



HEALTHIER COMMUNITIES COMMITTEE NORTH CARIBOO

Promoting healthy eating & local food security

2861 Nazko Road, Quesnel, British Columbia, V2J 7E5

Phone: 250.249.5329

Fax: 250.249.5359

Email: GNC@farmed.ca

<http://growingnorthcariboosociety.farmed.ca/>

MINUTES

April 5, 2016

CD Hoy Room – City Hall 11:00 am – 1:00 pm

North Cariboo P4HC Working Group

Name	Position	Organization
Robin Sharpe	Co-chair	CRD-Northern Representative
Lynnette Winsor	Co-chair	NH - Public Health Protection
Heloise Dixon Warren		Growing North Cariboo Society Kersley Farmers Institute
Lynda Atkinson		Growing North Cariboo Society Quesnel Ag & Exhibition Association
Lori Fogarty	Secretary	FARMED; Growing North Cariboo Society
Wylie Bystedt		Quesnel Farmers' Market
Colleen Gatenby		Quesnel Community Gardens
Susan MacNeill		Seniors Advocacy Service
Laurey-Anne Roodenburg		City of Quesnel
Margaret Inoue		Marketing & Economic Development, Wells
Christine Piltz		Parkland Community Association
Sue Myles		Bouchie Lake Community Association
Janet Knopp		Growing North Cariboo Society / FARMED
Wilma Watkin		FARMED / Growing North Cariboo Society
Sharon Primeau		Wild 'n Crafty
Lindsay Read		Wells & District Community Association
Melanie Dydynsky		Nazko

In Attendance: Robin Sharpe (Co-chair; CRD), Lynnette Winsor (Co-Chair;Northern Health) Lynda Atkinson, Heloise Dixon-Warren, Lori Fogarty, Christine Piltz, Sue Myles, Colleen Gatenby, Margaret Inoue, Susan MacNeill, Wilma Watkin, Wylie Bystedt

Regrets: Janet Knopp, Cathy Juric, Melanie Dydynsky, Laurey-Anne Roodenburg

*Minutes recorded by Lori Fogarty
NC – P4HC Committee
Distributed by email*

1. **Welcome and introductions:** Designated Chair: Heloise Dixon-Warren
2. **News Release:** Reviewed and changes noted. Heloise moved acceptance/Lynda seconds
3. **Information Card:** The draft developed by Wilma Watkin was reviewed. Discussion in regards to a small banner and stand to advertise project took place. Changes to card were noted.
4. **North Cariboo P4HC Project “Empowering Family Health” Guidelines for Implementation and Evaluation**

Completion Date for Project – February 11, 2017
 Final Evaluation Report due – February 28, 2017

COMPONENTS OF PROJECT	BUDGET ALLOCATION		SUPPORTS	CONTRIBUTION
Wells School Community Garden	2200		WAACA	200
Parkland School Community Garden	3300		GNC	200
Program Development & Public Resource (includes Country Kids Club)	2600		Kersley Farmers Institute	200
Workshop Presentations	11250		Workshop Fees @ \$10 / person	3750
Food Preservation Equipment	5000			
TOTAL	\$24,350.00			\$4,350.00

Process for Distribution of Funds:

A cheque requisition will be made available to project participants, allowing the documentation of expenditures with accompanying receipts. The treasurer will write a cheque upon receipt of the cheque requisition and track the project component budget.

Collection of Supports - discussed

Tracking travel subsidies – A travel log will be sent by email to the group.

Program Facilitators:

- Program Development & Public Resource – Inventory Development Facilitator
- Workshop Development & Facilitation

Sue MacNeill moves to hire 1 facilitator for the 2 roles in the grant proposal. Seconded by Sue Myles.

Passed

Hiring process:

- Criteria
- Guidelines

- Timeline

Sub-committee for hiring facilitators: Lynda Atkinson, Lori Fogarty, Robin Sharpe & Lynnette Winsor

It was suggested the posting go out as a Request For Proposal. Work will begin on this immediately with the goal of having the facilitator hired by early May.

Program Development & Public Resource:

- Collecting inventory information
- Creating database
- Sharing database with public and allowing for updates to keep current
- Country Kids Club

Workshops:

- Process for selecting workshops
- Timeline for presenting workshops
- Promotion
- Number of participants target (impact on facilitator rate if lower): \$10 per person @ 15 participants per workshop = \$150. 25 workshops @\$150 = \$3750

It was suggested the workshops be filmed and that contact with Shaw be made as they may want to come in as partners.

It was also suggested the hired facilitator include a check box for permission of participants to be filmed or photographed.

Food Preservation Equipment Units:

Process for purchase: Input is needed from the communities as to what they already have what they would like to see added to the commercial kitchens.

A sub-committee was formed which included: Sue Myles (Bouchie Lake), Lynda Atkinson (Kersley), Christine Piltz (Parkland), Margaret Inoue (Wells), Colleen Gatenby (Quesnel).

Evaluation: The evaluation for the project was distributed to the group with a reminder to reference it as the planning and implementation of the project proceeds.

5. **Next Meeting:** Tuesday, May 3, 2016 from 11 am – 1 pm. Lori will contact the City to book the CD Hoy Room.