

## SECOND HELPINGS WORKING GROUP MINUTES

THURSDAY, JULY 10, 2014, 9:30–11:30AM, CDC QUINTE, 65 STATION STREET, BELLEVILLE

IN ATTENDANCE: Ashley Hartnett, Susan Kiley Mullaly, Carolyn McInnis, Elaine Radway, Beverley Bell-Rowbotham, Wendy Anderson, Maribeth deSnoo, Kellie Brace, Steve van de Hoef (chair), Ruth Ingersoll, Brandi Hildebrand, Nicole Chevalier (recorder)

REGRETS: Kelly Mathieson, Brandi Hodge

**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 <i>(things to go forward to the Networks)</i>	Action <i>(including Person Responsible And Completion Date)</i>
<b>1. Welcome and Introductions</b>			
<b>2. Review of Agenda</b>	No additions/changes.		
<b>3. Accept Minutes</b>	Minutes of May 30, were accepted as presented.		
<b>4. Business Arising from Minutes:</b> a) Guidelines for catered meals b) Lead Agency	a) Susan introduced Carolyn McInnis, Public Health Inspector, who will provide expertise regarding safe food handling.		Kelly Mathieson and Carolyn to discuss and make suggestions or raise questions

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	<p>Maribeth provided a copy of the guidelines created by Food For Life (Durham Region).</p> <p>b) Ruth reported that the CDC Board of Directors has determined that the Second Helping Mandate does not fit with their current strategic plan.</p> <p>We had a lengthy discussion as to how to proceed and where the committee stands in terms of readiness to seek a lead agency. Ideally a lead agency would: have a charitable number; would fit the criteria necessary to qualify for Trillium Funding; have established infrastructure; and geographically serve both Hastings and Prince Edward Counties.</p> <p>We also discussed several possible approaches, such as:</p> <ul style="list-style-type: none"> <li>• Pass off the project in its entirety;</li> <li>• Continue as a working group and have an agency with charitable status flow \$ for the time being;</li> <li>• Have a “for profit” agency assume responsibility;</li> <li>• Use Second Helpings as a starting point for a broader social enterprise; and,</li> </ul>		<p>to further refine the guidelines.</p> <p>Second helpings Committee will seek an alternate Lead agency. This action to be incorporated into work plan.</p> <p>We need to develop our mission statement and to identify who else needs to be at our table.</p> <p>Consensus to continue to work as a committee on our mandate and to seek an agency to assume responsibility in the long term.</p>

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	<ul style="list-style-type: none"> <li>Continue our work as a committee but seek an agency to assume responsibility in the long term.</li> </ul>		
<p><b>5. Team Reports and Discussion</b></p> <ul style="list-style-type: none"> <li>a) Contacting Donors</li> <li>b) Contacting Recipients</li> <li>c) Information Package</li> <li>d) Budget</li> </ul>	<ul style="list-style-type: none"> <li>a) Maribeth is continuing to pursue 8 Wing. The Wing Commander has been away and Maribeth has been referred to his assistant. Elaine reported that she has been in contact with the Trenton Lions Club. They hold a spaghetti dinner on a regular basis. The contact person, Andy, is going to have a discussion with his board.</li> <li>b) Elaine reported that Jared Phillips of the Quinte West Youth Centre would be interested in receiving food if there is a surplus from the spaghetti dinner.  The list of recipients is being amended and updated. Elaine has suggested attaching the list to the minutes.</li> <li>c) No further report on the information package.</li> </ul>		<p>We agreed that the food handling guidelines need to be in place before the list becomes public. We will keep the list internal for now. Copy of potential recipient list to be attached to minutes.</p>

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	d) We have been offered a donation from Avaya. After a lengthy discussion we agreed that we are not currently in position to accept a donation. We do not have an agency to hold the funds and we do not have a plan for use of the funds.		Ruth will speak to the contact at Avaya re need to defer.
<b>6. Work Plan Update</b>	We had a lengthy discussion about how to proceed. We need to work on recruiting a potential lead agency but we also want to continue with our mandate. We agreed to have a brainstorming session in early fall to focus on succession planning. We will see about having the coordinator from Loving Spoonful come to our next meeting to inform our discussion. An ad hoc committee was formed to work on the plan for the meeting. Remaining committee members agreed to send their questions to Steve and Ruth.		Ruth to contact coordinator from Loving Spoonful. Ruth, Steve, Wendy and Beverly will be ad hoc group to plan for meeting. Committee members to email question to Steve/Ruth to assist with planning.
<b>7. Next Meeting</b>	Confirmed for September 12 <sup>th</sup> at 9:30am. CDC – 65 Station Street.		If you are attending or not, contact: <a href="mailto:wanderson@hpedsb.on.ca">wanderson@hpedsb.on.ca</a>
<b>8. Adjournment</b>			