

Northwest Food Action Network

Serving the Northwest from Smithers to Prince Rupert

Board of Directors Meeting
January 15, 2019
2-3:45pm
call-in option 250-847-1399

MEETING AGENDA

Project Name:	Northwest Food Action Network		
Date of Meeting:	01/15/19	Time:	2:pm – 3:45pm
Meeting Facilitator:	Jeannie Parnell	Location:	Northwest area

1. Meeting Objectives

- Confirm Leads on FAN Projects ie: Fundraising, Conference, Catering
- Draft Budget – approval
- Board approval for Laurie to send draft ltr. To Kassandra Trust
- Review Correspondence/communication who speaks for FAN
- Board official stand on Wet'suwet'en

2. Attendees

Name	Department/Division	E-mail	Phone
Jeannie Parnell	President	Jeannieparnell77@gmail.com	778-884-2349
Laurie A. Gallant	Vice President/ treasurer	gallantlaurie@gmail.com	250-847-1399
Edward J. Quinlan	Secretary	ikelos@gmail.com	778-890-1337
Denise J. Gagnon	Director	juiceplusglow@gmail.com	250-641-3403
Margo Peill	Director	marg.peill@gmail.com	250-635-0315
Limwel T. Ramada	Director	suladslram@gmail.com	250-615-6408
Sarah Dantzer	Director	sarahdantzer89@gmail.com	778-361-0234

3. Meeting Agenda

Topic	Owner	Time
Round table Introductions	ALL	2:05 pm

Adopt minutes from previous meeting - November 20, 2018	M - Edward	2:10 pm
Laurie provided highlights - concept of sharing and rotating positions to sort out our individual and collective strengths and where we want more training. Please bring info and ideas forward.	S - Laurie	
Discussion: Laurie: TOR – Two Year Term, to realize the shared responsibility to the success of FAN	ALL	2:12
- Correspondence: Laurie- main contact, Edward will set up a a general email account that the executive will reply too.	Edward, Laurie	2:15
- Where does the BOD stand on the Wet'suwet'en Hereditary Chiefs position? Generally all understand the link between Indigenous rights and sustainable food system. Laurie to follow up with email with suggestions for a position statement - she got some great advice on the Community of Practice call today.	ALL	
Other correspondence - Smithers Farmers Institute - Carrots to Cattle Conference March 1 - do we want a booth there for \$100? Laurie is not sure we have capacity to pull this off.		
Curt Gesch sent info on mini-dairy, Laurie will forward. We were not successful with IMAGINE grant application invited to apply again in the spring.		
Report from Incorporation: Incorporation Date: November 30, 2018	Jeannie, Laurie, Edward	2:20
Constitution – Living Document, can be adjusted as needed - Laurie suggested adding in another purpose: Mentoring, Board Development - to follow up at later date	ALL ALL	
BOD to sign-in to Board Resources page on the FAN website, all Society and meeting documents on the Website	Denise, Limwell	
Still waiting for some Board members to provide Bio and photo		
Regular meeting schedule, we need at least 50% of the BOD to have quorum. 7 on the Board 4 to have quorum. Every second Tuesday of the Month at 11am – 12pm	M – Laurie S – Jeannie	2:30

Report from Treasurer	Laurie	2:35
Approval of 2019 Budget – All agreed looks good. Laurie wants to back up some of the budget items. She has circulated FoodSmart Proposal. Discussion: Jeannie would like FoodSmart budget to be increased to \$15,000 from \$12,000 to make room for incidentals		
Community Coordinators Western/Eastern (We need job Descriptions) Denise/Margo will draft a job description with budget and circulate by the end of January	Denise /Margo	2:45
Laurie wants us to open a FAN Bank Account		
Benefits to having the FAN Bank account at Northern Savings - potential sponsor for conference. Jeannie and Sarah will open a bank account in Prince Rupert and to ensure that Laurie/signers have access to online banking. To be completed by January 25 th , 2019-01-17	Jeannie/Sarah	
Post-meeting note from Laurie ** we also need to open Gaming Account if we want to apply for Community Gaming Grants		2:55
Laurie to submit funding request letter to Kassandra Trust	M – Sarah S – Limwel	

<p>Report from Conference Team</p> <p>Conference — April 5,6 in Terrace as part of Wellness Expo at Terrace Sportsplex. Wellness Expo covering the cost of renting Banquet Room at \$500/day – Laurie asked for clarification on one day or two and specific times so we can finalize program. Denise said we also have an opportunity to do some promotions through Bell Media interviews. More information needed from Denise. Denise said she will report back tomorrow - Wednesday evening.</p> <p>Conference Theme: Sustainable Food System Elements as a general concept. Sessions to cover off Produce, Process, Distribute, Access, Consume, Recover. All voted in favour.</p> <p>Program: Laurie has drafted Program outline - has a speaker for Recovery - Loop: Rescue Food, Rescue the Planet and a few others too - refer to document. Margo would like to see involvement of young farmers and will put together bio profiles for possible speakers from this sector by the end of January.</p> <p>Organizing our work/project management: Denise suggested Lead for FAN Conference to rotate based on location of event and she wants to be lead for this event. She has already set up venue with Wellness Expo. Laurie noted Lead needs to set up milestones and dates, call meetings as needed. Denise said she is busy and will call a conference meeting for February 4. Laurie said we need to move on some items before that such as catering, fundraising, and early promotions. Laurie offered to look after catering and can co-chair this Committee while Denise is away - she will set up conference call in the next 2 weeks and then Denise can chair Feb 4 meeting. Jeannie wants us to email out a Save the Date message by January 30, 2019. Laurie agreed and said she has had info up on our website since October and has an event up on our Facebook page.</p>	<p>Denise , Laurie, Jeannie, Margo</p> <p>Denise</p> <p>M - Laurie S - Margo</p> <p>Margo</p> <p>Laurie Denise</p>	
<p>Food Assets Mapping – Research into other community mapping, looking into grants, Nathan Cullen, MLA possible resource. Laurie</p>	<p>Margo</p>	

and Margo working together, Margo has lead. Talking to Young Agrarians and Squamish. Conference theme will help with mapping. Building on work started at 2018 conference.		
Need to set up Communications Committee - deferred. Need to establish Protocols for speaking on behalf of FAN, including correspondence. All communications going through Laurie right now, suggest at least two people approve official correspondence going out, and appoint one person to manage incoming correspondence. All the meeting notes to be posted on the WEBSITE – BOD should be familiar with the FAN Website.	ALL	3:05
Food Skills Program - Laurie is lead, Sarah has FoodSafe Level 1 and would like to be involved; Jeannie wants to take training and help Laurie. Limwell will help Laurie explore opportunities in Kitwanga. Margo sees many opportunities with Farm to School. Laurie is hoping to partner up with other ladies from her training and has a \$250 voucher to spend on preserving equipment. Everybody to send Laurie specific ideas. Fundraising Committee - Laurie and Jeannie will co-chair. Jeannie talked about importance of all Board members not leaning too heavy on Laurie and taking responsibility for completing their action items and stepping up to take lead on projects. Laurie said she has about 2 days per week available for FAN work on average and is excited to have a great team and hopes we find the money we need so we can deliver our programs and cover our expenses. NOTE: Edward had a School Board Trustee meeting and had to leave early, 2:45 pm.	ALL	

4 ACTION ITEMS - please read through all notes, not all items are here.

Description	Prepared by
FAN BOD to log on the the website	Laurie
Next Conference meeting by the end of January	Denise, Margo, Laurie
Open Northern Savings Bank Account	Jeannie, Sarah
Save the Date Notice to be out by the end of January	Denise, Laurie

5. Next FAN Meeting

Date:	February 12, 2019	Time:	11am	Location:	Conference call
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