

SECOND HELPINGS (FOOD RECLAMATION PROJECT) WORKING GROUP MINUTES

FRIDAY MAY 30TH FROM 9:30-11:30, CHILDREN'S MENTAL HEALTH SERVICES

IN ATTENDANCE: Wendy Anderson, Kelly Mathieson, Ruth Ingersoll, Steve Van de Hoef, Susan Kiley Mullaly, Maribeth deSnoo, Brandi Hildebrand, Kellie Brace, Cathy McCullum, Elaine Radway, Beverly, Bell-Rowbotham

REGRETS: Ashley Hartnett, Carolyn McInnis

MANDATE:

Second Helpings (Food Reclamation Project) Working Group is responsible for identifying and implementing one or more actionable projects that will improve access to healthy food by children, youth and families in Hastings-Prince Edward.

Item	Discussions/Motions	Recommendations (things to go forward to the Networks)	Action (including Person Responsible And Completion Date)
1. Welcome and Introductions	Susan Kiley Mullaly is taking notes on today's meeting activities.		
2. Review of Agenda	Add guidelines for catered meals under Team Reports and Discussion		
3. Accept Minutes	Accepted as presented.		
4. Business Arising from Minutes: a) Donation from AVAYA Community Volunteers	Ruth will be meeting with the AVAYA Community Volunteers in the fall and will accept \$500 donation at that time on behalf of Second Helpings.		

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5. Team Reports and Discussion a) Contacting Recipients	<p>Team identifies a list of organizations in HPEC that might be interested in receiving donated food. Created roster of interested food recipients.</p> <p>Question: How do we make certain that food donors/recipients follow proper food safety guidelines? Agreed that guidelines are shared with both groups and it is up to them to follow due diligence.</p>		<p>Team will send out a follow up email with information that confirms any donated food will be coordinated between receipt and donor; ask if receipt would be willing to keep and share tracking information (ie type of food received) and include key questions to ask when receiving food. Key questions to include: where is the food coming from specifically; when was it prepared; when was it served; what conditions has it been kept under- properly refrigerated and store; was it sitting out for four hours; where was it prepared- health unit approved kitchen?</p>
b) Contacting Donors	<p>No new connections to report. Plan to follow up with exciting connections. Noted no progress is being made with 8 Wing. Suggestion to go through their Health Promote Kendra Lafleur.</p>		<p>Cathy to connect Maribeth with Kendra.</p>
c) Information Package	<p>Project description, fact sheets and terms of reference updated. Discussion around appropriate statements to use when referring to incidence of food insecurity in HPEC.</p>		<p>Food security key statements to be distributed with minutes.</p>

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d) Budget	Discussed as part of work plan.		Remove budget from work plan
e) Guidelines for Catered Meals	Discussion around need for checklist on how to handle leftover food from meetings deferred to when Carolynn, Health Inspector is able to join the group.		Susan to: connect with Carolynn and ask if she has any information regarding left over food at meetings and proper procedures for donation; connect Carolynn with Kelly Mathieson. Kelly to generate list of questions from donor's perspective around donating left over food.
6. Work Plan Update	Steve and Ruth presented a work plan moving forward. Everyone agreed with the work plan and to approach CDC as lead agency for Second Helpings. Agreed we as a group would stay on to support lead agency. A few suggested updates to the work plan were made: add strategic communications plan; remove CDC as example of possible lead agency and remove budget from work plan. Also potential funding opportunities to support our project moving forward were identified (United Way Collaborating Grants, Belleville Rotary Club, and Rotary Club of Quinte Sunrise). Finally, Steve and Ruth plan to prepare an evaluation framework for our next meeting to look at process – what has worked and what has not.	Bring work plans to networks for endorsement in principle.	Steve to update work plan document. Susan to attach work plan with minutes. Ruth to approach CDC at June board meeting and present option to become lead agency for Second Helpings. Ruth and Steve to prepare a framework for process evaluation at next meeting.
7. Next Meeting Date	Next meeting July 10th, 9:30 – 11:30 am. Children's Mental Health Services – CDC, 65 Station Street, entrance at back		Regrets: wanderson@cmhs-hpe.on.ca