# Whatcom Food Network Steering 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: 10/09/2019

Time: 9:30-11:30am

Location: Sustainable Connections

## Present

Facilitator: Various
Note taker: Kerry

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| Cheryl ThorntonAli JensenMardi SolomonSara Southerland | Pete GrangerAmy Esary Kerry Eastwood |

Red = DECISIONS

Yellow = ACTION ITEMS

Blue = Opportunities for Collaboration

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| **MEETING SUMMARY:** |
| **Item** | **Summary** |
| Agenda | Altered, then agreed. |
| Fall Forum Prep | Reviewed and finalized agenda, panel q’s, opening comments outline, day of roles, and determined missing panel categories to pursue. |
| Steering Committee Recruitment | Identified top candidates based on diversity and sector gaps on current committee. |
| WFN Newsletter | Two additional newsletters will go out in February and August – Kerry will coordinate content with support from committee. |
| Spring Forum Topic | Need to drill down to a specific theme/purpose of Hartman Group’s presentation at the Spring Forum. |
| Sector Updates | Ran out of time – please send via email or post to listserv. |

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| **FOLLOW-UP ITEMS:** |
| **By when** | **Action Item** | **Person(s) responsible:** |
| 10/11 | Reach out to NWIC traditional foods course teacher if Mardi’s contact falls through. | Sara & Mardi |
| 10/11 | Reach out to Edeleen Dairy to secure panelist. | Sara |
| 10/11 | Reach out to Maberry to secure panelist. | Cheryl |
| 10/15 | Send past attendees spreadsheet out to committee for phone call sign-ups. | Kerry |
| 10/31 | Call at least 10 contacts from the past attendees spreadsheet. | EVERYONE |
| 10/31 | Compile top SC candidates and send to Coordinating team to review before forum. | Kerry |
| 10/31 | Finalize topic for Hartman Group’s presentation at the Spring Forum. | Sara |
| 10/31 | Finalize intro notes and send to Cheryl. | Kerry |
| 11/5 | Work with Cheryl to finalize a couple of slides for intro. | Kerry |
| 11/14 | Show up at 8 am to help set up for the forum. | EVERYONE |
| 1/1 | Reach out to SC for content ideas and support for the February WFN newsletter. | Kerry |
| 7/1 | Reach out to SC for content ideas and support for the August WFN newsletter. | Kerry |

## PROPOSED NEXT STEERING COMMITTEE MEETING:

**December Date & Location: TBD**

## NOTES

1. **Agree on agenda for meeting**
2. **Fall Forum Prep**:
	1. Review Agenda
		1. Moved indigenous speaker to first in history of processing presentation
		2. Program at NWIC that teaches traditional indigenous processing might have a contact to come speak on indigenous traditional processing (context) – Sara will reach out
		3. Panel: Need a dairy speaker and berry speaker – preferably with value-added production
			1. Edeleen – Sara will reach out
			2. Maberry – Cheryl will reach out
		4. Add former experience to Dave Green’s title description for his presentation
	2. Purpose of forum: current and future practices and innovations that can help local producers thrive and stay competitive in the market.
	3. Panel Q’s – made changes to the order of Q’s. Added 15 minutes to panel portion. Made Mauri’s presentation slightly shorter.
	4. Opening comments – refined, noted that they are to be a general guide. Cheryl will give intro. Kerry will pass finalized intro notes on to Cheryl and work with her to finalize a couple of corresponding slides.
	5. Fill remaining roles for day-of and discuss small group activity:
		1. Need everyone on SC to arrive at 8 to set up so we can open doors by 8:50
		2. Photographer needed: possibly SC intern Hunter, if not, Co-op has photographers we can hire per hour (we need them to bring their own camera) – Hunter is confirmed and will bring his own camera
		3. Can Karlee staff the registration table starting at 8:50 until Amy arrives? Kerry will ask
		4. Mardi is confirmed to take notes.
		5. Kerry is confirmed to pick up food, set up tech, and greet speakers.
		6. Sara is confirmed to set up food table.
	6. Phone call sign-ups for past forum attendees:
		1. Kerry will send past attendees spreadsheet out to committee for phone call sign-ups.
		2. Everyone will call at least 10 contacts from the past attendees spreadsheet.
3. **Steering Committee recruitment**
	1. Processing, distribution, and waste are the gaps currently on steering committee.
	2. Top candidates (Kerry will compile for Coordinating team to review before forum):
		1. Rich Appel from Appel Farms (dairy) [Sara]
		2. NW Ag BC – Alex Perez he is a liaison to the Hispanic farmer community [Mardi?]
		3. Nooksack and/or Lummi Tribes – Breena Apgar-Kurtz? Still need someone – maybe the contact that teaches traditional foods at NWIC would be a good candidate? [Sara? Mardi?]
		4. Kether Scharff-Gray – Consultants for farms on operations and marketing [Sara]
		5. Katie Pencke from Conservation District (Livestock and ag land conservation) [Cheryl]
4. **Newsletter** **schedule & content**
	1. Schedule for WFN e-newsletters:
		1. **February**
		2. April / **May (Forum)**
		3. **August**
		4. October / **November (Forum)**
	2. Kerry will reach out a month in advance to ask for content for the February and August newsletters
	3. Can pull event content from Co-op and ELF newsletters and online calendar
5. **Spring forum** **topic**
	1. Healthy trends?
	2. Consumer trends?
	3. Sara still needs more specific direction on this and will send out an email to gather input.
6. **Sector updates** – ran out of time – please send updates via email if you have them, or share them on the listserv