

## HFFA Coalition Year Five Meeting Summary

### October 21, 2014

The facilitators announced a new meeting format. Partners would alternate meeting in a centralized location, and neighborhood location, and the content would shift according to the meeting venue. The meeting would also include more time for partners to connect with organizational representatives in attendance. Partners committed to attending coalition meetings in year five and sending information about upcoming activities to Alberto for posting to the BHC Calendar. Coalition partners brainstormed organizations to invite to the meetings, and developed a coalition workplan to align individual organization activities to the five HFFA project outcomes.

*Action Items: Partners invite organizational partner to attend coalition meetings.*

### November 18, 2014

Partners developed a coalition work plan by mapping their activities to the five HFFA Coalition outcomes. Through this activity partners identified an abundance of gardening and nutrition classes available, and a desire to increase awareness of those opportunities to facilitate resident participation. The meeting concluded with a discussion around a universal partner needs, *plants starts*.

*Action Items: Shannon and Elaine to coordinate a forum to talk about gardening starts.*

### December 16, 2014

Coalition partners divided into small groups to discuss and review the coalition work plan. The group suggested that the work plan include more detail to foster greater collaboration among partners. The conversation shifted to the lengthy discussions around collaboration with little action towards that outcome. The meeting transitioned to an open space exercise where partners quickly identified five topics to discuss, and concluded with a goal to build community trust and conduct robust outreach. The meeting closed with a review of the year four HFFA evaluation report.

*Action Items: Partners meet to develop crop/seeding plan and seek plant donations from other source, rethink advertising to increase outreach, and consider an end of year celebration to share the story of food access efforts in the BHC.*

### January 20, 2015

Coalition partners reflected on their work in The Avenues, reviewed the coalition work plan and completed a S.W.O.T analysis to track progress. The meeting concluded with developing a common definition for three key terms: Layering of Services, Collaboration, and Community Engagement.

*Action Items: Reach out to Louise Perez Community Center to get update on the status of the facility.*

### February 17, 2015

The meeting facilitators introduced a process for tracking action items from previous meetings, and reviewed the action items from the previous meeting. Partners reviewed a draft of coalition talking points to encourage partners in developing a consistent narrative. The coalition then began a Neighborhood Roadmap activity to strengthen the coalition's neighborhood approach. Partners began by identifying neighborhood clusters in communities with food access activities and communities with potential opportunities for expansion, and then shifted to delineating a criteria for determining a community's readiness for food access activities. The meeting facilitator postponed the third and fourth roadmap exercises until next month due to time constraints.

*Action Items: Meeting minutes and HFFA talking points posted to the HFFA website.*

### March 17, 2015

The meeting began with a review of action items and then transitioned into the Neighborhood Roadmap activity work from the previous meeting. Partners revised their efforts at developing a criteria list and then debated whether to move into neighborhoods where there is a presence or absence of the criteria identified. Partners also discussed enhancing collaboration across the various BHC action teams to identify other neighborhoods or activity clusters.

*Action Items: Identify resources to bolster informed decision making regarding neighborhood selection.*

### April 21, 2015

Partners started the meeting reviewing the action items. The group then resumed the Neighborhood Roadmap activity by comparing the neighborhood criteria to nine different neighborhoods to inform continued development of the tool. Partners agreed to add the Food and Agriculture career pathway program and organizational capacity as additional criteria. The group then reflected on the success and challenges of working in the Oak Park and The Avenues neighborhoods. Partners closed the meeting in agreement that they require a better understanding of the neighborhoods, but did not agree on the utility of the Neighborhood Roadmap activity.

*Action Items: Create a Google Doc for partners to add input to the Neighborhood Roadmap.*

### May 19, 2015

Partners reviewed the action items, and the Google Doc developed to collect input for the Neighborhood Roadmap. The co-facilitators discussed the development of a mapping tool to further inform the Neighborhood Roadmap. The group then reflected on their quarter two accomplishments through a S.W.O.T exercise. Due to time constraints, the team did not get to the Open Space activity on the agenda.

*Action Items: Compile information for mapping career pathways.*

### June 16, 2015

The team reviewed past action items, and discussed the HFFA Coalition webpage for sharing documents. The co-facilitators shared with the team that the Neighborhood Roadmap activity was on hold until late summer in order for a subcommittee to develop a mapping tool to inform neighborhood selection. The group then participated in an open-space exercise. To close the meeting partners brainstormed a showcase to highlight the accomplishments of coalition partners.

*Action Items: Develop Facebook page for coalition*

### July 21, 2015

Partners reviewed the coalition Facebook page, and received an update on the status of the mapping tool. Coalition members engaged in a showcase planning activity and discussed the intent of the event. The meeting closed with an overview of the coalition webpage, and partners relayed the importance of linking the food access organization webpages to the coalition webpage to strengthen the network of resources.

*Action Items: Obtain feedback from coalition partners around mapping needs and assemble a subcommittee to plan the partner showcase.*

### August 18, 2015

The meeting opened with a review of Action Items, which sparked a conversation around the economic feasibility of farmers markets. Partners reviewed their quarter three accomplishments, and began drafting a work plan for the upcoming year. The meeting concluded with a review of future agenda items and a discussion about holding off on planning the partner showcase until the evaluation report is complete.

*Action Items: Submit draft work plans by the end of August.*

*September 15, 2015*

Partners reviewed action items and listened to a presentation on the year four HFFA project evaluation. The team divided into small groups to review a list of questions to inform the development of the mapping tool. Due to time constraints the team did not get through the Collab Café and 2015-16 workplan activities.

*Action Items: Submit draft work plans by end of September.*