

Washington Food Hubs Network Charter

Purpose:

The purpose of this group is to support the emergence, activities, and collaboration between food hubs in Washington State.

Goals/Objectives:

- Foster collaboration between food hubs
- Be a regional community of practice for hubs to come together and support each other
- Create informational content to support the funding of food hubs
- Support new and emerging food hub start-ups
- Provide educational experiences and resources for food hub members

Group Members and Their Roles:

Any food hub operating primarily in Washington State can be a member of this group. All food hubs must meet the following definition:

“A business or organization that actively manages the aggregation, distribution and marketing of source-identified food products, primarily from local and regional producers to strengthen their ability to satisfy wholesale, retail, and institutional demand.”

Each food hub designates a representative.”

Stakeholders:

This group is only accountable to its members

Activities/Responsibilities In and/or Out of Scope:

This group will only focus on supporting food hubs. The members agree not to make any commitments on behalf of the group without the group’s consent. Members will create a process to speak with a coordinated voice to legislators and other officials. They will periodically assess willingness and capacity in the group to determine activities that are within the scope of the organization.

Decision Making Guidelines:

Decisions are made by consensus of voting members minus one. One vote per food hub. Allow for members not present during meetings to vote by proxy via email. Group decisions must be put in writing, and members must be given adequate time to review materials related to decision-making.

Ground Rules/Team Norms:

- operate in a manner respectful of people’s time and opinions
- operate in an inclusive manner that honors individual member perspectives
- consider different views with equitable weight
- meetings must have a clear agenda, and agenda items must be declared in advance

- endeavor to attend regular meetings in a timely fashion
- be mutually accountable

Other Items

Duration:

This group has no limit in duration. It can be dissolved at any time by its members.

Conflict Resolution Process:

In the event of conflict, members of the group agree to:

- clarify what the disagreement is
- establish a common goal for both parties
- discuss ways to meet the common goal
- determine the barriers to the common goal
- agree on the best way to resolve the conflict
- Acknowledge the agreed-upon solution and determine the responsibilities each party has in the resolution

Workload distribution:

The group will prioritize tasks during meetings and members will volunteer to work between meetings to address them as capacity allows.

Communications Process:

- members agree to meet every other month
- members may agree to meet more frequently as necessary
- members will communicate in-person, through email and phone, and may utilize web-based meeting and project management platforms

Charter Updates

- This charter may be updated using decision-making guidelines

Current Member Signatures:

Shannon Bly, Whidbey Island Grown _____

Tina Sharp, Southwest Washington Food Hub _____

Andrew Yokom, Puget Sound Food Hub _____

Brian Estes, Local Inland Northwest Cooperative _____

Josh Dewitt, Kitsap Fresh _____