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| Meeting Name: | Minutes of Executive Meeting | Date: | September 22, 2019 |
| Aim: | Strategic Plan - Agenda | Minutes: | Helen Hughes |
| Venue: | Suite 6, 1 Elgin St, Maitland | Time: | 9.30am – 12.30pm |
| Attendees | Anne Kelly, Liz Griffiths, Matt Kerr, Johnny Wilson, Cecily Lenton, Helen Hughes, Leisha Parkinson, Jocelyn Colleran | Apologies | Ruth Adams |

Members to send responses to actions in minutes to slowfoodhuntermvalley@gmail.com

MINUTES:

| Minutes / Decisions | Action |
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| <p>1. Minutes of previous meeting Business arising:</p> <p>2. Correspondence in:</p> <ul style="list-style-type: none"> • Notice of Riverlights meeting • Eath Markets Draft MOU with MCC • GMO Campaign • Invitation - Shepherds Ground Garlic Harvest Day • Community Environment Program Request for Support (Amorelle) • Spring Street Festival involvement (Amorelle) <p>Correspondence out:</p> <ul style="list-style-type: none"> • Thank you letters to Patrice Newell, Tocal Rotaract, Maitland Rotary Sunrise, Binnorie Dairy, Kiwanis East Maitland for their \$1000 donation to our drought appeal and the hosts of our Talking Gardens tour. | <p>Minutes moved by Johnny, seconded by Leisha and carried</p> <p>TBA</p> |
| <p>3. Treasurer's Report</p> | <p>TBA</p> |
| <p>1. Strategic Planning: Our Strategic Plan has now been finalised and will be available on the SFHV website in due course.</p> | |
| <p>2. Social Media We need to build our image library with more good photos of our producers (head and shoulder shots, plenty of produce behind, no extraneous others in shot) .If you can take any photos with good resolution, please do so and pass on to Cecily and Liz. Any interesting information to go with those shots would also be highly appreciated. Cecily also needs assistance with ideas for posts on our Facebook page that align with SF philosophy.</p> | <p>Email Cecily or Anne with photos and stories.</p> |
| <p>3. Council Environmental Programs MCC is looking for groups to host Community Environmental programs.</p> | <p>Cecily and Anne to investigate this to see if we could fit into this somehow.</p> |

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| <p>4. Communication Regime</p> <p>Mailchimps: We will aim to send out a Mailchimp before each market and fewer Mailchimps with just one item. The twice monthly Mailchimp will include all current events and links.</p> <p>Exec emails: Due to excessive chatter on email, any Exec emails should be preceded with one of two phrases in the subject line (where possible): APPROVAL NEEDED: Add the subject of the email. This is used when approval is required for anything and a response is sought (e.g. expenditure). RESPOND BY EXCEPTION: Add the subject of the email. This is used when no response is required because the email is for information only. For example, when the website is updated and the changes are communicated to the Exec. ONLY respond if there is an issue of some sort.</p> <p>Mailchimp List: Ruth has agreed to add names that she collects to the Mailchimp list from October. Anne to send her log in details. Mailchimp lets you know if the name is already on the list.</p> | <p>Anne to send the log in details.</p> |
| <p>5. MCC Annual Community Grants</p> <p>Amorelle to proceed with Indigenous plant application in partnership with the East Maitland Girl Guides. Jesse has proceeded with his application for his Growing Young Farmers program. Both these applications will be submitted under our name as the community group applying. If the grant applications are successful, expenditure is to be pre-approved via the SFHV Executive Committee prior to drawing down on funds.</p> | |
| <p>6. Riverlights 2019</p> <p>Anne and Helen went to the last meeting, Helen in contact with coordinator Bronwyn Dyasson. We have the same responsibility as last year looking after the Global Kitchen. This is a good chance to have a great experience for volunteers. Johnny, Eve, Cecily and Jenny Rooke have volunteered.</p> | |
| <p>7. Spring Street Festival</p> <p>Amorelle is gathering some young people to run a vegetarian BBQ on Saturday October 12th in Laman Street, Newcastle.</p> | <p>Anne to send Cecily details on festival & SF involvement</p> |
| <p>8. General Business</p> <ul style="list-style-type: none"> <i>Preserving Series</i> – Next one is Fermentation with Amorelle on October 8, followed by Drying and Labelling both with Liz. We have had great uptake for all workshops so far. <i>Volunteers</i> – Discussion on how to onboard volunteers so that they have a great experience working with Slow Food Hunter Valley. We need to improve this with someone taking a volunteer orientation and induction role. | <p>Details in a Mailchimp Cecily to promote on Facebook.</p> <p>Use Mailchimp or Facebook to action this.</p> |

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| <ul style="list-style-type: none"> • <i>Food Box Idea</i> – Proposed that we trial a food box where the items are collected and recipe provided in conjunction with a food rescue, suggested that the mango rescue be the first trial. A volunteer for this is needed. • <i>Talking Dinners</i> – It was noted that Paul West will be in Maitland soon as a guest of the Pourhouse. Suggested that a guest like that for a talking dinner would be a great promotion for us. Patrice Newell definitely attracted people to the last Talking Dinner. Any connections or ideas would be appreciated. | |
| <p>9. SF gatherings for 2019</p> <ul style="list-style-type: none"> • Riverlights Multicultural Festival 12/10/19 • Youth Street Festival 12/10/19 • Terra Madre Celebration 10/12/19 <p>Next Executive Meeting: Tuesday October 15th, Polish Hall, Central Maitland.</p> | |

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RESPOND BY EXCEPTION: Add the subject of the email

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