

FOOD RECLAMATION PROJECT WORKING GROUP MINUTES

FRIDAY NOVEMBER 15 FROM 9:30-11:30, CHILDREN'S MENTAL HEALTH SERVICES

IN ATTENDANCE: Wendy Anderson, Kelly Mathieson, Ruth Ingersoll (Co-Chair), Steve Van de Hoef (Co-Chair), Cathy McCallum, Ashley Harnett (Recorder), Elaine Radway, Beverley Bell-Rowbotham, Maribeth deSnoo, Brandi Hildebrand, Brandi Hodge, Nicole Chevalier, Tammy Kay

REGRETS: Amy Kyle, Cynthia Peters, Joanne Munro-Cape, Karen Richey, Kimberly Storms, Lindsey Belch, Erin Rivers, Stacey Stanford, Susan Kiley Mullaly, Kellie Brace

Item	Discussions/Motions	Recommendations <i>(things to go forward to the Networks)</i>	Action <i>(including Person Responsible And Completion Date)</i>
1. Welcome and Introductions	Introductions were made around the table. Ashley Hartnett is taking notes on today's meeting activities.		
2. Review of Agenda	No additions		
3. Accept Minutes from Oct. 10, 2013	Accepted as presented		
4. Business Arising a) Funding from CYSN and FSN	Wendy suggested waiting to see when we need money as it is not needed at the present moment. Both Wendy and Cathy saw no issues with each network providing \$250 for funding. Both Cathy and Wendy agreed they would be the treasurer of their network's money and liaison with each other as needed.		Cathy to discuss and approve \$250 funding at next FSN meeting in December.

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<p>5. Team Reports and Discussion</p> <ul style="list-style-type: none"> a. Connections Team b. Information Package Team c. Evaluation Team d. Current food Reclamation Activities 	<ul style="list-style-type: none"> a. Maribeth spoke with Loyalist Collage and they have expressed a lot of interest in being a donor. Also she met with 2 key volunteers from Bridge Street and again they are very interested in volunteering their time for this project. Maribeth was approached by Loyalist college marketing students who would be willing to take part in this food reclamation project. Also Maribeth discovered another food reclamation group called Food for Life (Halton). She encouraged everyone to check out their website. As a group we will be able to utilize some of their policies and procedures in the future. Brandi has been in conversation with CFB Trenton and they are ready for a presentation and information package on the project. b. Wendy provided an overview of the donor, recipient, and fact sheet for the information package. The group thought that adding in some more local facts would be of value on the fact sheets page. As well the group thought a definition of Food Security might be of benefit. Elaine suggested including a 		<ul style="list-style-type: none"> e. Maribeth will tweak the donor and recipient letters to align with her previous conversations at Loyalist and Bridge Street. f. Beverley will provide some local facts about

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	<p>copy of the report card and the focus group brochure from the FSN. Cathy has put in a request for the food inspector to provide tips, recommendations, policies and procedures around food safety; as well she will give the inspector the policy from Food for Life and incorporate some of their content as well. The group also thought that having the person who is making the connection sign the Donor and Recipient letter makes sense; Steve and/or Ruth's signature can be included for connections where we may not know the organization</p> <p>c. Beverly suggested at the next meeting with the donor and recipient we should discuss what will be easiest for them to measure and evaluate the effectiveness of the project.</p> <p>d. Current food reclamation activity: Belleville City Mission – Jim Bruce provides meals on Sunday afternoon because of financial constraint, last Sunday he provided 80 meals. Al Teal from Share and care food bank in Trenton has received calls for produce</p>		<p>Hastings and Prince Edward County</p> <p>g. Cathy to speak with Food Inspector to push the date forward for food safety handout</p> <p>Evaluation group will meet as a subcommittee before next meeting.</p>

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	to come and pick up produce which he would share with us, the military museum calls him if they have a big banquet. Al mentioned he did not have any sense of a local food supply chain and that most of the foods were received from bigger cities.		
6. Work plan Review Add/remove tasks, adjust timeline as necessary	Work plan is sufficient at present. No changes required.		
7. Summary of Immediate Next Steps	1. Meetings will start to take place between donor, recipient and FRP member. 2. Launching of food distribution/collection when ready to go. All action items can be completed by email or separate meetings with subcommittee.		
8. Next meeting date	Friday, January 17, 2014 9:30 – 11:30 am Children’s Mental Health Services		
9. Adjournment			