

# Community Kitchen Concept

## Planning Meeting #1

Thursday, April 24, 2014

Mt. Shasta Community Center

5:30 – 8:00 pm



...where potential becomes prosperity

## MINUTES

Presented by:

Great Northern Services (GNS) & Jefferson Economic Development Institute (JEDI)

## GOALS

- Review great ideas reported through survey and begin to clarify real opportunities
  - Generate interest and commitment to help design project
    - Be inspired in the vision!

<b>Time Start</b>	<b>Activity</b>	<b>Lead</b>
<b>5:45 pm</b>	<b>Welcome</b>	<b>Bonnie Kubowitz</b>
<b>5:50 pm</b>	<b>How We Got Here and Why</b>	<b>Bonnie Kubowitz</b>

Great Northern was designated by the board of supervisors over 18 years ago to act as the distribution for USDA Commodities – 21 distribution sites. We also help supply the many local emergency food pantries – about 11 (mainly because of our purchasing ability)

Two years ago “Food” became a priority for us to focus on – there was not enough protein – there was not enough fresh produce. We wanted to explore what were the issues around food – where were the gaps?

Around that same time, the Siskiyou County EDC was finishing up a food assessment on the business of food production and we were successful in acquiring a small grant for a food assessment from the consumers’ perspective. Part of the assessment we conducted involved hosting food conversations around the county.

The one common thread was identified as a kitchen – a facility that would meet the needs of many different types of users. All communities wanted something of this nature in their area.

Since the Siskiyou Harvest Commercial Kitchen located in Yreka closed – it was time for us to explore the process for a fully functional kitchen that had sustainability. What needed to be done differently to serve the needs of the county?

Partnering with Nancy and JEDI made perfect since with her years of planning work with the kitchen in the early years of the project and JEDI’s ability to develop programs that meet the needs of the community.

Together GNS and JEDI designed a survey around a south county community commercial kitchen. The results are where we are starting from and why we are here tonight.

**6:05 pm**

**Goals, Outcomes and Expectations of Process**

**Nancy Swift**

- *Review great ideas reported through survey and begin to clarify real opportunities*
  - *Generate interest and commitment to help design project*
  - *Be inspired in the vision!*

**Expectations of this community project:**

- This project is a community-generated solution
- Will build a business plan for the elements that are of most interest and sustainable
- GNS and JEDI in this for the long term in roles as facilitators, grant writers, planners

We are asking you to commit to:

1. Attend planning meetings (2 plus additional small group meetings)
2. Share concerns and opportunities
3. Do research
4. Meet with others outside of meetings
5. Give a lot and get a lot

**Community Kitchen Advisory Committee Meetings:**

- Planning Meeting #1: Today--April 24, 2014
- Planning Meeting #2: Tuesday, May 20, 2014, GNS Annex in Weed

**Timeline for this project:**

January – June 2014	Outreach, survey & analysis, group research on function areas Conducted by GNS, JEDI and Community members who marked they were interested in being on the “Community Kitchen Advisory Committee.”
July – December 2014	Business plan research and writing and funding research GNC, JEDI and a select group of willing community members

**6:25 pm**

**Discussion of Concept Model**

**Nancy Swift & Bonnie Kubowitz**

Bonnie and Nancy presented the big poster diagram that was a draft concept map. The “Community Meeting 1<sup>st</sup> Visual” document separated out the various functions that were suggested by survey respondents. We then organized them under similar headings and characterized their type of revenue as well. Nancy described the bubble functions and Bonnie reflected some of the detail from the survey which is also included on the Community Kitchen Advisory Committee Handout titled “Community Meeting Survey Packet.”

The functions are:

- Community Space
- Retail Space
- Anchor Kitchen
- Commercial Kitchen
- Outdoor Garden
- Training Space
- Storage
- Anchor Kitchen
- Facility Management

Meeting participants shared their thoughts and additions to the survey answers found in the “Community Meeting Survey Packet” handouts which were captured on the “041814 Wall Notes” handout.

**7:00 pm**

**Game plan creation for each function**

**Nancy Swift**

Nancy handed out the “Game Plan” worksheet for small group work. This worksheet was a bit confusing so we are revising the homework assignment and not using the worksheet unless you want to.

Meeting participants broke into two groups to talk about the following function areas: 1) Community and Training Space combined and then 2) Commercial Kitchen.

These groups will continue their conversation between Planning Meeting #1 and #2 and will bring back results of discussion and further research and refinement to Meeting #2.

**If there are others of you who would like to join either of these groups or be the lead for another function area, please contact the function team leader or Renee at GNS.**

## Newly Revised Homework Assignment:

Each group will answer the following questions related to the function area and the survey detailed answers provided:

1. Who is in your group and what are the resources you each bring to this project?
2. Who else should be at your table?
3. What are the factors needed to make this function area successful?
4. What are the challenges you foresee?
5. Clearly define the services/programs offered and who the target audience is for each
6. How will this function area pay for itself? Generate revenue? Seek grant funding or investment?

*For this assignment, please use the handout that has the survey answer detail on it for background detail. Please do additional research and meet as a group to work things through. If you invite others to participate, just let GNS know. Meeting #2 is a chance to present the work you have done. Your team leader will summarize for the full meeting what you have designed/discovered/researched and what you are recommending. The second meeting will be a working meeting to update us all and to advance the discussion on the "functions."*

<b>7:10 pm</b>	<b>Small group work</b>	<b>Nancy Swift</b>
<b>7:40 pm</b>	<b>Small group wrap up</b>	<b>Nancy Swift</b>
<b>7:50 pm</b>	<b>Define next steps as planning group</b>	<b>Nancy Swift</b>
<b>7:55 pm</b>	<b>Closing</b>	<b>Nancy Swift</b>

## **NEXT MEETING:**

**Tuesday, May 20, 2014 at GNS Annex**

**780 S. Davis Ave., Weed, CA**

**5:30 – 8pm**

**<http://www.gnservices.org/contact-us/addressphonefaxdirections/>**

## **Next Steps from this meeting:**

1. Share notes from this meeting with survey respondents
2. Meet with game plan group to complete worksheet by planning meeting #2
3. Think about who is missing and give contact info to GNS or ask that person to contact us.
4. Nancy will share homework assignment revision instructions by email (included in these notes)