

## **Montana Farm to Early Care and Education (ECE) Coalition Charter**

### **Purpose and Scope:**

Farm to early care and education (ECE) is a group of activities and strategies that include the use of local foods in meals and snacks, gardening opportunities, and food, agriculture, and nutrition oriented learning activities, implemented with the goals of promoting health and wellness and enhancing the quality of the educational experience. The Montana Farm to ECE Coalition is established with the aim of expanding farm to ECE opportunities to a greater number of Montana children, families, and communities and institutionalizing and embedding farm to ECE into state and local ECE programs and systems.

### **Montana Farm to ECE Coalition Objectives:**

- Build and continually strengthen the network of leaders and key stakeholders working together to increase awareness of, access to, and participation in farm to ECE initiatives across the state
- Identify and explore opportunities to institutionalize farm to ECE, including but not limited to:
  - Development of state level farm to ECE coordinator position
  - Integration of farm to ECE educational opportunities in state approved professional development systems
  - Development and dissemination of farm to ECE resources and support for implementation
  - Exploration of policy levers and potential policy changes that expand farm to early care and education opportunities

### **Coalition Structure:**

Responsibilities and leadership will be shared amongst Coalition members as outlined in this charter. The primary Coalition contact will support coordination and logistical functions of the group. Members of the Farm to Early Care and Education Working Group, a subgroup of the Montana Farm to School Leadership Team, will provide leadership to the Coalition and act as “steering committee” to help guide Coalition activities and decision making. All Coalition members are encouraged to actively engage in leadership opportunities and provide input and opinions on Coalition activities and decision making.

### **Participant Expectations:**

Participation in the Montana Farm to ECE Coalition is open to any stakeholder with vested interest in expanding farm to ECE access and opportunities across the state. To become a member of the Montana Farm to ECE Coalition, interested parties should contact the primary Coalition contact (Lacy Stephens, [lacy@farmtoschool.org](mailto:lacy@farmtoschool.org)) and provide their name, organization, and contact information. The coalition is committed to bringing together participants from diverse sectors in order to strengthen and deepen our reach and influence.

Members of the Montana Farm to ECE Coalition will:

- Actively participate in quarterly Montana Farm to ECE Coalition conference calls
  - Coordinate and lead quarterly conference calls as needed (a maximum of once per year)
  - Facilitate topical discussions as requested (a maximum of once per year)
  - Take the lead on notetaking duties as requested (a maximum of once per year)
  - Support call facilitators with call logistics and content needs
- Leverage individual and organizational relationships and resources to support advancement of Montana Farm to ECE Coalition goals
- Contribute to and support coalition projects (e.g., resource development) and projects of coalition members to the extent to which they directly relate to coalition objectives

**Meeting Schedule and Format:**

- The Montana Farm to ECE Coalition will hold quarterly conference calls at 11 AM on the 3<sup>rd</sup> Thursday of the month, every three months. Calls will be one hour in length. 2017 calls are scheduled for:
  - Thursday, June 15, 2017
  - Thursday, September 21, 2017
  - Thursday, December 14, 2017 (Held on the 2<sup>nd</sup> Thursday of the month to avoid holiday conflicts)
- Calls will be lead and facilitated by a rotating schedule of coalition members. The schedule of facilitators will be determined at the beginning of the calendar year. The call leader/facilitator will be responsible for:
  - Planning the call agenda, including “deep dive” and group learning topics
  - Sending reminder email with draft agenda (using established template) to members two weeks before the scheduled call
  - Assigning “deep dive” leader (as necessary) and note taker for the call
  - Acting as facilitator on the call
  - Sending call notes and action items to all coalition members following the call
- Each call will include the following sections (see attached agenda template): participant introductions and updates, objective review and progress reports, “deep dive” or learning opportunity, upcoming events, and wrap up/action items.

**Charter Review and Revisions:**

The Montana Farm to Early Care and Education Coalition Charter will be reviewed, at minimum, on an annual basis and updated to reflect the changing goals, objectives, and structure of the Coalition. The Charter will be reviewed and agreed upon by a consensus of Coalition members.

## Montana Farm to Early Care and Education Coalition Call Agenda

**Call-in information:**  
**Conference Line (712) 775-7031, code: 591926#**

**Thursday, June 15, 2017 – 11:00 AM – 12:00 PM MT**

### Purpose and Scope:

Farm to early care and education (ECE) is a group of activities and strategies that include the use of local foods in meals and snacks, gardening opportunities, and food, agriculture, and nutrition oriented learning activities, implemented with the goals of promoting health and wellness and enhancing the quality of the educational experience. The Montana Farm to ECE Coalition is established with the aim of expanding farm to ECE opportunities to a greater number of Montana children, families, and communities and institutionalizing and embedding farm to ECE into state and local ECE programs and systems.

### Montana Farm to ECE Coalition Objectives:

- Build and continually strengthen the network of leaders and key stakeholders working together to increase awareness of, access to and participation in farm to ECE initiatives across the state
- Identify and explore opportunities to institutionalize farm to ECE, including but not limited to:
  - Development of state level farm to ECE coordinator position
  - Integration of farm to ECE educational opportunities in state approved professional development systems
  - Development and dissemination of farm to ECE resources and support for implementation
  - Exploration of policy levers and potential policy changes that expand farm to ECE opportunities

**Date:**

**Facilitator:**

**Note Taker:**

**On Call:**

### Agenda

Time	Agenda Item
11:00 – 11:05	Welcome and review of agenda
11:05 – 11:20	Participant Introductions and Updates

11:20 – 11:30	Objective Review and Progress Reports
11:30 – 11:50	Deep dive discussion/learning topic
11:50 – 12:00	Wrap Up and Action Items <ul style="list-style-type: none"> <li>• Next Call:</li> <li>• Assignments for next meeting:               <ul style="list-style-type: none"> <li>○ Facilitator:</li> <li>○ Deep dive/Learning topic:</li> <li>○ Note taker:</li> </ul> </li> <li>• <b>ACTION ITEMS:</b> <ul style="list-style-type: none"> <li>○</li> </ul> </li> </ul>

### ECE Events and Networking Opportunities:

Event	Coalition Members Involved/Attending	Dates and Location
<b>2017</b>		
NFSN Quarterly Farm to ECE Webinars	Lacy (NFSN)	July 12, 2017, Register here: <a href="https://attendee.gotowebinar.com/register/8649534001765335553">https://attendee.gotowebinar.com/register/8649534001765335553</a>
Montana Behavioral Initiative Summer Institute	Lacy, Christine, Katie	June 15, 2017, MSU Campus
Montana Preschool Development Grant Summer Institute	Lacy	August 8, 2017, Helena