

## Community Kitchen Concept

### Planning Meeting #2

Tuesday, May 20, 2014

GNS Annex, Weed

5:30 – 8:00 pm



...where potential becomes prosperity

## MINUTES

Presented by:

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

## GOALS

- Review working group progress and 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>Audra Gibson</b> |
| <b>5:55 pm</b>    | <b>Introductions</b> | <b>Audra Gibson</b> |

Community members in attendance introduced themselves, shared their areas of experience and expertise and their interest in the kitchen concept.

|                |               |                         |
|----------------|---------------|-------------------------|
| <b>6:05 pm</b> | <b>Review</b> | <b>Renee Casterline</b> |
|----------------|---------------|-------------------------|

Renee reviewed the kitchen concept bubble diagram from the first meeting, providing a brief description of how we arrived at the second meeting. This included a presentation of the various elements of the facility: anchor kitchen, community/commercial kitchen, community space, retail space, training space, storage and outdoor garden. The draft concept map separated out the various functions that were suggested by survey respondents. Renee also outlined the two phases of the planning project – the first initial phase of concept exploration and development, to be followed by a business plan phase once the concept is finalized. The first phase will conclude in June, with the

third community meeting. The business planning phase will begin in July with a business planning team and conclude at the end of 2014.

**6:20 pm**

**Working group breakout**

**Nancy Swift**

The remainder of the meeting was an open discussion between all attendees relating to aspects of the facility. A top priority in this discussion was the financial viability of the facility and potential income sources/streams. (See the wall notes document for income stream notes). We also discussed and clarified the roles of meeting attendees, JEDI and Great Northern in this process. This included consideration of existing commercial kitchen facilities and the potential benefit of a larger, more complex facility and the management considerations of a multi-use facility.

Attendees then shared their expertise in a discussion of the structure/layout of a complex, multi-use facility that included most of the elements from the concept map. Discussion included thoughtful layout of facility elements to successfully accommodate diverse uses, such as production of a variety of food products, cooking spaces, packaging and storage spaces, community use and catering. This discussion led to the homework assignment of drafting a floor plan by each meeting attendee.

### **Homework Assignment for Meeting 3:**

We agreed that for Meeting #3, attendees will come with a sketch or diagram and description of their "dream kitchen". Include size, equipment needs, space allocations and components that will fund the operation of the facility.

**7:30 pm**

**Define next steps**

**Nancy Swift**

The next meeting date was discussed and a Doodle poll will be sent to meeting attendees to confirm a meeting date in June. At that meeting, the homework assignment will be shared and reviewed. GNS will share information about similar models. A dedicated, active group of people with diverse experience and expertise is emerging to move the project forward.

**The notes from this meeting as well as the project in general are on Great Northern's website [Click here](#).**

**If you have questions, you can contact Renee Casterline at 938-4115 ext 116 or Nancy Swift at 926-6670.**