



Food and Farm Council of Riley County  
and City of Manhattan, KS



## Minutes

Monday, October 17, 2022

11:30 a.m.

Foxhole Conference Room, KSU Foundation Building, 1800 Kimball Ave.

Recorded meeting link: <https://ksu.zoom.us/rec/share/XurEAqkMtX5ttQ-vAqRsOc5fVo5rGjJszpQoEM5m2lzmWSGC54adYIAfhurMFv9B.-z21wCKFX4COyUww>

Passcode: 6S9im?jr

### 1. MEETING OPENING

1.1. Meeting called to order at 11:30 by Adrian Self.

1.2. Roll Call

Present: Lizz Daniels, Andrea DeJesus, Megan Dougherty, Blake Druecker, Janette Gelroth, John Green, Sharolyn Jackson, Kate LaRosh, Liz Nelson, Adrian Self, Stephanie Smith, Michael Wilson

Absent: Mary Mertz, Maureen Olewnik, David Procter

Staff: Shanika Rose (County Liaison), Vickie James (Coordinator)

Public: None

1.3. Agenda: Liz moved to approve the agenda; Stephanie seconded. Motion passed unanimously.

1.4. Minutes of 9/13/2022 meeting: Blake moved to approve the minutes; Adrian seconded. Motion passed unanimously.

1.5. Public Comments: None

### 2. REPORTS & UPDATES

2.1. Communications

2.1.1. Letter to USD 383 School Board and Child Nutrition Services: Vickie sent a letter in early October highlighting National School Lunch Week. In the letter, Vickie commended the efforts of Stephanie Smith (Director of USD 383 Child Nutrition Services and a member of our Council) and her team for their work in providing nutritious meals to school children. Particularly emphasized were the efforts this team exhibited during the pandemic shutdowns to continue providing meals to children and families in need.

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- 2.1.2. Contact with KSU President Linton's office: Vickie is working to schedule a meeting with Dr. Richard Linton. Because of his state-wide activities in recruitment and retention of KSU students, Vickie feels it's important to discuss the activities of our group with him and make him aware of the range of our involvement within the community. Blake commented that he would be happy to assist Vickie with setting up any needed logistics as plans for this meeting develop.
- 2.2. Current Work Activities (CATs, Initiatives Leader Update)
  - 2.2.1. Food Insecurity CAT: Their November meeting (location to be determined) will have a representative from the Department of Child and Family Services. Riley County has a "SNAP Gap"—a disconnect between the number of people eligible for the supplemental nutrition program and the number who actually apply for it. This CAT is working to address the gap, which is one goal from our Master Food Plan. The CAT members will be looking at preliminary approaches, with further work needed.
  - 2.2.2. Food Recovery CAT: Fruits and vegetables are still being recovered from the farmers' market. A number of volunteers are needed for this effort, and they still have individuals who are willing to help.
  - 2.2.3. Kitchen Restore: Donations of items are needed for this program. Some monetary resources are available, but increased demand for kits has amplified the importance of more donations. The Manhattan Afghan Resettlement Team is one organization that has benefitted from the availability of this program.
  - 2.2.4. Blessing Boxes: David Procter's church now has a Blessing Box available. The aTa-sponsored Blessing Box in Westloop is down for now due to construction of the new bus stop shelter that is underway. That Blessing Box itself may be rebuilt to better match the shelter that is being constructed.

## 3. OLD BUSINESS

- 3.1. City/County Coordination: Vickie reported that our bylaws need to be revised. Currently, the bylaws allow for early and electronic/Zoom voting by members, and based on interactions with city and county liaisons, it was learned that members would have to undergo training in order to be able to do this. The group discussed either receiving the training or removing these voting options from the bylaws. Megan moved and Mike seconded that instead of training, the wording of these options be removed from the bylaws. The motion passed. The bylaws wording to be removed will be sent out to the Council one week in advance of our November meeting for review again. At the November meeting, we will entertain a motion to formally remove the related language and accept

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the bylaws as amended. The bylaws as amended will be submitted then to City/County Liaisons for their signature of approval.

## 3.2. FFC Initiatives Needs

- 3.2.1. Initiatives workplan: With regard to our Initiatives, we need to develop ideas as to moving them forward, and we must consider the budgetary needs associated with them, and who will be responsible for coordinating the various tasks. Benchmarks and trackers are also important, in addition to being required by our bylaws as a means of determining the effectiveness of our programs. Vickie distributed copies of a spreadsheet for us to use in making notes to address these issues.
- 3.2.2. Small group discussions: The Council broke up into small groups to address initiatives associated with specific Initiatives.
- 3.2.3. Final thoughts: Following the small group discussions, the committee reconvened to address some final concerns.
  - 3.2.3.1. Word vs. Excel format of the workplan was discussed. The final decision was to leave the plan in its current Excel format, with the possibility of making adaptations down the road. The plan was reconfigured so that each CAT, as well as fundraising, communications activities, and a master sheet, would have their own worksheet within the plan workbook to make things easier to access and utilize.
  - 3.2.3.2. The workplan is filed within our Google Drive folder, and everybody is encouraged to add to and revise the sections in which they are participating. Groups are also encouraged to be in touch with each other to make progress on this rather than just waiting until the next meeting before doing anything. We are encouraged to use the Master Food Plan as a guide in helping determine the goals that we want to address and to determine the progress that is occurring.
  - 3.2.3.3. Everyone should be able to edit the workplan document within the Drive folder. Anyone having difficulty doing this should let Vickie know. Also, if anyone wishes to be associated with additional CATs/groups beyond what they currently are, Vickie can add their names to the additional groups.

## 4. NEW BUSINESS

### 4.1. Fundraising

- 4.1.1. The Administrative Council and Vickie will be meeting with the Greater Manhattan Community Foundation to determine the possibility of them serving as our fiscal agent for grant opportunities and a capital campaign.

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- 4.1.2. Having a well-updated workplan in place will be instrumental in helping our organization with fundraising and financing opportunities.
- 4.1.3. Leaders for the capital campaign will be needed

### **5. ADJOURNMENT**

- 5.1. Updates and comments from members
  - 5.1.1. Appreciation was expressed to Blake for his efforts in making the Foxhole Conference Room available to our group and for delivering the lunches that had been preordered by members.
  - 5.1.2. At our next meeting, we'll be better prepared for the minor issues involved with setting up the Zoom connection and recording the meeting that were experienced at this meeting.
- 5.2. Our next meeting will be Monday, November 21<sup>st</sup>, 11:30 a.m. – 1:00 p.m., in the Foxhole Conference Room, KSU Foundation Building, 1800 Kimball Avenue. A Zoom option will be available.
- 5.3. Meeting adjourned at 1:10 p.m.



In accordance with provisions of the Americans with Disabilities Act, every attempt will be made to accommodate the needs of persons with disabilities and provide them an equal opportunity to participate in and enjoy the benefits of our services, programs, and activities. Please contact the Health Department Administration Office (785-776-4779) for assistance.

Minutes approved unanimously 11/21/2022

*Janette Gelroth*

Council Secretary