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| <p>Roles:</p> <p>Chair: Allison Dehonney Vice Chair: Antonina Simeti Recording Secretary: Sarah Herbst Corresponding Secretary: Beth Machnica Treasurer: Rob Free</p> | <p>Meeting Attendees: 1. Allison Dehonney, 2. Antonina Simeti, 3. Beth Machnica, 4. Cheryl Thayer, 5. James (Jim) Strusienski, 6. Dan Castle, 7. Della Miller, 8. Sarah Gatti, 9. Kathy Peterson, 10. Michael Chase, 11. Lucia Leone, 12. Matt Kauffman, 13. Patricia Watson, 14. Rob Free, 15. Sarah Herbst</p> <p>Guest(s): Beth Leipler, Kristin Heltman</p> |
| <p>Date/Time: Dec. 18th, 2019 4:00 – 6:00 pm</p> | <p>Location: Buffalo Niagara Medical Campus Innovation Center, 640 Ellicott St., Room 4A Buffalo NY 14203</p> |

Motion Log

| Details on What we have Decided | Motion Passed: Y/N | How to Implement | Brought to Motion/Seconded |
|------------------------------------|-----------------------|------------------|---|
| Motion to accept Oct. 2019 minutes | N | | Pending Jan. Meeting |
| Motion to adjourn | Y | | Dan C. made motion Sarah H. seconded All in Favor |

Action Log

| Who | Action | Carry-over action: Y/N | Due Date | Date Completed |
|-----------------|---|------------------------|----------|----------------|
| ALL | Youth Recruitment | Y | Ongoing | TBD |
| Allison & Sarah | Response to Dave: Allison to provide feedback to Draft Sarah provided | Y | Sept. | TBD |
| Cheryl | Cheryl to have a candidate conversation with Pat he is the new president of Farmland Protection Bureau | Y | Sept. | TBD |
| Allison | Write a letter in response to youth comment of value of FPC participation | Y | TBD | TBD |
| Pat | Allison/Pat/Michael to lead the repopulated Strategic Planning group – host first meeting to propose next steps | N | Jan. | TBD |

Relevant Notes:

- Public comments:
 - Providence Farm Collective Presentation from Kristin and Beth, hand-outs provided (material found on website: <http://providencefarmcollective.org/about/>)

- Executive Member Updates:
 - Executive Committee's recommendations for letter to Amy Baskes – Allison shared letter via email with full council soliciting feedback. County Attorney will be sending letter to Amy.
 - EC's recommendation to re-share RFP – Allison
 - Allison to call top applicants (list of names from first and second RFP rounds) to see if they are still interested in the consultant opportunity. She will do this by Friday the 20th.
 - Have RFP reworked by 3rd of January to be sent out to full council by Allison to submit new RFP to consultants by January 10th
 - Community Food labs was seconded up, followed by Program Savy, and Jessica Gorham and Community Planning Partners.
 - Determine work to be done inhouse versus subcontracted out
 - Food Charter – majority of this is done
 - Strategic Plan
 - Review and pare down the RFP with 1 or 2 deliverables and seek proposals from interested consultants
 - Based on feedback, put together new strategic planning committee to determine best path forward (i.e. what if two consultants apply, how to vote, etc.)
 - A qualified and local person is the preferred person to do the strategic planning with FPC
 - Antonina to follow-up with the WNY non-for-profit collaborative (mission to build capacity in the local Non-for-profits). Do they have a list of contacts for Strategic Planning?
 - Kathy Peterson mentioned that there was a Strategic Plan from years ago for the FPC
 - Allison asked Lucia's opinion on doing the Charter work in-house. Lucia commented that we could do work but community outreach would be a challenge
 - To Do: Sarah G. and Sarah H. to discuss history of the Action plan
 - \$17,000 total remaining in funds, which includes travel budget
 - Idea presented by several that we should create a timeline and get this approved by United Way
 - Maybe Phil has a contract that we can use for our new contract, Allison to ask Phil and/or United Way
 - New Strategic Planning Committee will be let by Pat, Michael and Allison. They have agreed to pick up food charter and strategic planning effort, but welcome other members (max 7, keep odd number 3-5-7).
 - Council discussed this committee being involved throughout the entire process: do a final review of the RFP and working together on the proposal review process, contract, and ultimately working with the consultant to avoid siloed efforts. Previous 2 RFP's were siloed.
 - Council determined no formal motion required: Pat, Michael and Allison to coordinate and propose next steps to full council.

- Exit Interviews – Antonina
 - Executive committee will be doing exit interviews, and Antonina provided a template. Lisa will be the first exit interviewee, with options for in person and/or via email survey.
 - Information will be kept anonymous, obviously in-person exit interview will be impossible to keep completely anonymous, but measure in place to protect any sensitive information
- Call for Recording Secretary
 - Call for volunteer to be recording secretary – Beth is stepping down from duties
 - Nominations shall be sent to Allison via email

- Urban Production Working Group Update:
 - Farm Pledge posted on FPC county managed website
- Governance Committee Update:
 - None
- Strategic Planning Committee:
 - none
- **Meeting Adjured:** 6:00 pm