconded by Thomas, that the minutes be approved as circulated. <b>Carried</b></p> <p>1.2 <b>Additions to Agenda</b> No additions were noted.</p> <p>1.3 <b>Approval of Consent Agenda</b> Moved by Lella, seconded by Jaime, that the Consent Agenda items be approved as circulated. <b>Carried</b></p>
<p>2. <b>Business Arising from the Minutes</b></p> <p>2.1 <b>Upcoming Meeting Schedule</b> Council members indicated that setting a consistent monthly time for meetings was preferred; survey results showed that Thursday mornings were generally available. <b>Action:</b></p> <ul style="list-style-type: none"><li>• Lella will set up a Doodle poll with options for 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Friday of the month and will confirm meetings for the remainder of 2020 based on responses.</li><li>• Lella to confirm location of March 26<sup>th</sup> meeting with John Brennan, who has been arranging a tour of Stanton Farm.</li></ul> <p>2.2 <b>Debrief of Jan. 20 Breakout Sessions</b> A committee membership list has been created from the Jan. 20 breakout sessions, and was circulated for any corrections or changes. As this is a new structure for the Council, Benjamin clarified that committees would meet between Council meetings and report back to Council as a whole. Committees were asked to meet before the next Council meeting to select a committee lead and discuss action items.</p> <p>2.3 <b>Confirmation of Committee Membership</b> Moved by Stephanie, seconded by Thomas, that the Committee Membership list be approved. <b>Carried</b></p>
<p>3. <b>Reports</b></p> <p>3.1 <b>Outreach and Recruitment</b> Benjamin reported that the transition to a new executive is going smoothly, and discussion has been focused on:</p> <ul style="list-style-type: none"><li>• positioning MLFPC for the future</li><li>• finalizing a partnership with Western Fair/The Grove, which will provide MLFPC with potential for growth and connection with the community</li><li>• attaining financial stability to cover ongoing operational expenses, and approaching this through building relationships with potential donors including the city and county</li><li>• finding an efficient platform for internal communication and file storage, and</li><li>• creating a webmaster position to assist with boosting MLFPC's online presence, allowing content to be posted and updated quickly, and introducing more effective ways of engaging with the community online (see item 4.4)</li></ul> <p>3.2 <b>Governance</b> Paul reported that the committee will be working on a policy manual, with Jean's assistance, that will incorporate common council processes and practices not previously been captured in writing, as well as terms of reference for the Council. He also indicated that the Governance Committee's membership is relatively small and that additional members would be welcome.</p>

**3.3 Finance**

Thomas reported that he is working with the previous treasurer and transition is going smoothly. As noted in the Chair's report, ensuring the Council's financial stability will be a priority for the Finance Committee in the year ahead. Financial reports will be prepared for the next Council meeting.

**3.4 Communication**

No report at this time; the committee has not yet met.

**3.5 The Grove/Partnership**

See agenda item 4.1

**4. New Business**

**4.1 The Grove Partnership Agreement**

Benjamin and Jaime outlined terms of the agreement and indicated that expectations of MLFPC could include items such as providing speakers for events, assisting Growing Chefs with revisions to their teacher's manual as part of Agri-Food Week event, and a pop-up info both at The Grove during August – all of which provide opportunities for MLFPC to interact with the community and build its profile.

**Moved** by Nancy, seconded by Paul, that the agreement with Western Fair/The Grove be approved.  
**Carried**

**4.2 Middlesex Culinary Guide Sponsorship**

Cara provided additional details including:

- plans for promoting the guide online and in print,
- limited ad-level sponsorship opportunities being offered, and
- sponsorship to include assistance with the design and layout of the ad.

Council members discussed the opportunity to support ag businesses throughout the county, including markets, on-farm sales, and local fare restaurants, while also increasing exposure for MLFPC and inviting engagement with communities.

**Moved** by Lella, seconded by Paul, that MLFPC sponsor the Middlesex Culinary Guide through a full-page ad in the amount of \$1,500. **Carried** with one abstention (Cara Finn)

**Action:**

Communications Committee will discuss content and design, consult with County staff to draft layout, and bring drafts to next Council meeting for approval. Deadline for ad: March 31.

**4.3 Fanshawe Agri-Business Program Placement**

Ellen provided an overview of the terms of this placement: it involves an 8-week unpaid placement, followed by a longer placement over the summer which requires both funding and supervision. The London Food Bank has offered to cover funding and a workspace for a student, but MLFPC is not in a position to provide onsite and ongoing supervision.

Following discussion, Council agreed to respond to the program coordinator at Fanshawe, indicating the difficulty with providing supervision, and inquiring about a possible adjustment in the requirement. Ellen will follow up with Fanshawe.

**4.4 Webmaster for MLFPC Website**

Benjamin provided some background for this proposed position: it is intended as a volunteer position to assist Council with expanding capabilities for the MLFPC website, posting and updating content more quickly, and finding ways to engage more directly with the community. There would be some expectation that the webmaster would attend Executive Committee meetings and work closely with students involved in social media positions. Ideally the webmaster would be someone already on Council who has experience and expertise with the website; if that is not possible, external recruitment would be necessary.

**Moved** by Thomas, seconded by Colleen, that a volunteer webmaster position be created and applicants be recruited from among Council members; in the absence of a suitable applicant, that external recruitment take place. **Carried**

**Action**

- Terms of reference for the webmaster position will be developed by the Governance Committee
- The Outreach and Recruitment Committee will circulate an ad for the position, first to Council members and then externally if necessary.

<p><b>4.5 Coalition for Healthy School Food</b> Council members discussed the appropriateness of MLFPC's participation in advocating for a national food program. <b>Moved</b> by Amy, seconded by Nancy, that MLFPC join the Coalition for Healthy School Food. <b>Carried</b></p> <p><b>4.6 Community Safety and Well-Being Plan</b> Ellen indicated that Council has an opportunity to provide input to the city's plan, as part of LPHU's submission. Given the time restrictions, this item was deferred to immediately following this meeting's adjournment, to be discussed by any Council members available at that time. Comments will be included in the Health Unit's submission and will be circulated to all Council members following the meeting, along with a link to completing the survey individually online prior to Feb. 20.</p>
<p><b>5. Upcoming Events</b></p> <ul style="list-style-type: none"> <li>• FUAL meeting, Tues Feb 25</li> <li>• Chamber of Commerce Agri-Food Event, Thurs Feb 27 (08:00)</li> <li>• Agricultural Advisory Committee Meeting, Wed Mar 18 (19:00)</li> <li>• Urban Ag Steering Committee, Tues Mar 24</li> <li>• GoWildGrowWild Expo, Sat Apr 18 (09:30-16:00)</li> </ul> <p>Council members were encouraged to bring events forward as opportunities to broaden exposure for MLFPC.</p>
<p><b>6. Meeting Adjournment</b></p> <p><b>Moved</b> by Stephanie, seconded by Jaime, that the meeting be adjourned at 11:00 am. <b>Carried</b></p>

**ATTENDANCE**

<b>Participants Invited</b>	<b>Attended</b>	<b>Apologies</b>	<b>Participants Invited</b>	<b>Attended</b>	<b>Apologies</b>
Benjamin Hill	✓		Nancy Kerr	✓	
Justin Adema	✓		Ellen Lakusiak	✓	
Lella Blumer	✓		Dianne McComb		✓
John Brennan		✓	Peggy O'Neil	✓	
Jessica Cordes	✓		Jaime Patton	✓	
Colleen Crunican	✓		Stephanie Redmond	✓	
Anal Dave/Jose Medina	✓ Anal		Jane Roy	✓	
Amy Donaldson		✓	Paul Seale	✓	
Ramona Dunn		✓	Jay Stanford		✓
Cara Finn	✓		Thomas Sumpter	✓	

**ACTION POINTS**

All action points, when closed, will be kept in the next set of minutes and then removed.

<b>#</b>	<b>Action Item</b>	<b>Expected Completion</b>	<b>Owner</b>	<b>Status</b>
83	An agreement needs to be finalized with regards to the relationship between MLFPC and The Grove	February	Benjamin Jaime	COMPLETED Agreement approved by Council Feb. 18.
89	Confirm member attendance at Changing Faces of Agriculture session February 27 at WFD 8:00-10:30 am. Table sponsorship provided by Libro / City of London (pending confirmed attendance numbers)	February	All	COMPLETED
91	Review results from break out sessions (Outreach/Recruitment +	February	Executive/Jaime	COMPLETED

	Governance + Finance + Communications + The Grove			
2020.1	Confirm Council meeting dates for remainder of 2020	March	Lella	Poll Council members, confirm dates, and book meeting room at WFD
2020.2	Middlesex Culinary Guide sponsorship	March	Communications Committee	Full-page ad approved by Council; Comm. committee to work with Paul from County office to design an ad for Council to review at March meeting. (Deadline: March 31)
2020.3	Fanshawe Agri-Business Program Placement	February	Ellen/Benjamin	Ellen to communicate with Fanshawe Council's interest but inability to meet the supervision requirement for longer placement over the summer.
2020.4	Webmaster position for Council	March	Benjamin	Council approved recruitment of webmaster; Governance committee to draw up position description and terms of reference; Recruitment committee to circulate position description
2020.5	Community Safety and Well-Being Plan Survey	February	All	Ellen forwarding collated response as part of LPHU response; Council members encouraged to complete survey online individually. Deadline: Feb. 20