

Marin Food Policy Council  
Steering Committee Meeting  
NOTES

November 8, 2012  
AIM Office

**Attending:**

Leah Smith, Janet Brown, Rebecca Smith, David Lewis, Bonnie Nielsen

**Next Steering Committee meeting scheduled for:**

Wednesday, November 28, from 3:30-5 p.m. @ AIM office

**Action Items:**

<b>Items Description</b>	<b>Lead</b>	<b>Proposed Completion Date</b>
Revise and then resend invitee list	BN, DL	11/13
Council charter final draft – change “membership” to “representation”	BN	11/13
Invitation letter final draft – add survey link, add info re: Council re-launch stemming from HEAL and Food Assessment,	BN	11/13
Update FPC website (images, docs, etc.)	BN	11/14
Revise 12/4 meeting agenda	BN, DL	11/14
Revise Council member survey	BN	11/13
Send member personal invitations	As assigned	11/16
Develop timeline of activities	DL	11/28
Forward supporting documents to Bonnie	ALL	
Work on Powerpoint for 12/4 FPC Orientation	JB, LS	11/28
Prepare packet	BN, DL	
Prep for respective roles on 12/4	ALL	11/28

## **Other discussion items:**

- Invitation for representation from the beginning, or after a month or two?
- Importance of balanced representation
  - Request reflection within group at first meeting – did we miss anyone?
  - CX3 representation
- Criteria for representation on the Council
- Compile a packet of materials to distribute at first meeting
- Visuals for first meeting – what information can be displayed with images in addition to or instead of words?