



## 17 December 2014 Steering Committee Meeting Minutes

Present: Michael Simmons  
Nikki Wooten  
Jennifer Studebaker  
Ryan Conway  
David Parkhurst  
Megan Hutchinson  
Angela Babb

Absent: Stephen Hale

Guest: Teri Wade

Meeting convened at 12:00 p.m.

1. Jennifer confirmed a quorum was present.
2. November steering committee meeting minutes were accepted by the chair with no additional revisions.
3. Treasurer's Report – The current bank balance is \$170.32. There are funds available for withdrawal on PayPal, but Dave had difficulties logging in. Jennifer will assist to correct the issue. We are still waiting on our IRS refund of around \$83 dollars from previous taxes.
4. Megan shared that the current Steering Committee meeting time conflicted with another standing LGG meeting, so it was agreed that we would move our meetings to the second Wednesday of the month at noon, making our next meeting January 14<sup>th</sup>.
5. Annual Meeting – Promotion is underway with announcements via Facebook, flyers, the Winter Market, word of mouth, Edible Indy, and a press release. Everyone was encouraged to inform their friends about the event, and share the flyers Nikki provided. Nikki inquired regarding the logistics of the room setup. Megan created a Google Doc for suggested reading.
6. Megan noted that labor and food will be one of the topics of the February 7<sup>th</sup> Guild Gathering, which will be a full Saturday of workshops at Harmony.
7. One of the items to address at the Annual Meeting is the election of new Steering Committee participants. We have reached the term limits on Chair and Treasurer, and Jennifer has decided to step down as Secretary to focus on Assessment. Current tentative candidates are Nikki for Chair, Angela for Treasurer, and Ryan for Secretary.
8. After welcoming Teri, we discussed whether it would be best for her and Samantha to become individual members or ask the hospital to purchase a corporate membership. We will establish a Bloomington Hospital Liaison position.

9. The timeline for the Annual Meeting is 12:30-1:00pm potluck start, one hour for the talk and discussion starting around 1pm, depending on the crowd, and half an hour for the business meeting. The Business Meeting will consist of the Chair Report, Treasurer's Report, Working Group Reports, and Steering elections. Jennifer will bring copies of the Conflict of Interest form to the meeting.
10. Assessment Report – Our group met on December 11<sup>th</sup>, and we designated a timeline for different parts of the overall city report. We will focus on having our survey data and other production related information available in a draft for the city council meeting, while other areas require further research before writing.
11. Outreach Report – The Strategic Planning meeting went well. Nikki has been working on Annual Meeting Promotion and has established contact with Edible Indy.
12. Megan shared that the LGG will approve a letter to the Monroe County planning committee regarding the recent county policy changes in urbanizing land and transitioning to light industrial zoning. There is conflict between dividing up land for multi-use versus preserving tracks of arable land.
13. Advocacy Report – Stephen contacted Dan Sherman, but did not yet receive a response. It was agreed that Michael will give Dan a call regarding scheduling our city council meeting.
14. Governance Report – A guidebook is underway for Steering Committee positions.
15. Membership Report – One new member has been added, and Angela will look for where the web membership forms get sent.
16. Strategic Plan Summary – Notes were taken and sent out by Stephanie. We need to create a list of potential members to recruit, with everyone bringing suggestions to the January meeting.
17. Announcements – Dave will see if his tech support might be able to assist with the website, and Angela will update the website's current events.