

Healthy Eating Makes the Grade

Steering Committee Meeting Agenda – November 4th 1:00 – 3:00

Ottawa House (40 Cumberland St)

Present: Joel Facca, Mat Lesnick, Sarah Adams, Tiina Ahokas, Janice Piper, Nancy White, Jen Lailey, Erin Beagle

Regrets: Monique Menard, Karling Zaporzan

1. **Welcome** – welcome and introductions
2. **Review purpose and responsibilities of steering committee** – from Terms of Reference:
 - a. Ensure that the deliverables of the grant are met and that a year two funding proposal is submitted;
 - b. Review financial aspects of the grant to ensure that deliverables are met; monitor spending and making decisions regarding dealing with variances if necessary;
 - c. Provide input for the Coordinator’s work plan and assist in shaping the direction of the year’s activities;
 - d. Provide direction for the activities of the Working Groups with regard to grant priorities;
 - e. Plan to strengthen the advocacy capacity of the Partnership.
3. **Review & approve Terms of Reference:** Everyone approved the Terms of Reference with no changes.
4. **HEMG Working group updates** (activities, areas of advocacy, trouble shooting)
 - **School gardens** (Jen Lailey)
 - Meeting on October 31st (6 schools represented – though there are 9 active gardens in the city that we know of). Discussed how gardens were started, supports, challenges and future visions for gardens.
 - Didn’t make it to next steps – have scheduled another meeting for December 5th to discuss this in better detail. Will focus on curriculum & resource development, collective action (fundraising) and policy at that meeting.
 - Decided that in order for teachers to really get involved in gardens at school there needed to be a focus on curriculum and resource development to make this easier
 - Also decided that we would plan to present to a principals meeting in February, to a board meeting in March and to people interested in starting as school garden at Seedy Saturday on Feb. 25th.
 - TLLP – Ashleigh Morris from St. Bernard’s will head up an application for this grant. Advocate for curriculum development, teacher release time embedded in this.
 - Page started on wiki site. So far Jen Lailey is the only one active in uploading resources.
 - **HFZ** (Erin)

- Meeting planned for Thursday, November 10th. Have been working on building capacity with this group, in order to represent fully the players involved. Have representatives from city planning, city council, catholic board admin, public board admin confirmed, as well as Tiina (RC) and Catherine (TBDHU) still involved. Would like to expand to vendors, but will address this at the meeting as to which vendors might be interested.
- At meeting, we will discuss what HFZ look like in other communities, what the current picture is in Tbay, and what info we need to gather, build a road map to success.
- Would like to enlist the help of food ambassadors and/or classes that can help to map out what the picture looks like around different schools.
- Mat brought up that it might be helpful to ask the question as to why students go to use off school places (like combo corner), or why they don't stay at the caf to eat.
- **School Ambassadors** (Karling & Sarah)
 - Superior – Trying to plan a main event. Have had three salad bars so far, with approx. 100 students/staff participating, 2 smoothie taste test days and one smoothie sales day (\$50 profit). Fruity Fridays is also still going.
 - Need to focus on building student commitment and group.
 - Big fundraising event – coupon booklets from local retailers, with a focus on healthy eating and active living. \$10 per book. 100% of profit goes to Food for Thought group at Superior if they sell them, but also teams are selling them as well, for a 50/50 split on profits.
 - Churchill still active as well – Judy Hiner heading it up there – focusing on working with the cafeteria to build interest in the student body on eating at school and making healthy choices.
 - Hammarskjold has a new group called LiveSmart. Still looking to get students involved. Have run one very successful salad bar.
 - Karling has booked November 30th as a day when new schools will come together to build on a plan for the year as new Food Ambassador groups. Students from schools with established groups (Superior and Churchill) will help facilitate this day.
 - Student bloggers- Tiina found a site where students were blogging about their activities and events etc regarding food activism. Thought this may be a good thing to get Food Ambassadors here interested in. **ACTION: Erin will talk to Karling and then make a plan with Joel as to setting this up on the wikispace site.**
 - Sarah brought up whether or not food ambassadors could do more collaboratively between schools – like fundraising. Also, is there a need to bring the teachers involved with Food Ambassadors together to plan and share ideas (about things like fundraising etc). This might be helpful especially for new schools.
 - There are food ambassador groups starting regionally (out of scope of SPARK, but within Karling's position). Maybe a Skype feed to connect groups regionally?

5. Coordinator Update (Erin)

- **Work plan** – see attached.
 - Focused on months leading up to March. Not much planned for December because of arrival of new baby, but getting back into things in earnest in January (will still be working from home, or shorter hours in December though).
 - Will start to fill in more as working groups meet (so far, only School Gardens has met as a whole. HFZ and Food Ambassadors upcoming).
 - Karling taking on much of Food Ambassador portfolio, as it is part of her job right now with Health Unit. Erin will fill in where needed here. Could allow Erin to focus more on other things like cafeteria models to improve access to healthy foods etc. Will make sure to not overlap where Karling is already active and effective.
- **Budget** - see attached.
 - Mostly need to focus on making sure we don't overspend in 'teacher release time' area. Have some help from Health Unit here, for Food Ambassadors and perhaps school gardens.
 - It was suggested that some meetings could occur at schools (i.e. next Steering Committee would be at Superior during exam days and that would save on release time expenses). Everything else is pretty straight forward.
 - Project purchased a cellular phone plan rather than a laptop, so there is extra money in that category.
 - Also have some money in external printing – need to make sure this is used in an advocacy effort – not to reprint resources etc.

6. Communication

- **Development of online communication tool** (Joel) – aim is to develop capacity within the larger Healthy Eating Makes the Grade group. This is a cooperative site that anyone can add to. People can post messages to individuals or to all members.
 - **ACTION:** Request for Erin and Joel to build a little 'how to' on some of the most common actions – replying to posts, uploading files, inserting files in posts, monitoring discussions etc.
 - Will look into creating a blog page for students and perhaps one for overall?
- **Project launch media** (Tiina & Janice) – media event to announce project was hosted at Superior on October 26th. Was on television that night, and in Chronicle Journal next day, as well as CBC and other radio stations. Editorial on Oct. 28th also brought it up – this was big extra. Had some bits of information wrong in most media forms.
 - Tiina suggested approaching the Walleye in January to get a more in depth article about the project written. **ACTION:** Erin can follow up with this.

7. General Project (Janice & Tiina)

- **Advocacy Training** (youth and adults) – Students will receive some on November 30th. Janice has a good link for adult advocacy. Erin to follow up. Need to decide what to focus advocacy around.
- **Next funding round heads up** – this is due in April, along with our midterm report. Need to show progress. Need to also plan for funding if we are not successful with a second year – TLLP, speak up grants, United Way all may be good fits...
- **Tracking grant progress** – need to submit at least three good photos with project report. Wikispace will help to track progress, but need to get information straight from working groups as well.
- **ACTION:** Erin will share Heart and Stroke Photo Permission Form to Steering Committee Members so they can share with working groups and get signed permissions to use photos.
- **ACTION:** Janice will send photos from the launch to Nancy/Sara so they can send photo permission forms home to be signed
- Where to build project capacity? – deferred.

8. New Business

- a. Joel looking for resources/sources of food that meets new nutrition guidelines to sell for hot lunches at elementary schools. This brought up a bigger question that many schools are looking at ways of providing hot lunch programs/healthy lunch options and how to go about doing this. May be a future focus?
 - i. Right now Karling has some information (each board is gathering their own sources), and Agnew has some experience with this as well.
 - ii. **Suggested to create a page for hot lunch ideas to order in as well as recipes on the wiki (i.e. under heading Healthier School Food Choices)**

9. Adjourned at 3:05 pm.

10. Next Steering Committee Meeting on January 26th, 1-3 pm at Superior CVI.

SAVE THE DATE: Next Partnership Meeting will be at the Thunder Bay District Health Unit from 12:30 – 3:00 pm on Wed. February 15th.