# Whatcom Food Network Planning Committee Meeting

*Planning Committee purpose/function:* Working to build common understanding and facilitate collaborative efforts toward an equitable, sustainable and healthy food system for all.

**Agenda**

Date: 10-17-2018

Time: 1-2pm

Location: Sustainable Connections

## Present

Facilitator: Diana Meeks
Note taker: Diana Meeks

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| ~~Adrienne Renz~~~~Cheryl Thornton~~~~Chris Elder~~Holly O’Neill~~Lisa Sohni~~~~Karlee Deatherage~~ Diana Meeks~~Ali Jensen~~ | ~~Kent Kok~~Mardi Solomon~~Rosalinda Guillen~~Sara Southerland~~Pete Granger~~~~Jen Hey, WSU~~~~Krista Rome~~ |

Red = DECISIONS

Yellow = ACTION ITEMS

Blue = Opportunities for Collaboration

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| **MEETING SUMMARY:** |
| **Item** | **Summary** |
| 1) Agenda Review | Agreed upon |
| 2) Fall Forum | * Finalized agenda and ironed out small group discussion format.
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| 3) December Session | We received funding to hire a network expert/facilitator to help with revisiting network structure and purpose. We discussed goals for meeting. |
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| **FOLLOW-UP ITEMS:** |
| **By when** | **Action Item** | **Person(s) responsible:** |
| Done | Update Fall Forum eval | Diana |
| Done | Send Steering Committee Forum outreach list to sign up for a short list of tasks to help with Forum promotion | Diana |
| 10/28 | Providing team with short list of facilitators to choose from for December meeting | Diana |
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## PROPOSED NEXT STEERING COMMITTEE MEETING:

January Location:

## NOTES

1. **Agree on agenda for meeting**
	1. Agreed.
2. **Fall Forum**
	1. Have David videographer break up video
	2. Add veggie mix and coffee to food
	3. Agenda
		1. For the welcoming exercise give people unlimited blue dots for where they’ve worked before, one red dot for where they are now.
		2. Change order. Have welcome, intro and updates, then networking, then Sara. Sara to introduce Michelle.
		3. Finalizing Small Group Activity:
			1. Gather by sector and share what experience working in this sector is today AND what would have value with future generations
			2. Worst or funniest stories – people connect more emotionally and personally
			3. Challenges and opportunities – CFA
			4. Deepen your understanding – deepen into what presenters brought and process
			5. Depending on who is in room ask about their perspective, who wants to be heard
			6. To be able to get peoples stories, ask them to start with a one or two minute intro with themselves and their org. Their current experience as a worker or owner and what’s working well for them and whats challenging. Then move into what stood out for you. Have people time each person, hard deadlines. OR pose two questions to choose from: what stood out for you, what surprised you resonated with you
			7. Mardi: what surprised you, what resonated with you, what was provocative. Then what’s next – where are the opportunities/hopes/future generations.
			8. We will do two rounds. Do two minute intro, every group has a timer. Then another round and what surprised you and what resonated with you and OR what are your hopes for the future.
			9. Keep the groups small, 4 people max.
			10. Have instructions up on screen, ask someone in group to be the timer. No Report out. Invite people to continue conversation at happy half hour. Have Holly listen to group and do a general report out.
			11. Change small group activity to small group discussion.
			12. Use last five minutes do eval forms and have on eval question: what was your main key take away from the discussion you just had.
		4. Promo email/list: Diana will try sending out a Dropbox link
		5. Give steering committee a task list
			1. By this date share to social media
			2. By this date do emails and phone calls
3. **December Session**
	1. We got the ok to use some of our funding for a facilitator! Diana has a list of 4-5 potential network experts and facilitators. She’ll be talking more with them in the coming week and give the Steering Committee a few people to choose from.
	2. Discussion on goals for this meeting:
		1. We’ve been having conversation for how we frame the network, what our goals are as a network vs. what our vision is for the food system. Framing up what we do vs. what our shared vision is and what our role is as a network.
		2. We now only have a few founding members and now is a good time to get buy in from new member. To look at structure, what does it mean to be a member? What does it look like with food system planning work? Etc.
		3. Everyone involved in the WFN knows very clearly what we do and can clearly articulate that.
		4. Really focusing in on identity and what we do and don’t do and how this might change relative to the food system planning work with County. How does the role of the WFN need to shift to be most helpful for food system policy work? What is our role to be the most helpful and have the greatest value?
		5. Delineating what a food system planning council will be doing vs. what we will be doing.
		6. How do we build the best internal structure for the network to make this work viable, successful, etc.
		7. To have this discussion everyone will need to have a really clear understanding of food system planning work - where things currently are, where we are as a network, where we are going.
		8. Do we reexamine the goals? Looking at them and looking at how we orient to them as a network. How do these goals relate to food system planning effort? These are the kind of goals that would go into a food system plan - the network could have a different role in how it relates to it. The subcommittee would be in charge of mobilizing the community toward those goals and we could play a supporting role. In the coming years help to communicate them and bring it forward, integrate it and stand behind them. Can we talk about the history behind the goals? Share the story of how they came about, how they were meant to fit into the network and then maybe frame it is now we pass them on to the food policy council. Make sure everyone understands the delineation of what the food system plan will do and what a network is. How do we make being a part of a network fun, juicy, and valuable?
		9. A little bit of history, know where we’ve come from, is good to help you get to where you’re going. But also it’s ok to look at where you want to be, where you are in this moment, and then how to move toward it.
		10. These are all great ideas – we are going to have to work with the facilitator so they understand our history, where we are now and the potential future. Have facilitator talk about common challenges networks overcome (people not having time – must overcome ), or the bets kind of structure.
		11. Facilitation – bigger question is how to make a thriving network. They would be in more of a consultant role. Asking someone to come in and be a facilitator and contractor – must be able to walk that line. Make sure we help with agenda, we could swap back and forth between them providing information, then facilitating discussion.