



## Former Framework for Minnesota Food Funders Network

*Last updated Fall 2018*

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| <b>Name</b>   | <b>Minnesota Food Funders Network (MFFN)</b>  |
| <b>Purpose</b>  | Peer learning, strengthen connections and relationships in the field, information sharing, confidential peer problem solving and troubleshooting  |
| <b>Target Audience</b>  | Individual attendees should be food systems champions within their organizations and have influence over food funding. Individuals should be from organizations that provide funding that supports food systems-related work in Minnesota.  |
| <b>MFFN Membership &amp; Leadership</b>                                       | <p>Membership is open to any funder that does at least some funding in Minnesota. MFFN is open to both MCF and non-MCF members. As MFFN explores this new model, it will initially only be open to the Core Team, which is to be revisited at the July and/or September meeting.</p> <p>Members are expected to actively participate in in-person bi-monthly (every two months) meetings and engage online through the Hub. Active participation will support the building of trust and accountability among members. Additionally, members are encouraged to lead by volunteering to share knowledge and lead discussions and peer-troubleshooting conversations at bi-monthly meetings. Members can also lead by starting conversations and sharing information via the Hub, hosting a meeting at their office and encouraging others to join MFFN.</p> <p>Two financial point people have been selected to sign off on invoices and discuss future contracts [Alyssa Banks &amp; Martin Wera].</p> |
| <b>Meeting Frequency, Format &amp; Process for Identifying Meeting Topics</b> | <p>Frequency &amp; length: Bi-monthly meetings, three hours in length from 9:30-12:30pm [to be revisited at the end of 2018]. Proposed schedule is January, March, May, July, September, and November.</p> <p>Format: A meeting of peers that covers several topics of interest to the group, including burning issues or challenges for peer discussion and troubleshooting. Meeting topics and discussion will be generated by MFFN members; MFFN members are expected to actively contribute to the network. These meetings would have more of a meeting-feel rather than a formal program or training. Each meeting would include time for a round-robin of updates as well, and the group may occasionally ask a speaker to provide educational opportunities to the</p>   |



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|  | <p>group. A remote video participation option will be offered whenever possible to allow for greater participation.</p> <p>Identifying Meeting Topics: Most of the meeting agenda will be determined at the beginning of a meeting based on MFFN participant interest [e.g. 3-4 burning issues, round-robin of updates, and a social opportunity over lunch]. Ask those that bring meetings topics to facilitate the conversation around them or, in the case of an educational outside speaker, provide support in identifying the right person(s) to lead that topic. At the end of each meeting, dedicate time to reflect on the effectiveness of the meeting and to brainstorm future meeting topics. Any topics that require an outside speaker should be proposed at the end of these meetings to allow for enough planning time.</p> |
| <b>Annual Meeting Schedule</b>                         | To be determined by a Doodle poll of MFFN members. MCF staff will poll MFFN members in the fall for the first three meetings of the year and in the spring for the second three meetings of the year.   |
| <b>MCF Services</b>                                    | <p>Staff will coordinate and schedule MFFN bi-monthly meetings. Staff will solicit meeting topic ideas, develop agendas and facilitate and host meetings as appropriate. Staff will also recruit members to share content, facilitate and host meetings.</p> <p>Staff will handle bi-monthly meeting registration, promotion and logistics [including ordering lunch]. Staff will manage MCF's Collaborative Philanthropy Hub and share relevant materials and encourage members to do the same.</p> <p>MCF will also continue to serve as the fiscal agent for MFFN.</p> <p><i>See proposed contract for MFFN coordination and fiscal agency service details and proposed fees.</i></p>  |
| <b>Funding Model</b>                                   | Leave current fund with MCF intact; spend down current fund balance slowly and revisit this question in November 2018. The group may decide to start charging on an annual or per meeting basis to cover costs at that point.   |
| <b>Location on Collaborative Philanthropy Spectrum</b> | This is currently a collaboration on MCF's collaborative philanthropy spectrum. If the nature of the group changes, MCF or the collaboration can initiate a conversation about moving the group to the appropriate location on the spectrum.  |
| <b>MCF Collaboration Guidelines &amp; Commitment</b>   | MCF supports collaborations on a below market-rate fee-for-service basis, working with consultants as needed. Collaborations will receive the support that an affiliated network or coalition receives until a fee-for-service arrangement is in place (see MCF role for affiliated networks and coalitions). MCF is not responsible for fundraising for collaborations. MCF contracts with collaborations will be revisited on an annual basis.  |
| <b>Staff Contact</b>                                   | Camille Cyprian & Brianna Kocka   |

