

**Food Innovation Team  
Meeting Minutes  
July 20, 2020**

Today's meeting was held via WebEx due to the COVID-19 pandemic.

Members present included: Kathy Zeman, Jane Jewett, Lolly Occhino, Julia Selleys, Molly Herrmann, Jim Roettger, Lauri Clements, and Blake Nordin

Visitors present included: Alida Sorenson, and Natasha Hedin

Meeting started 9:30 a.m.

Minutes from previous meeting were approved.

**1. Upcoming Dates**

The next Food Innovation Team (FIT) Meeting will be Tuesday, September 15th via WebEx.

**2. Membership Expiration**

FIT membership and visitors reviewed the Standard Operating Procedure process for membership expiration and application as the current two-year member term expires on September 19, 2020. An announcement of upcoming vacancies was crafted to be distributed to the Task Force participant list and other stakeholder groups. Current members seeking another term need to reapply. Applications will be accepted until August 21, 2020. Applications received will be reviewed by the Task Force co-chairs and selected for appointment. It was discussed that it would be nice to recruit diversified members. Compensation for members was discussed as a potential recruiting incentive. Natasha will follow-up with grant contacts on whether members can receive compensation from outside sources in the form of drive-time, child-care, or sponsorship.

**3. Administration Discussion**

FIT membership and visitors reviewed the following FIT documents for accuracy and quality: Data Privacy Notice, Sign-in Sheet, Membership Application, Pre-Screening Intake Form, and Recommendation Report. A general comment regarding all documents was that it would be nice to offer translated versions. Having all documents translated was identified as a long-term goal for the group. Translating the Membership Application and Pre-Screening Intake Form in Spanish were identified as priority. Natasha will review the FIT Standard Operating Procedure and send suggested changes to FIT members for review and additional edits. Once all the documents have been reviewed and finalized the updated versions will be posted on the website.

**4. Agenda items for Sept 15th:**

- Case that covers dietary supplements (elderberry syrup/medicinal)
- Potential after action review of scenario that Lolly worked with (Lolly to reach out to contact)
- Jane has a few individuals she will reach out for interest
- Kathy will reach out to Cottage Food folks