



# Agenda

## Whatcom Food Network Steering Committee Meeting

Wednesday, March 15<sup>th</sup>

1:00 – 3:00pm

Whatcom County Planning and Development Services

Annex Building (portable out by front parking lot)

5280 Northwest Drive, Bellingham 98226

Facilitator: Holly O’Neil & Note taker: Diana Meeks

	<b>Agenda item</b>	<b>Doc to Review?</b>	<b>Desired Outcome</b>	<b>Lead</b>	<b>Minutes</b>	<b>Start</b>
1	Welcome & Agenda Review	Yes	Approve of agenda items or make pertinent changes.	Diana	5	1:00
2	2017 Calendar	Yes: calendar	Decide upon annual standing calendar items like evaluating sector representation, steering committee recruitment, etc.	Diana/ Adrienne	30	1:05
3	2017 WFN Work plan	No	Make sure all of us know what the 2017 WFN priorities and main work plan include.	Adrienne	10	1:35
4	Forum planning:	Yes: Forum Agenda	Agree upon agenda. Brainstorm a backup plan in case Portage Bay does not work out. Assign speakers, facilitators, etc.	Adrienne	35	1:45
5	Go Round: What’s happening in your sector	No	Increase communication, coordination, and collaboration among all!	All	35	2:20
6	Wrap Up, Evaluation	No		Diana	5	2:55
7	Adjourn			Diana		3:00

## Key Updates

1) At our last Coordinating Team meeting Chris Elder elected to become the Vice Chair, it was also decided that there would not be Chair or Vice Chair Term limits

2) We have confirmed one new Steering Committee position: Astrid Newell from the Health Department and are working on building a relationship with the Whatcom Conservation District to hopefully have them join the Steering Committee in the future. We are still working on finding a good replacement for Diane from WSU to join us.

3) Community Food Assessment Update: The CFA Subcommittee has been working hard! All but one of key interviews have been completed and many of the sectors have gone out to review to the Steering Committee. They have also completed one focus group session and have the rest of the focus groups scheduled for March and April. They are still hoping to having the CFA done by July 1<sup>st</sup>.

## Last Steering Committee Meeting Notes: January 2017

MEETING SUMMARY:	
Item	Summary
Steering Committee Updates	<ul style="list-style-type: none"> <li>• Diane is no longer the WSU representative, we are working on filling her spot</li> <li>• Melissa is no longer the Health Department representative, we are working on filling her spot</li> </ul>
Updates to WFN Materials	<ul style="list-style-type: none"> <li>• New updates were made with minor changes from the Steering Committee, including a new position and job description for a Chair and Vice Chair</li> <li>• Steering Committee moved to elect Adrienne for another year as the WFN Chair</li> </ul>
CFA Update	<ul style="list-style-type: none"> <li>• Steering Committee will be reviewing their sector write ups and providing feedback to CFA Subcommittee</li> </ul>
Forum	<ul style="list-style-type: none"> <li>• Will be held sometime in last two weeks of May</li> <li>• Steering Committee to work on the collaboration of Lummi Tribe and dairy farmers as main topic</li> </ul>
Food System Planning Subcommittee	<ul style="list-style-type: none"> <li>• Subcommittee shared engagement plan they have been working on including printed materials, stakeholder engagement list, and talking points. Did mock engagement meeting to garner feedback and identified gaps and further preparation needed. They will start</li> </ul>

	outreach after final check in at next month's Coordinating Team meeting.
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## NOTES

### 1) Welcome & Introductions:

- a) Two new faces at the table today including Lisa Sohni from Opportunity Council and Pete Granger from Sea Grant

### 2) Updates Binder:

- a) Diana edited two sections of the Whatcom Food Network binder based on edits that were proposed in the July 2016 Steering Committee Retreat including changing:

- i) For the WFN Introduction PDF "Goals of the Whatcom Food Network" to "Food System Goals: The Whatcom Food Network is a group of organizations that is working together to attain these goals."

- ii) Holly w/ support of steering committee: change to "The WFN is a group of organizations in support of attaining these goals:"

- iii) "What are the values of the WFN" to "All WFN partner organizations embrace these core goals"

- iv) For the Organization overview: adding a one sentence overview of the Chair and Vice Chair, adding language on the function of WFN subcommittees and action groups

- v) Holly w/ support of steering committee: change one sentence in subcommittee, saying instead of subcommittees are closed, say subcommittees are appointed by the steering committee.

- vi) Diana will make edits and update binder materials

- b) Chair & Vice Chair

- i) Language as it is right now is very much a draft and we would appreciate any feedback

- ii) No steering committee changes to draft, language accepted

- iii) For the next year Adrienne will stay in Chair positions, then in one year the steering committee would work on voting in a new chair and vice chair

- iv) Intention with position is to have vice chair move into chair role, every January revisiting/ checking in and to also evaluate who is interested in moving from CT from SC.

- v) Formal vote of Steering Committee approving Adrienne's position as chair

- c) Move calendar conversation to March SC Meeting

### 3) Steering committee changes:

- a) Diane stepping down as WSU representative. She recommended LeeAnne.

- i) Diana to follow up with Diane about Betsy, LeeAnne is more representation of consumption and we have a lot of this sector representation.

- b) Melissa is stepping into a new role at the Health Dept: Adrienne and Melissa to talk more about who her WFN successor should be.

- c) Sara: It would be good to check in with Cloud Mountain, see if Addie would be a good fit if they would still like to be involved. Adrienne to speak with Cheryl, if they can't fill a position Adrienne could reach out to food hub.

- d) Don't have distribution representation: possible Foodhub outreach position when hired

e) Chris to follow up with Corinna (conservation district farm planner) and see if she would be interested in joining Steering Committee

**4) CFA:**

a) Matia is nearly done with key informant interviews and summaries are being written up from interviews right now.

b) Steering committee members will review the sector write ups (give additions and corrections)

c) Then the CFA Subcommittee will take the edited summary to a group working in that sector to do a mini focus group with them.

d) Heads up to Steering Committee members to be ready to do a quick review of sector write ups and to try and get them back to CFA team by deadline.

e) Are shooting for 7/1 to be totally done with CFA update.

**5) Forum:**

a) Date: Pete gone first two weeks of May, week of 15<sup>th</sup> or 22<sup>nd</sup>, Diana to pick a few dates in that time period and send out email

b) Topics: last waste & good food purchasing

c) Maybe an update from Lummi & farmer collaboration (Possible speakers: Drayton Harbor getting very active. Mark and Steve Seymore, Rich Appel and producer improvements... 10 Mile Clean Water Project) Lisa and Karlee to help put together a contact list for this Forum topic, will turn list over to Steering Committee to double check.

d) Multiple SC members: like the idea of bridging the two (land/water then farming). Have a water discussion, then farming discussion and then a possible panel at the end...

e) Great learning opportunity to learn more about a sector outside our purview but then to also learn about the collaborative piece of this agreement, and regardless of the outcome, see where the barriers to collaboration were and where there were opportunities

f) Sara: Sustainable Connections bringing someone over from Peninsula in March/Taylor Shellfish to do an ocean acidification talk, will have some possible contacts(think about opening it up to public, promote on WFN listserv & comms channel)

g) The Food Policy Planning Subcommittee would also like 10 minutes for an update

**6) Food System Planning Subcommittee:**

a) The Food System Planning Subcommittee gave the steering committee an update on their engagement plan and how they are moving forward with outreach

b) They have drafted a list of stakeholders to engage, talking points, and an outline for stakeholder meetings

c) In each meeting they would talk about who the WFN is, the history of working with food policy: last year we got language included into updated county comprehensive plan, the emergence of statewide food planning, and then ask them a series of questions

d) Adrienne: Important to stress we want to steward the process not necessarily create plan or council

e) Subcommittee would like feedback on outreach list from Steering Committee

f) Before each meeting will send an email to stakeholders, show up with food system proposal and WFN 2 pager and give them our list of food system organization list

g) Holly facilitated a mock stakeholder meeting:

WFN introduction

Mentioning county comprehensive plan

- 4 questions:
- 1) Did you get a chance to look at document (go through outline)
  - 2) What was your general impression? (how will this pertain to me? Will it enact new regulations or restrictions on my business?) Need some education about what a food system plan is and does. Plan to work outside of regulation/collaboration. Have some examples of positive outcomes to give immediate examples.)
  - 3) What do you think are the biggest issues facing our local food system? As we go around collecting these issues to make sure they fit in categories and we have a good shape
  - 4) Is anyone interested in coming together to craft document (How much work would this be, what's the time commitment?) Ask people for a definite yes and then ask who might consider it.

No further questions – then thank you's, how we would be following up, and how you can get in touch with us. Reiterate collective process and how you are an important part of it.

Holly – asking what you thought the issues were was a very good part, and have at least two people there to scribe and talk

Adrienne – when you described food network as holding container and intention of responding to county comprehensive plan language. We just want to move forward and make sure it's inclusive.

Looking at doc and seeing top messaging pieces, look at prioritizing messages you want to pass out. Put draft over outline to further clarify that this

Lisa – this is a lot of information to take in and give feedback on, one question would be to ask where do you see yourself within these four areas? Help ground person first in how their work relates to this. Ask for buy in, show exactly what it entails and what the benefits are in being involved, weaving in sales pitch.

Hunger is eliminated under the healthy people – access to food is not the only thing creating hunger in community, access to housing is a huge issue causing hunger.

Holly – can we further simplify key messages, maybe proposal to continue to make clear. Holly to send principals of engagement.

h) More edits to 2 pager for the Food System Plan:

Changing the word from plan to framework

Need edits to (Incorporate feedback *and form a group*) then present to councils THEN add another bubble afterwards that shows another opportunity to engage in the process

Get more explicit on next steps

And how will we be communicating with you further on about what the process is

Clarifying piece WFN subcommittee is just the vehicle to drive it, really whatever group ends up forming because of this initial work is the one to do the work.

l) Send any additions to the stakeholder engagement list to Karlee

**l) Once subcommittee gets coordinating team approval at next meeting to start moving forward!**

**7) Updates:**

Mardi – County gave funding TZW to Resources, WSU, and SC are coming together to collaborate and synergize work. Schools are a clear targets, and for coming projects under CFA waste is another to be tracking and in Farm to School involved in forming a state Farm to School Network.

Karlee - Resources following state legislative session for anything related to water and toxic clean up funding, primary work.

Karin – Whatcom County enacted comprehensive plan in August this year county is working on workplan to address some of new text in comprehensive plan, Karin will be working on Aquatic resource land section workplan. Working with marine resource committee and shellfish advisory commission.

Lisa – Nothing to share at this moment.

Sara – Lots going on, tonight is a farmer chef event at Cloud Mountain Farm Center. The Trade Meeting is on Feb 21<sup>ST</sup> 180 out for a one day conference at BTC. Possible new funding and projects like business food atlas.

Pete - New info on this years SeaFeast and there is a really cool [new 5 minute film about local seafood](#), SeaFeast educational component was amazing. [Wild Seafood exchange](#) is coming up in March – always looking for speakers and registrants.

Holly – Farm to School will try and form action group in February. Food system and watershed planning has taking priority has been interesting. Having farm workers union come and talk, highlight this at next forum.

Diana – All is well in both the Sustainable Connections and WFN world.

Adrienne – Presentation on FUJ at Coop, getting into second year of farm grant next steps (great on helping businesses actually grow and expand their capacity. Also have a strategic plan put together with lots of stakeholder feedback, about to check in with plan and make sure current work is aligned with plan – seeking feedback right now. Citrus fest on 28<sup>th</sup> of February.

Chris – Farm fund committee just award 30,000 to 7/8 different farms and another regular farm fund grant opp. Coming up shortly. Closing on another few conservation easments before you see me again. Staffing a new climate advisory committee in county in late year, creating a new mechanism to conserve land.

Kent – Getting all administration for FUJ set up, federal requirements to establish this new indigenous union. Having a peoples movement assembly Friday 20<sup>th</sup> 5-8 Bellingham Unitarian part of this will talk about State Sancutary ordinance. Watching what legistation is doing in regards to farm workers and people of color. Fossil fuel legislation (oil spill & carbon pricing) will be presented shortly.

## 2017 Calendar

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<b>2</b>	2017 Calendar	Yes: calendar	Decide upon annual standing calendar items like evaluating sector representation, steering committee recruitment, etc.	Diana/ Adrienne	30	1:05
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Items for annual review that have been suggested:

- Evaluation of sector representation
- Steering Committee & Coordinating Team recruitment
- Following year work plan development

- Review network goals (delineate between our internal organizational goals and the goals we have for our work out in the community)
- Review network messaging
- Monitor WFN Functions

<span style="display: inline-block; width: 15px; height: 15px; background-color: cyan; border: 1px solid black;"></span> = Steering Committee <span style="display: inline-block; width: 15px; height: 15px; background-color: #f0f0f0; border: 1px solid black;"></span> =Coordinating Team <span style="display: inline-block; width: 15px; height: 15px; background-color: #d8bfd8; border: 1px solid black;"></span> =Forums		
<i>MONTH</i>	<i>COMMITTEE</i>	<i>AGENDA/TASKS</i>
January (1/18)	Steering Committee	<ul style="list-style-type: none"> <li>• Start planning for May Forum</li> </ul>
February (2/15)	Coordinating Team	<ul style="list-style-type: none"> <li>•</li> </ul>
March (3/15)	Steering Committee Retreat	<ul style="list-style-type: none"> <li>•</li> </ul>
April (4/19)	Coordinating Team	<ul style="list-style-type: none"> <li>•</li> </ul>
May	Forum & Happy Hour Debrief	
June (6/21)	Coordinating Team	<ul style="list-style-type: none"> <li>•</li> </ul>
July (7/19)	Steering Committee	<ul style="list-style-type: none"> <li>• Start planning for November Forum</li> </ul>
August (8/16)	Coordinating Team	<ul style="list-style-type: none"> <li>•</li> </ul>
September (9/20)	Coordinating Team	<ul style="list-style-type: none"> <li>•</li> </ul>
October (10/18)	Steering Committee	<ul style="list-style-type: none"> <li>•</li> </ul>
November	Forum & Happy Hour Debrief	
December (12/20)	Coordinating Team	<ul style="list-style-type: none"> <li>•</li> </ul>

## Forum Planning

4	Forum planning:	Yes: Forum Agenda	Agree upon agenda. Brainstorm a backup plan in case Portage Bay does not work out. Assign speakers, facilitators, etc.	Adrienne	35	1:45
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## 2017 Forum Agenda

Thursday, May 18, 2017  
 1:00 - 4:00 p.m.  
 St. Luke's Health Education Center  
 3333 Squalicum Parkway, Bellingham, WA

1:00 – 1:15	Welcome!
1:15 – 1:30	WFN Introduction & Updates
1:30 – 1:50	Facilitated Networking
1:50 – 2:55	<b>Portage Bay Case Study</b> <ul style="list-style-type: none"> <li>• 2 m: Facilitator does short introduction of why P.B.C.S and intros</li> <li>• 15 m: Hear from Lummi representatives about short background/introduction to their sector, successes &amp; challenges</li> <li>• 15 m: Hear from Dairy representatives about short background/introduction to their sector, successes &amp; challenges</li> <li>• 23 m: Facilitator gives some background info to the P.B.C.S. and then has three questions they ask to entire panel to hear from both sides about Portage Bay collaboration</li> <li>• 10 m: Q&amp;A From Audience</li> </ul>
2:55 – 3:10	Break
3:10 – 3:50	Food System Plan ( info and feedback session)
3:50 – 4:00	Closing Comments
4:00- 4:30	Happy Half Hour & Informal Networking