

**FOOD RECLAMATION PROJECT WORKING GROUP MINUTES**

THURSDAY, OCTOBER 10, 2013, CHILDREN'S MENTAL HEALTH SERVICES

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

REGRETS: Amy Kyle, Brandi Hodge, Cynthia Peters, Joanne Munro-Cape, Karen Richey, Kimberly Storms, Lindsey Belch, Nicole Chevalier, Erin Rivers

Item	Discussions/Motions	Recommendations <i>(things to go forward to the Networks)</i>	Action <i>(including Person Responsible And Completion Date)</i>
<b>1. &amp; 2. Welcome and Introductions</b> <b>3. Selection of Recorder</b>	Introductions were made around the table  Kellie Brace is taking notes on today's meeting activities.		
<b>4. Review of Agenda</b>	Addition: Discussion item – Feedback from CYSN Meeting (add as agenda item 6a)		
<b>5. Accept Minutes from Sept. 10, 2013</b>	Accepted as presented		
<b>6. Work Plan</b> a) Feedback from CYSN Meeting b) Presentation of Revised Draft Project Proposal c) Discussion of Proposal d) Summary of Discussion	a) Kelly reported that there was much positive feedback from the CYSN. The excitement over the project was obvious through the level of discussion that took place at the meeting. There was a suggestion brought forward that the Working Group establish a list where CYSN members can bring left	Incorporate this idea as a parallel project in our work plan; investigate food safety requirement around such an initiative; create an	

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	<p>over food (from meetings, for example) to an agency rather than putting in the garbage.            Cathy also noted that the work plan was circulated to FSN members and that all responses back to her were positive.</p> <p>b) Steve presented the revised work plan. He noted the decentralized structure of the plan and that we, as a committee, will play a facilitating role linking donors and agencies who will work directly with each other.            The scope of the pilot project will be South Hastings, specifically Belleville and Quinte West.            The timeline outlined in the work place requires further discussion.</p> <p>c) It was noted that \$500 will be required for start up costs, with additional funds being required as the project develops. The</p>	<p>information piece to give to caterers, who in turn will provide to their customers encouraging them to donate their leftovers. Ruth suggested that a student from Loyalist could do some preliminary work on this, and they will be available four days a week in the new year (January 2014)</p> <p>That we request \$250</p>	<p>Kelly will request support</p>

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	<p>Municipalities, Trillium and Community Futures were all noted as potential funders. After the pilot is complete, the project will need a 'home' and as a committee, we will need to provide support, re. potential future funding and feedback from our pilot project sources.</p> <p>d) Committee members discussed the need for determining specific measurements that may be needed in advance of sending out packages. There was discussion regarding the level of specific planning needed before moving the project forward. It was noted that this pilot project must be small and manageable and that some details will unfold as we progress, but that we should get started as soon as possible and not get delayed with over planning.</p>	<p>each from CYSN and FSN for start up funds.</p> <p>The work plan revisions were approved, with the addition of donating food from meetings and a parallel project, and with the realization the timeline is flexible and can be reviewed as the project moves forward.</p>	<p>from CYSN and Cathy from FSN.</p>
<p><b>7.Sub-Teams Formed/Tasks Assigned</b></p>	<p>The committee divided into three subgroups:          Connections (donors/agencies): Maribeth, Kelly, Brandi and Kellie          Information package: Wendy, Elaine, and Cathy</p>		

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	<p>Evaluation: Beverly, Susan, Ashley, and Stacey.</p> <p>The groups separated to begin discussion on their next steps and reported back to the group.</p>		<p>That each subgroup create a plan to move the reclamation project forward, and come to the next meeting ready to implement their plan.</p>
<b>8. Evaluation Strategy</b>	<p>The evaluation subgroup will make recommendations on evaluation tools that can be used for the pilot project.</p>		
<b>9. Summary of Immediate Next Steps</b>	<p>Evaluation subgroup: will determine evaluation process and specific data elements we might require.</p> <p>Packages subgroup: will gather the components for an information package and will have them ready for the next meeting</p> <p>Connections subgroup: will make contact with 2 potential donors and 2 potential agencies to determine if they are willing to receive a package and discuss the project further.</p> <p>Committee members are asked to send Ruth any specific tasks that can be accomplished by a Loyalist Student.</p> <p>All materials to be included in the meeting packages are to be forwarded to the co-chairs a week in advance of the next meeting.</p>		

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<b>10 Next meeting date</b>	Friday, November 15, 2013 9:30 – 11:30 am Children’s Mental Health		
<b>11. Adjournment</b>			