

## **Northwest Food Security Partnership**

*Admin Subcommittee Meeting - Tuesday September 18, 2018 - 11:45 am - 2:45 in 3 parts*

*Attendance: Denise Gagnon, Laurie Gallant and Margo Peill*

### **1. Non-profit status**

a) Discussion of recommendation by peers at the Community of Practice to consider re-branding our group as a "Food Policy Council"; there are several groups in BC already e.g. Kamloops and Vancouver under this name and the benefits include easier recognition of potential partners and funders about our work; efficiencies of partnering with other Food Councils on developing programs and campaigns; more official sounding; don't reinvent the wheel. We could call ourselves Skeena Food Policy Council. Re-branding would mean changing our website domain and Facebook page name, and letting existing members and "followers" know why we are doing this.

AGREEMENT: Proceed with recommending to Working Group that we re-brand.

ACTION: Laurie G to develop a one pager with a recommendation to proceed with re-branding to Skeena Food Policy Council and send out as an email to Working Group for consensus.

b) Discussion of option to merge with MASH or stay autonomous and form our own non-profit. Laurie G is the president of MASH and they have had two major events this summer (August 17-19 multi-day Hazelton Hootenanny and September 16 - Evacuated Livestock Benefit Concert) and feels that MASH has overlapping mandates and makes a great partner but enjoys being local in the Hazeltons and thinks it would be best if the Partnership formed their own non-profit and MASH can operate as a sister group. We need 3 Directors and could start with this Admin subgroup.

AGREEMENT: Admin subgroup can be founding Directors.

ACTION: Laurie G to develop a one pager so that we fully understand our responsibilities and if we all agree we can live with these responsibilities then we will incorporate. We can invite other Working Group members to join the Board but not at the expense of delaying our incorporation status significantly as there are funding deadlines coming up (September 30 and January 23).

### **2. Other items and announcements**

a) Promised funding for Forum in May by Nathan Cullen for \$1200 has still not been received.

ACTION: Laurie G to write a letter to Nathan Cullen's office reminding that we are waiting for the cheque and ask if their office can provide details on additional federal funding that we can access.

b) There is a one week long training program Food Skills for Families organized by Diabetes Canada and the First Nations Health Authority in Terrace starting October 29. Technically, only paid employees of organizations are allowed to attend but we can ask for an exception.

ACTION: Laurie to forward email with information and follow up to see if volunteers can be accommodated. UPDATE: Laurie will be attending this course.

c) Denise is working on a proposal to create a Food Tower Farm in Terrace with Manon Joice. This will be a social enterprise.

ACTION: Learn more at [www.towerfarms.com](http://www.towerfarms.com)

### **3. Communications Plan/Outreach Strategy**

Laurie gave an update on her efforts:

- ⤴ talking with some friends about creative outreach strategies and has 2 ideas to share: a Theatrical Production by Sarah Milner that would tour Northwest BC and a Food Security Benefit Concert Tour with help by Nathan Meakes in Terrace.
- ⤴ Laurie did her presentation to New Hazelton Council and it went well; she talked about this with Community of Practice (CoP) and some members want a copy of the presentation.
- ⤴ Hazelton Hootenanny - Scavenger Hunt got shelved due to lack of resources but we have supplies and prizes - we can revisit this idea for another time.
- ⤴ Evacuated Livestock Benefit Concert - food security for animals - happened September 17, Debbie Evans, Ag. Coordinator for RDBN and Eileen Bennett, Director for RDBN Board both attended. Debbie gave talk about RDBN relief efforts and animal feed stats. The 72 hour kit donated by RDKS ESS for the Zombie hunt was used as a door prize for this event.
- ⤴ CoP/Food Security Gateway meetings (2), email correspondence (see notes on Training opportunity) and Interview!! Yes - a second interview and blog on our work is in progress and will be published early October and the next CoP meeting will focus on our group and the support we need to get off the ground! We are very lucky that they want to feature us for the next call and I hope we can get a couple people from our group to participate.
- ⤴ some new folks would like to join our world - Jessica Newman - running for School Board Trustee in Rupert and MC at Hootenanny plus Sherri Torres from FNHA. Laurie would like an "onboarding" process for new members and has some inspiration from CoP experiments including creating a short survey with questions like what are your interests in food security, what are you working on that you want support with, affiliated organizations. It would also be good to have a photo to make this more personal. We should also request newbies to read the Forum reports and minutes from previous meetings - this will make calls more effective. One on one calls and "buddy system" also recommended.
- ⤴ Discussion about a Press Release - Laurie suggested we wait until we officially incorporate and we can talk about our name, objectives, fundraising, and...our Forum. (who we are, what we do, how you can help).

Discussion on 2019 Forum - Denise confirmed Wellness Expo is happening April 5-6 and her role is peripheral this time around but her connections are strong and she can be our liaison.

AGREEMENT: Start planning out key logistics NOW and have major decisions locked in by October 31. We need to start much earlier - other years we start in February and that is too late for some key planning activities. Forum will be streamlined and simplified this year, refer to Feedback comments from 2018 Forum - focus on Strategy, update on projects reported on in 2018 and more time for networking. Note: Laurie has already put this date on the website so it is out there!

ACTIONS:

- a) Denise to see if we can book the Banquet Room for our Forum on Saturday April 6. UPDATE: Room is booked and the fee is being covered by the Wellness Expo as a show of support for our work! How great is that?
- b) Denise to ask Wellness Expo organizers if they would like to co-present a Keynote Speaker with us Friday night so members of public can attend.
- c) Put Forum planning on Group meeting agenda and start promotions plan ASAP.

AGREEMENT: Excellent to have creative ideas like these and let's make it happen.

ACTIONS:

- a) Laurie G to update original Communications Strategy document from the spring to incorporate new ideas when she has time - perhaps in November; ideally this would happen as a paid staff person and should be part of the job description.
  - b) Laurie G to contact Sarah and Nathan to let them know we would like to proceed and map out a path forward.
  - c) Laurie G to post her Local Government presentation on the website and send out link to CoP crew who were asking for it.
  - d) Margo to share Elections Toolkit at the meeting for organizing the Terrace All Candidates Meeting with a focus on sustainability and food security (United Nations Sustainability goals).
  - e) Laurie to follow up with Debbie Evans re: upcoming events (Climate Change, Grains, etc).
  - f) Propose a goal for each member to attend at least one local government Council meeting in the next 12 months and if they can, customize our presentation and deliver it.
  - g) Laurie to create Onboarding process and get all people to complete the survey before next call.
- UPDATE: We will use "Membership Form" created in June with Survey Monkey.

#### **4. Funding**

Discussion of priorities and upcoming deadlines.

Root Cellar Pilot Project status - Laurie created a Needs Assessment Survey and Responsibilities document for pilot project in July and gave to Limwell to complete with clear timelines for the pilot project. Limwell has not been able to complete the needed tasks so project has been shelved for now. He may go ahead on his own as his group does not want to go through proper channels for building permits and engineering design.

Laurie has a new idea and wants to work "with herself" for quality control - Cider Press, Dehydrator, Vacuum Sealer are all infrastructure projects that are simpler to get started and we can apply to Imagine Grant for help. MASH can be a partners for funding application if pilots are in the Hazeltons. She has talked to ED for Upper Skeena Development Corporation and can get a letter of support from them as well as District of New Hazelton Council.

Denise asked if Laurie would consider offering Grant Writing Services to "member groups" of the partnership. Laurie said only if she has good understanding of the project or can work closely with the team so that project objectives are obviously clearly aligned with grant funding objectives. This could also be part of a job description.

Laurie talked about new funding announced at UBCM Sept 12 for Rural and Northern Communities Infrastructure - deadline January 23. Food Security was at top of list. She said it might be helpful to clearly align our application with the EmergencyBC document "Long Term Food Security Initiatives".

#### **ACTIONS:**

- a) Laurie G to follow up with Contacts at Community Futures who said they could help with Grant Applications.
- b) Laurie G to apply for IMAGINE grant for new pilot, deadline is September 30.
- c) Laurie G to write up Grant Writing Services and fees and send to Denise for Tower Farm project.
- d) Laurie to connect with Ken Shaw for an update about CED presentation to see if we can use some stats for funding applications.
- e) Laurie G to write letter to SNCRE regarding Prize Money for Root Cellar and new direction of

project.

**Next Working Group Meeting:**

Same day as next Community of Practice (CoP) Meeting - this meeting is being confirmed as their regular spot conflicts with some key members but will likely be Tuesday October 16 from 12 noon to 1:30. We could schedule our meeting for the same day and Laurie will come to Terrace so we can do the CoP meeting together and then present outcomes to larger group.

Group meeting time TBD - I would like at least 1 hour after the CoP meeting to reflect and prepare. Some people also wanted an evening meeting so we could try for 7pm? What do you ladies think?

ACTION: Confirm meeting time and get message out.

ACTION: Denise to send Directions to her studio which can fit 20-25 people, she has chairs.

Update:

4741 Park Ave Suite 103, Terrace

Back end of the Service BC building, parking is parallel to the back end of the BC Liquor Store. Enter through outside entrance door with Community Living sign on it. Denise's studio is the 4th door on the right.