

**Food Innovation Team
Meeting Minutes
March 16, 2021**

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

Members present included: Jane Jewett, Lolly Occhino, Noelle Harden, Joe Jurusik, Shelley Erickson, Jodie Burke, and Blake Nordin

Visitors present included: Alida Sorenson, and Natasha Hedin

Meeting started 9:02 a.m.

January meeting minutes were accepted

1. Upcoming Dates

The next Food Innovation Team (FIT) Meeting will be Tuesday, May 18th via WebEx.

2. Admin Discussion

FIT Flyer and Standard Operating Procedure (SOP) Proposed Changes: Jane Jewett presented suggested language updates to the current FIT flyer/one-page document and the standard operating procedure to include clarification on food licensing exclusions and exemptions. The team reviewed these proposals and accepted the language updates. Natasha will update the documents and send them to the team for final review before publishing on the website.

FIT Case Summary Table: The team discussed the SOP requirement to maintain a FIT Recommendation Report database for storing previously reviewed cases. Currently, case summaries are stored within a table on the website that isn't very user friendly. A decision was made to slim down the case summary table for ease of use. Jane will edit the table and circulate a draft to the team for review.

Tasks During Meetings: When a case is being reviewed during a meeting, it would be helpful to have a dedicated note taker and someone to start populating the associated recommendation report. The team discussed that it would be helpful to identify volunteers for these tasks at the meeting beforehand.

Chair and Co-Chair Voting: The team decided to table this to the May meeting as two members had to leave early. Natasha will send a call for nominations in April. Nominations will be taken before and during the meeting. You may self-nominate.

3. Potential agenda items for May 18th:

- Jane is aware of one: a church group that owns a farm and is cooking and serving food to the public