| Agenda items | Notes | Action Items |
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| 1. **Introductions**
 | Attending: Kelsey Fortin, Elizabeth Keever, Jessica Kjer, Sue Shackleford, Gwen GeigerWolfe, Michelle Heller, Megan Witham, Connie Detweiler, Christina Holt |  |
| 1. **Accomplishment highlights**
 | **Notes:*** We’re transitioning to a new year for LiveWell with new leadership (New Chair Kelsey, Chair Elect Helen, Communications Gwen).
* We’re continuing the previous Healthy Pantry project with the possibility of the Healthy Corner Stores project in the future. There was interest from the previous meeting in moving forward with both initiatives, and possible grant funding available.
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| 1. **Moving forward**
 | **Agenda:**Establishment of sub committees1. FuelGood Pantries- Finalize online survey tool- Monitor- Pilot pantries-Levels established- Adopt a pantry- Food Drive LAUNCH PARTY-HFFA member recruit, education on efforts! -Decals? Holders? 2. Healthy convenience stores- Grant funding?-Start planning phases-Need to measure**Notes:**Initiatives:* New strategies for 2018:
	+ After the previous meeting, the decision was made that HFFA could focus on both initiatives.
	+ There was a suggestion to break into subcommittees: it could help with schedule flexibility, attendance, efficiency
	+ Question: How does the group feel? – Agreement around the room that we could move forward.
	+ Question: Will we meet less frequently? - It might make sense if the larger group met less freq.
	+ Question: What about having every other meeting as a sub-committee meeting?
	+ Part of the goal is to include the members and provide something they can work on to be involved
	+ Question: What if we use the model of the healthy built environment? We could extend each meeting time for subcommittees, to avoid increasing the number of meetings. (General agreement around the room in support of this idea)
* Corner Store Initiative
	+ Helen could not attend today - but reports a follow-up conversation at the sunflower foundation. They are interested in a proposal for policy and healthy corner store program - who has interest?
	+ Stock healthy, Shop healthy curriculum from MO; Michelle from SNAP Ed. will be working with this program; it’s research-based and ready to implement; she will be developing evaluations of the sites. Michelle’s work could be a piece of this - we could share some of the work/tasks; training TBD
	+ Questions: Does it make sense to have the committee support these efforts? we didn’t know you would be doing that work; or you could take the lead and let us know what type of support you need; We don’t want to get in the way
	+ Response: The more the merrier; it will be one of Michelle’s work areas; she could report back and we could move into this; the more people have their eye on this the better
	+ Kelsey - Melissa was interested in being on that group too; \*\* will send a follow up email about group members choosing a work group
	+ Question: if there is a curriculum, could it be shared with the group to read? Is there any funding available for the support materials? (baskets, coolers, etc.) \*\*Michelle will share
	+ Questions: Should we add it to the agenda for next time? Michelle can talk about the approach: Go slowly and respectfully in the convenience stores - not everyone will be interested, cultural competencies, etc.
* Report on Trinity’s Healthy Pantry Initiative
	+ Case study - Connie, Susan J., Marianne, Sue S. - learned about what Trinity was currently doing in April
	+ They discussed: What could we implement slowly? What can they handle, what do they need?
	+ Started with simply delicious posters that were downsized for small spaces. The posters encourage purchasing the featured food (eggs, veg, whole grain). Accomplished in May
	+ The posters will be changed out to prevent having them be ignored over time.
	+ Next step: a food promotion: Robust Ramen. They found 3 recipes that transform Ramen noodles; included recipes and a holder; Accomplished in June
	+ The promotion transformed a tiny space and provided a place for a packet of noodles and a recipe
	+ Next up: Moving certain products - brown rice, pumpkin, beans, etc.; more promotions on the shelves with special hangers/holders, recipes and a clever take-away (a nudge); finding ways to make them dynamic - moving placement of items and changing up for a fresh take; only one recipe to keep it simple
	+ Question: is the recipe distribution something we can offer other pantries? Yes, Megan will be helping with that; We will call you and get in touch; Eliz - I think it would be a huge thing to offer pantries - something they don’t need to create for themselves
	+ Key Take-Away: We’re not going very fast - it’s helpful to implement slowly

Project Tasks: * Need to finalize the toolkit – who would be monitoring?
* What about establishing pilot pantries? Do we have any in mind?
	+ Catholic charities - are moving may be an opportunity
	+ Campus cupboard
	+ School food pantries may be too small
	+ Cornerstone size? - not sure - maybe an opportunity to talk about large and small pantries
	+ Salvation army
	+ Trinity - is already doing it
	+ Stull food pantry - they order from Harvester and are a smaller pantry
	+ Le Compton FP - have been doing cooking classes
* Suggestion: Adopting a pantry: Having a representative working with pantries one-on-one
	+ This was a key take-away from our focus groups
	+ How do we implement this?
		- Find an individualized approach
		- The key to making it work is start small, have a conversation at the pantry about how to make it easy
		- Megan with SNAP Ed is going to be primarily responsible for food pantries – she will be a great resource
		- This was a very good model for Trinity
* Fuel good decals? Did that happen? Window clings or stickers? Or a holder? Stickers to place on the shelves? Both? Depending on the funding. We don’t know how much we have. Christina- Will email the health department about the funding and supply needs (holders in different sizes too) Connie will send information to Christina by early next week
* Suggestion: Food drive launch party: To launch the pantry initiative in the community and use the food drive toolkit that we developed; Change the dynamic of how people donate food; what does the group think?
	+ We have a lot of HyVee members on the coalition; they would probably want to help - would be Livewell specific, could divide between the pantries
	+ Question: Where would the food go? We could use it to give to pantries that aren’t involved to promote to them
	+ Kelsey mentioned that we would want some of our members there to talk about the program
 | * **What**: Contact Kelsey to let her know what group you would like to be a part of. **Who**: Everyone (Kelsey will send follow up email)
* **What**: Fuel Good materials, funding, info **Who**: Christina and Connie
* **What**: Finding other community corner store example initiatives (similar to Minneapolis)**Who**: Everyone
* **What**: Share the Stock Healthy/Shop Healthy curriculum with the group**Who**: Michelle
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| 1. **Meeting time changes!**
 | **Agenda**:-When and where can we meet to be more inclusive? -Doodle poll-Additional members for subcommittees? |  |
| 1. **Additional Updates/ accomplishments forms**
 | **Agenda**:-KU Mobile food pantry-Will have forms at every meeting to spend time filling out moving forward. **Notes**:* Darla Stewart, a graduate research student with KU workgroup and LDCHD.; Has been looking at how Livewell Lawrence has been contributing to the overall Lawrence community, as well as each individual workgroup; She gave a brief review of her report
	+ Key questions to keep in mind when reviewing the data: What are we seeing in the data and what does it mean? Implications for adjustment?
	+ The results can help with goal planning for the future
	+ For HFFA specifically: We had 525 accomplishement entries in 4.5 years - a sig contribution to the documentation effort (33% of the overall)
		- Very Productive
		- Comment: the tricky part is documenting, sending in the forms; it’s tough - we move on so quickly, it’s hard to report
		- Kelsey suggested building time into the meeting to hand out the forms and fill them out; it takes time and there are a lot of questions to document
		- Comment: Maybe the subcommittees can fill them out
		- Comment: There is a table of entries that have not been documented - it’s not too late to add more items to the listing; it improves institutional memory and contributes to future outcomes
		- Darla continued the brief overview and Kelsey will send out an email regarding the information. \*\*
 | * **What:** Send a follow up email to share the information presented in Darla’s report**Who:** Kelsey
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| 1. **Adjourn**
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