



FOOD RECLAMATION PROJECT WORKING GROUP MINUTES

FRIDAY, FEBRUARY 14, 2014, 9:30-11:30AM CHILDREN'S MENTAL HEALTH SERVICES, 3 APPLEWOOD DRIVE, 3RD FLOOR, BELLEVILLE

IN ATTENDANCE: Ruth Ingersoll, Brandi Hodge, Susan Kiley Mullaly, Steve Van de Hoef, Kellie Brace, Katelyn Cowx, Kelly Mathieson, Ashley Harnett and Maribeth deSnoo.

REGRETS: Cathy McCallum, Elaine Radway and Wendy Anderson.

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 made around the table. Katelyn Cowx is taking notes on today's meeting activities.		
2. Review of Agenda	No additions.		
3. Accept Minutes	Accepted as presented.		
4. Business Arising	Susan reported that the Food Access Guide is completed and online. Steve suggests the guide should be kept in the work plan for reference.		
5. Team Reports and Discussion	<p>a) Connections Team</p> <ul style="list-style-type: none"> - Maribeth reported she received an e-mail from Aramark and they are happy to partner with Loyalist to provide food 		



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	<p>prior to holidays (Thanksgiving, Christmas, etc.) Maribeth said she will followup with Bridge Street United to connect the two.</p> <ul style="list-style-type: none"> - Maribeth suggests we move forward with drafting a press release once a name for the project is confirmed. - Note that when the press release happens we may inundated with volunteers. - Brandi will connect with Loyalist Graphic Design Professor to make a logo. - Steve suggests the task subcommittee could prepare key messages for the press release. <p>b) Evaluation Team</p> <ul style="list-style-type: none"> - Team reported that they will look into what information donors are willing to share with the public. - Susan shared a list of donor questions. These will be attached to the minutes. - Nicole distributed the letter for donors. - It is noted that Wayne Dewe has been interested in getting involved in the community. Dewe's may be a potential donor in the future. - It was noted that Madoc Food Bank is 		



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	<p>moving to a new location and could be a recipient for Centre Hastings in the future.</p> <p>c) Information Package Team</p> <ul style="list-style-type: none"> - With the information package being completed the key messaging for the media is the next step. <p>d) Current Food Reclamation Activities</p> <ul style="list-style-type: none"> - Activities are completed, this will not be included in future agendas. 		
<p>6. Work plan review</p>	<ul style="list-style-type: none"> a) Prepare media package which will include at least a draft press release, work on a logo, key messages, etc. b) A suggestion to adopt the name "Second Helpings" for this food reclamation project was unanimously supported by those present 		
<p>7. Summary of immediate Next Steps and Assigning tasks</p>	<ol style="list-style-type: none"> 1. Beverly will send out questions to Katelyn so Katelyn can email them to everyone 2. Information team will complete media package; Steve will email this information to the team 3. Brandi will connect with graphic design professor 4. Ruth will get the list of questions from Salvation Army and Gleaners that they use when receiving reclaimed food 		



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8. Next meeting	Friday, March 21, 2014 9:30 – 11:30 am Children’s Mental Health Services		If you are attending or not, contact: wanderson@cmhs-hpe.on.ca
9. Adjournment			