Meeting Minutes
Food Services Transition Team Meeting
December 13, 2017
3:30 p.m. – 4:30 p.m., Rm 114

Members Present:
Marcy Brown
Ron Cowan
Sue DeJong
Patrick Durgan
Bob Kuehl
J. Marie Riche
Simone Sangster
Jessica Sankey
Mardi Solomon
Sue Webber

UPDATE FROM THE CK FACILITY DESIGN TEAM
The CK Facility Design team is working on finalizing the Guiding Principles 1.3. The team also looked at 3 options of floor plans that were based on feedback in the 12.6.2017 meeting. Overall, Option 3 seemed the best option with some changes to the layout. Ron Cowan, Executive Director went through the different elements and the changes that have been suggested by the CK Facility Design team.

Comments on Update

- Why is the receiving area twice the size as the queuing/loading area?
    - The size of this area is necessary to empty full trucks of product at once and release the truck to finish its route. Also, there is potential to have more than one truck queued up to deliver product. This area allows for many pallets to be dropped at one time.

- Is there a clear flow of product to meals reflected in the floor plan?
    - Patrick Durgan, Executive Chef and Director of Food Services walked the team through how the product is delivered and the process it takes when transitioning to meals ready for ship out to schools.

- At what time is the Health Department brought in for approval?
    - Once the floor plan is finalized there will be a pre-application meeting that includes all the different departments, such as the fire department and the health department. This

will be done sometime in January and is done before building permits have been approved.

- What are the next steps for the CK Facility Design Team?
    - There is a meeting scheduled for January 3 to approve the final floor plan. Then the team will take a break from meetings while the designers work on a more comprehensive development plan.

Project Management
The team will make use of a project management software, called Smartsheet to track all the various components and departmental interests. Sue DeJong, Food Services Secretary, will be the facilitator for this tracking system. The team reviewed and discussed a calendar of current scheduled activities. The schedule will be regularly updated and shared with the team.

Funding

- Is there funding in place for all the unique needs?
    - The 2013 bond money designated for the central kitchen equals $4 million, of which $1.8 million was spent on the purchase of an existing building. The proposed 2018 bond would account for another $2 million. There may be other funding opportunities, such as grant money from the Chef Anne Foundation which could be used for professional development and trainings or support for equipment and facility may be available. The Whatcom Community Foundation and Bellingham School Foundation have been valuable supporters in the past. Their support has enabled getting to this point. The team needs to be aware that other funding sources are needed.
    - The funding may not be fully in place for the updates needed for the satellite sites. There is a range of needs for these (i.e. Geneva Elementary needs everything, while Whatcom Middle School only needs a steamer). Three of the satellite sites are included in the 2018 bond. Funding considerations are also necessary for new warehouse staffing and trucks.

The meeting adjourned at 4:30 p.m.

The next meeting is scheduled for Wednesday, January 10 at 3:30 p.m. to 4:30 p.m. at the Central Office, Room 114.