



SECOND HELPINGS (FOOD RECLAMATION PROJECT) WORKING GROUP MINUTES

FRIDAY APRIL 25TH FROM 9:30-11:30, CHILDREN’S MENTAL HEALTH SERVICES

IN ATTENDANCE: Wendy Anderson, Kelly Mathieson, Ruth Ingersoll, Steve Van de Hoef , Ashley Hartnett, Maribeth deSnoo, Brandi Hildebrand, Kellie Brace, Nicole Chevalier and Katelyn Cowx

REGRETS: Amy Kyle, Cynthia Peters, Joanne Munro-Cape, Karen Richey, Kimberly Storms, Lindsey Belch, , Erin Rivers, Stacey Stanford, Susan Kiley Mullaly, Cathy McCallum, Beverly Bell-Rowbotham, Elaine Radway and Brandi Hodge

| Item | Discussions/Motions | Recommendations <i>(things to go forward to the Networks)</i> | Action <i>(including Person Responsible And Completion Date)</i> |
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| 1. Welcome and Introductions | Ashley Hartnett is taking notes on today’s meeting activities. | | |
| 2. Celebrate Launch of Second Helpings! | <p>100 lbs of food donated on official launch day on April 17th between Loyalist College and Bridge Street United Church.</p> <p>Steve shared a note sent from Bridge Street: <i>To the Food Reclamation working Group; An interim thank you from me on behalf of Bridge Street United Church food ministries, and personal appreciation as well, for the Second Helpings food supplies “reclaimed” through Aramark at Loyalist on Thursday. Rick Hammond has already arranged to chop and freeze the onions, peppers and apples, for use</i></p> | | |



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| | <p><i>in our next cooking session (probably a pork stew). The perishable lettuce, bok choy, and some fruits were given out yesterday from Bridge Street with our weekly Thank-God-It's-Friday frozen meals, to those guests who have refrigerator and cooking facilities available to them. Food reclamation at work. Second Helpings within the day. Blessings to all. Ian Sutherland.</i></p> <p>Ruth brought in Press Release write up's from various Newspapers for everyone to read.</p> <p>Avaya Community Volunteers have indicated that they wish to make a \$500 dollar donation to Second Helpings.</p> | | |
| 3. Review of Agenda | Add website and communication under work plan review | | |
| 4. Approval of minutes from Friday, March 21, 2014 | Accepted as presented. | | |
| 5. Team Reports and Discussion a) Connections Team b) Information Package Team c) Evaluation Team | a. Maribeth is still working to get DND groups signed on. Wendy had a contact to someone there and will send that to Maribeth. The group also discussed looking | | |

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| d) Food Guidelines for Donors Sub Committee e) Miscellaneous updates from members | into other connections like Belleville Bakery and Taste of Country. Also Kellie brought up donated food from catered lunches. b. Information package needs to incorporate new second helpings logo and Wendy will be the keeper of packages if anyone needs one they should contact Wendy. c. Will include write up from Ian Sutherland and track 100 lb donation for evaluation statistics. d. Nicole sent out letters and received 2/10 responses. Nicole and Brandi will follow up with a phone call to all donors. Brandi will also support any contacts in Tyendinaga. | | a. Wendy will follow up with Maribeth with contact information. b. Information package team will incorporate new logo on packages c. Nicole and Brandi will follow up with phone calls to potential donors. |
| 6. Work Plan Review a) What comes next? What are our priorities for action? b) What do we want to have accomplished by the end of July? c) How do we organize ourselves to achieve this? | Steve spoke about our list of priorities 1. Updating information package with logo and food safety information; 2. Start to approach more recipient and donors to expand to a few more active donors and recipients; 3. Communications - The group reviewed the website- Wendy discussed that the CYSN was utilized mostly by the 48 members and 30-40 community partners and not used so much by families. The group discussed putting the logo on the main page to increase awareness. Wendy continues to update the blog and | In July set to have a 1 year work plan review. | Wendy will continue to update website with logo and press release information |



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| | <p>include the press releases from the Second Helpings Launch.</p> <p>Steve created a Gmail account: SecondHelpingsHPE@gmail.com. (It's not case sensitive, but it is easier to read that way.)</p> <p>This email can be shared publicly for those interested in contacting Second Helpings, along with the CDC phone number for phone inquiries: 613-968-2466.</p> | | |
| <p>7. Summary of Immediate Next Steps</p> | <ul style="list-style-type: none"> - Nicole's group will be working on recipient contacts and Maribeth will be working on donor contacts. - Health inspector (Carolyn McInnis) is coming to the next meeting. - Ruth, Steve and Maribeth will meet to discuss interim budget and decide what we will be spending donations on. - Information team will update package. | | |
| <p>8. Next Meeting Date</p> | <p>Friday, May 30, 2014 9:30 – 11:30 am Children's Mental Health Services</p> | | |
| <p>9. Adjournment</p> | | | |