



**GENERAL MEETING MINUTES**

December 3<sup>rd</sup>, 2014

3:00 p.m. – 5:00 p.m.

One Parkway Building, 1515 Arch St., Room 18-022  
Philadelphia, PA

<b>ITEM</b>	<b>ACTION TAKEN</b>	<b>PAGE</b>
A. WELCOME	Called to order at 3:00 p.m.	2
<b>PART 1: BUSINESS/PROCESS</b>		
B. ROLL CALL	Quorum Met	2
C. MAYOR NUTTER BRIEFING		
1. Governance and Membership	Discussed	3
2. Communications and Outreach	Discussed	3
3. Anti-Hunger	Discussed	3-4
4. Vacant Land	Discussed	4
5. Local Food Procurement	Discussed	4-5
6. Zero Waste	Discussed	5
7. Mayor Nutter Feedback	Discussed	5
D. LONG TERM UPDATES	Discussed	6
E. VOTING ITEMS		
1. Co-Chairs	Approved	6
2. December Slate	Approved	6
3. August/October Minutes	Approved	6
<b>PART 2: STRATEGY/ISSUES</b>		
F. OTHER BUSINESS/ANNOUNCEMENTS		7
G. ADJOURNMENT	Adjourned	7

## A. WELCOME

Co-chairs Diane Cornman-Levy and Sarah Wu called the general meeting of the Philadelphia Food Policy Advisory Council (FPAC) to order at 3:00pm. Meeting attendees were informed that Mayor Nutter was expected to join part of the meeting. To accommodate the Mayor, meeting attendees waited to introduce themselves and their affiliations until he arrived.

## B. ROLL CALL

Roll call indicated a quorum was present to conduct official business.

### Members Present

Patricia Blakely	Esteban Kelly	Viery Ricketts-Thomas
Amy Laura Cahn	Linda Knapp	Nicky Uy
Diane Cornman-Levy (Co-Chair)	Greg McKinley	Steveanna Wynn
Nic Esposito	Lisa Mosca	Julie Zaebst
Alison Hastings	Angela Perez	
	Bob Pierson	

### Ex-officio Members Present

Sarah Wu (Co-chair)  
Elisa Ruse-Esposito  
Amanda Wagner

### Members Absent

Laquanda Dobson	Leanne Krueger-Brankey	Anthony Ortiz
Bryan Fenstermaker	Shiriki Kumanyika	Fabricio Rodriguez
Ann Karlen	Jessica McAtamney	

### Approved Nominees Present

Katrice Cheaton  
Jonathan Deutsch

### Approved Nominees Absent

Tommy McCann

### Others Present

Allie Abrahamson	Erica Feldman	Shannon Macika	Julianne Schrader
Dominique Aubry	Kathy Fisher	Andres Marin	Tali Smookler
Allison Blansfield	Bridget Flynn	Shayna Marmar	Kelsey Wickel
Rickie Brawer	Paul Glover	You Na Park	Rachel Winograd
Kinnari Chandriani	Jessica Humphries	Stephanie Rand	
Emily Cheston	Julia Lawlor	Jennifer Saigal	

### FPAC Staff Present

Hannah Chatterjee, FPAC Manager  
Rachel Passman, FPAC Coordinator

## **C. MAYOR NUTTER BRIEFING and SUBCOMMITTEE UPDATES**

Sarah Wu introduced the Mayor, and meeting attendees introduced themselves. Sarah gave a brief introduction of FPAC and discussed the structure of the meeting: each subcommittee planned to highlight major accomplishments since they began their work and discuss next steps.

### **1. Governance and Membership Subcommittee**

Alison Hastings gave the subcommittee update. The Governance and Membership subcommittee did a lot of work when FPAC began in 2011. Council members were given the opportunity to help shape FPAC, from the council structure, to substance of the work, to the flow of meetings. Since then, the subcommittee has continued to work on the structure of the council, the voting process, and member roles. One of the first actions this subcommittee, and the council as a whole, took was to adopt a value statement that prioritized diversity and transparency, especially among the members. FPAC has become a highly structured, yet flexible council. Looking ahead to the question and answer portion of the meeting, the subcommittee would be interested to hear from the Mayor about how the council can become a permanent body and continue to serve food policy in the City.

If anyone is interested in getting involved with Governance and membership, please get in touch with chair [Alison Hastings](#).

### **2. Communications and Outreach Subcommittee**

Hannah Chatterjee gave the subcommittee update. Hannah Chatterjee, FPAC Manager, helps chair the Communications subcommittee with Rachel Passman, FPAC Coordinator. The subcommittee was created to manage internal and external council communications. So far, appointed members have brought their communications expertise to the subcommittee, focusing on system-building and processes. One of the major challenges has been making FPAC more accessible to the general public. FPAC tried to hold meetings at different times and in different areas of the city, however, general meetings were most successful at a set time in a centrally located space.

Currently, the subcommittee is transitioning out of system-building and focusing more on outreach strategies. FPAC has accomplished so much in a short amount of time, and the subcommittee wants to ensure that the public understands how valuable the council is, and how important participation from the public is. Additionally, FPAC and MOS have received funding through several grants to create a full-time FPAC Manager position.

Communications and Outreach meetings are held on the 3<sup>rd</sup> Friday of the month. If you are interested in joining, please contact Chair [Rachel Passman](#).

### **3. Anti-Hunger Subcommittee**

Steveanna Wynn gave the subcommittee update. The subcommittee works to connect advocates to food insecurity by educating the Philadelphia community, improving access to culturally appropriate, healthy, and affordable food, and developing policy recommendations that support systemic change. The subcommittee is a diverse group of community members and people involved in food distribution, and food cupboards who meet every other month. The subcommittee held a focus group with restaurant industry workers to determine what they knew about food access.

Additionally, the subcommittee has been working to put together a food resources toolkit, which will be available, both online and printed. The toolkit will be broken down by City Council district, and will contain every confirmed food resource. The online version is being developed by [hack4impact](#), a University of Pennsylvania program that connects computer science students to local organizations in need of software development. The document and website should be completed by mid-January or early February, and will serve as a useful tool for a wide array of people, including healthcare workers, social workers, and community members. Looking ahead, the subcommittee would like to use the toolkits, along with poverty data, to evaluate food resources per council district and determine which areas need more resources.

Anti-Hunger Subcommittee meetings are held on the 4<sup>th</sup> Monday of the month at 3:00pm at SHARE or via conference call. For more information or to attend a meeting, please contact Chair [Steveanna Wynn](#).

#### **4. Vacant Land Subcommittee**

Amy Laura Cahn gave the subcommittee update. For the past three years, the Vacant Land subcommittee has been a major convener of a diverse group of vacant land and urban agriculture stakeholders. The subcommittee is focused on guiding City policies and programs to support urban agriculture. For many urban gardeners and farmers, land security is the biggest barrier both to preserving old gardens and to creating new ones. The subcommittee worked to assemble urban agriculture stakeholders to help shape the strategic plan and disposition policies for the Land Bank. The subcommittee has supported Philadelphia Parks & Recreation's FarmPhilly program. The subcommittee also worked to convene thirty stakeholders for a soil safety working group. Out of that work, the group is developing recommendations for soil safety best practices. In addition, the subcommittee is working on a land inventory to identify vacant and underutilized parcels suitable for urban agriculture.

Moving forward, the disposition policies need better implementation across the five landholding agencies. The subcommittee also sees value in having urban agriculture expertise on the Land Bank board. In addition, identifying land suitable for future urban agricultural uses is important as development in all areas of the city continues.

The subcommittee typically meets on the 3<sup>rd</sup> Monday of every month. For more information, please email Chair [Amy Laura Cahn](#).

#### **5. Local Food Procurement Subcommittee**

Subcommittee chair Amanda Wagner gave the subcommittee update. The Local Food Procurement subcommittee is one of the newer subcommittees, and became permanent in fall 2013, after the 2012 FPAC annual report recommended that the City look at internal food procurement standards. At the same time, the Health Department was thinking about nutrition standards. The subcommittee held a town hall forum in July 2014 for local businesses who could supply local and/or healthy food to the City. The event outlined procurement and contracting processes for local businesses. The subcommittee also created a list of local food that would be available at a price that City agencies could afford, and in sufficient quantities. This list will be included in the Health Department's toolkit that will go out to City departments and agencies.

The Philadelphia Food Policy Advisory Council (FPAC) facilitates the development of responsible policies that improve access for Philadelphia residents to culturally appropriate, nutritionally sound, and affordable food that is grown locally through environmentally sustainable practices. 4

The subcommittee is working on mapping out smaller purchasing in the City to learn more about those orders. The subcommittee is also looking at produce purchasing to understand more about the process. As the subcommittee is still in an exploratory phase, however, they hope to come back with a reasonable and attainable recommendation for the City on local food purchasing.

Meetings are typically held on the 2<sup>nd</sup> Monday of the month. For more information or to attend a meeting, please contact Chair [Amanda Wagner](#).

## **6. Zero Waste Subcommittee**

The Zero Waste subcommittee is the newest subcommittee, formed at the end of 2013. The subcommittee started by addressing food and organic waste. This expanded to include zero waste itself. Over the past year, the subcommittee has focused on research and held a town hall event. The town hall event aimed to show local businesses opportunities to reduce their food waste.

Currently, the subcommittee is working on finishing up a white paper report with recommendations. One of the recommendations includes establishing a City zero waste policy with a section on food waste. Other recommendations include expanding the City's zero waste practices, supporting a backyard composting program, and creating a local composting facility in Philadelphia.

To learn more about the Zero Waste subcommittee, email chair [Linda Knapp](#).

## **7. Mayor Nutter Feedback**

Co-Chair Diane Cornman-Levy thanked the presenters for highlighting the work that has been done through FPAC over the past three years. The following questions were presented to Mayor Nutter:

- How can we ensure that FPAC is a sustainable organization during the administration change?
- How can we better support your vision and priorities?

Mayor Nutter responded by discussing FPAC and its creation by executive order. While the council was created by executive order, it seems to operate as a natural component of the Mayor's Office of Sustainability (MOS), which was just made permanent. He believes FPAC is in a good place to get food policy issues on the table and open up the conversation. Since FPAC is a part of MOS, Nutter is confident that FPAC will have no trouble continuing operations into the following administration.

Mayor Nutter would like to assist with FPAC's visibility by highlighting the work that is being done, and make FPAC a standard practice of government functionality.

In terms of vision, Mayor Nutter simply wants everyone to have food. Food insecurity is an issue that FPAC should continue to examine. The disconnect between the amount of food produced and where it goes is a real issue in this city. Ensuring people working together to tackle this is imperative.

The Mayor would like to follow up with FPAC members to discuss opportunities to highlight FPAC accomplishments.

#### **D. Long Term Strategic Plan Update.**

FPAC Appointed Members have been working on a long term strategic plan. Amy Laura Cahn gave the latest long term strategic planning updates.

Members are continuing the work on a 20-10-5 document, which outlines twenty things to know about the food system in Philadelphia, ten challenges the food system faces in Philadelphia, and five recommendations for the Philadelphia food system. Copies of the draft document were circulated, and members spent a few minutes looking over them before providing feedback.

The next strategic plan meeting will be held on December 18<sup>th</sup>. If you are interested in getting involved, please get in touch with [Bryan Fenstermaker](#).

#### **E. VOTING ITEMS**

##### Sarah Wu Co-Chair

As stated in the bylaws, FPAC has two co-chairs, one appointed and one ex-officio, and they rotate off every other year. Co-chairs can serve two consecutive terms. Sarah Wu, ex-officio co-chair is up for reelection. After discussion the council took a verbal vote to reelect Sarah. One abstained, fourteen approved. Motion to reinstate Sarah Wu as co-chair passed.

##### December Nominees

The Governance and Membership subcommittee circulated biographies of the new nominees on December 2<sup>nd</sup>, 2014 via email. The subcommittee accepts nominations year-round via [www.phillyfpac.org](http://www.phillyfpac.org). Every year, FPAC has two rounds of appointments, one in June and the other in December. Nominees are chosen based on membership surveys to ensure that all areas of the food system are represented. Currently, there are about sixty-five nominations, forty-five of which are unique. From this list, the subcommittee came up with a list of potential nominees, and out of those, ten people accepted.

1. Donkey Dover Jr., Urban Nutrition Initiative
2. Kathy Fisher, Greater Philadelphia Coalition Against Hunger
3. Andy Marin, Community College of Philadelphia
4. George Matysik, Philabundance
5. Herman Nyamunga, The Welcoming Center
6. Calvin Okunoye, Restaurant Opportunities Center
7. Russell Redding, Dean of Agriculture and Environmental Studies at Delaware Valley College
8. Molly Riordan, Common Market
9. Julianne Schrader, Pennsylvania Horticultural Society
10. Dwayne Wharton, The Food Trust

FPAC by-laws require a minimum of twenty-seven appointed members, and a maximum of thirty-five. Appointed members were asked to cast their votes via paper ballot. After the tally, all nominees were approved. Congratulations to the new slate.

##### August & October Meeting Minutes

Minutes for both August and October were approved.

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## **F. OTHER BUSINESS AND ANNOUNCEMENTS**

Members went around the room to share any updates.

-Funding has been secured to keep Hannah on staff full-time for the next year through The Funder's Network, the Merck Family Fund, the Pierce Family Foundation, and the Claneil Foundation.

## **G. ADJOURNMENT**

Meeting was adjourned at 5:00pm.

Submitted by:

Rachel Passman, FPAC Coordinator

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