



GENERAL MEETING MINUTES

June 4th, 2014

3:00 p.m. – 5:00 p.m.

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

Philadelphia, PA

ITEM	ACTION TAKEN	PAGE
A. WELCOME	Called to order at 3:00 p.m.	2
PART 1: BUSINESS/PROCESS		
B. ROLL CALL	Quorum Met	2
C. SUB-COMMITTEE UPDATES		
1. Anti-Hunger	Discussed	3
2. Communications and Outreach	Discussed	3
3. Local Food Procurement	Discussed	3-4
4. Vacant Land	Discussed	4-5
Action Item: Vote on Land Bank Board Letter		
5. Zero Waste	Discussed	5
6. Governance and Membership	Discussed	5-6
Action Item: Vote on Slate of Nominees		
D. VOTING ITEMS		
FPAC Member Nominees	Approved	6-7
Land Bank Board Letter	Approved	7
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PART 2: STRATEGY/ISSUES		
E. FPAC GROUP PHOTO		7
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 went around the table and introduced themselves and their affiliations.

B. ROLL CALL

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

Members Present

Amy Laura Cahn	Linda Knapp	Viery Ricketts-Thomas
Diane Cornman-Levy (Co-Chair)	Tia McDonald	Nicky Uy
Alison Hastings	Greg McKinley	Julie Zaebst
Ann Karlen	Lisa Mosca	
	Angela Perez	

Ex-officio Members Present

Sarah Wu, Mayor’s Office of Sustainability (Co-chair)

Members Absent

Patricia Blakely	Leanne Krueger-Brankey	Bob Pierson
Laquanda Dobson	Shiriki Kumanyika	Fabricio Rodriguez
Nic Esposito	Jessica McAtamney	Steveanna Wynn
Esteban Kelly	Anthony Ortiz	

Others Present

Marjorie Allen	Kelly Creighton	Ian Hegarty	Maureen O’Connell
Kirtrina Baxter	Mike Faber	Stephanie Kane	Hailey Stern
Meredith Binder	Erica Feldman	Adam Kassner	Kasey Wickins
Ross Cameron	Bryan Fenstermaker	Julia Kurnile	
Rosemarie Caward	Marlee Finkelstein	Tommy McCann	
Katrice Cheaton	Kyle Gardiner	Adrienne Moss	

FPAC Staff Present

Hannah Chatterjee, FPAC Coordinator

C. SUBCOMMITTEE UPDATES

A representative from each subcommittee gave a brief update.

1. Anti-Hunger Subcommittee

Hannah Chatterjee gave the subcommittee update. The subcommittee continues to work on the food resources toolkit. Members have collected food resources information from food pantries to farmers' markets, and are now working to consolidate that data into one map. A colleague at the Mayor's Office of Sustainability ran the information through ArcGIS, and now we have a sense of what the distribution of resources looks like throughout the City. The subcommittee will use the zoning districts to divide the City into neighborhoods and produce toolkits for each district. The distribution of the toolkits will be focused on organizations that people go to in order to find food resources, such as NGOs, libraries, and churches. An attendee suggested that City Council offices also receive hard copies. The toolkit will also be available online.

Anti-Hunger Subcommittee meetings are held on the 4th 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](#).

2. Communications and Outreach Subcommittee

Hannah Chatterjee gave the subcommittee update. The Communications and Outreach subcommittee has been focusing on outreach to community organizations. The FPAC gave its first community presentation at the Germantown Restoration CDC in April, and also tabled for the first time at the Philly Farm and Food Fest. The FPAC is continuously looking for organizations that might be interested in hosting a presentation from the FPAC, and hopes to present at the EPIC Stakeholders South Philly meeting this month.

The subcommittee is also hosting a nutrition education town hall event in collaboration with the Humane League around awareness for the Meatless Monday campaign. This event will take place on Monday, June 9th at the Culinary Literacy Center in the Free Library of Philadelphia from 6pm to 8pm. Pre-registration is required for this event, and a large turn-out is expected.

Finally, the FPAC secured another yearlong AmeriCorps VISTA position for the FPAC to start at the end of July 2014. This VISTA will focus on FPAC's outreach to low income communities in order to engage a broader public around food policy and ensure that their voices are heard. MOS is conducting interviews on Thursday and is very optimistic about the candidates that have applied.

Communications and Outreach meetings are held on the 3rd Friday of the month. If you are interested in joining, please contact Chair [Hannah Chatterjee](#).

3. Local Food Procurement Subcommittee

Ann Karlen gave the subcommittee update. The subcommittee has been working on clearly defining its goals and workplan moving forward. The subcommittee will work on the following 3 objectives:

- Positively impact the health of vulnerable populations by providing food through city agencies that is both healthy and appealing;
- Support the regional food system with dollars that the City is already spending on purchasing food; and

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. 3

- Expand markets for farmers, food producers, food hubs, and food distributors who source local food.

In terms of workplan, the subcommittee is pursuing a local food procurement pilot project with the Youth Studies Center, whose Chef is interested in preparing fresher, local food from scratch. The subcommittee will use the list of local foods that the subcommittee developed to guide that process along. Subcommittee members already compared that list to a list of foods that the City already procures, and found that pricing was fairly comparable. The Youth Studies Center is optimal for a pilot project precisely because the Chef is on board and the facility has a high-functioning kitchen. However, the subcommittee understands that not all City agencies have or have access to similar resources. Through this pilot project, the subcommittee hopes to determine whether a City agency can procure fresh and unprocessed food.

An attendee asked if, throughout the pilot project, the subcommittee will be collecting data. The subcommittee members have not established the metrics yet, but will do so. This project is also a capacity building opportunity for the Procurement Department to see how a local food contract can be developed and implemented. For the evaluation piece, attendees recommended that the subcommittee look into school food purchasing, or even send the question out to the Tufts food policy listserv.

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

4. Vacant Land Subcommittee

Amy Laura Cahn gave the subcommittee update. Last month, the subcommittee held the first Soil Safety Working Group meeting. Philadelphia Parks and Recreation (PPR) asked the FPAC to convene the working group to develop recommendations for soil testing protocols. The first meeting was extremely constructive. Hannah Chatterjee presented the policy research conducted by FPAC, PPR and the Public Interest Law Center of Philadelphia, which was followed by a discussion of questions that came up during the research process. Working group participants were very excited and already brought up potential partnerships, grants, and research projects. A representative from the Agency for Toxic Substances and Disease Registry is working on a list of soil contaminants common to Philadelphia for the next meeting. After the next two meetings, Philadelphia should have recommendations for best practices and a more systematic process to conduct site histories and soil tests.

PPR, through Farm Philly, has taken the lead on implementing the existing City policies for accessing vacant land for urban agriculture, and the process is slowly moving forward. The Neighborhood Gardens Trust is partnering with PPR specifically on preservation of existing gardens. To all meeting attendees, if you know of sites that are getting stuck in the application process, please let the subcommittee know so that they can try to help move it through.

The Vacant Land Inventory is moving slowly. The subcommittee still hopes to partner with Code for Philly, a civic-minded group of developers who volunteer on projects that benefit the City. However, the Chair has come to the realization that someone has to be present at the meetings to recruit

people to work on projects, even though people have expressed interest, so the subcommittee is going to be more engaged with the process moving forward.

The Land Bank is supposed to be 'activated' in July, but it will take a while to get the land transferred. There are several water issues related to urban agriculture on vacant land: 1) access to water for growing, 2) storm water billing, and 3) storm water infrastructure/management. The Water Department is committed to securing water access and subsidies for urban agriculture use. The Water Department will look into billing in 2015. We would like them to consider the criteria for exception for urban agriculture spaces because cultivating land contributes to storm water management.

The subcommittee does not have a standing meeting time, but if you are interested in attending the next meeting, please email Chair Amy Laura Cahn.

5. Zero Waste Subcommittee

The subcommittee is working on 2 major projects, a white paper and a town hall event. The subcommittee secured an Urban Planning Master's student intern from the University of Pennsylvania. UPenn will fund his internship, and he will work on researching and drafting the white paper about existing recycling and composting infrastructure in Philadelphia.

The Zero Waste Forum town hall event will take place on Friday, July 11th from 12pm to 1:30pm. The event will focus on educating food scraps-producing businesses and organizations about how to compost and redistribute food. Ian Hegarty from the Recycling Office will talk about his work on the commercial recycling toolkit, a representative from the EPA will discuss the Food Recovery Challenge Program, and a representative from Philabundance will talk about surplus food donation programs. The Philadelphia Department of Public Health is also invited to speak about the food safety regulations for redistributing food. There will also be time for networking at the end of the event. The Communications and Outreach subcommittee is working on outreach and promotion for the event, so if you have contacts who may be interested in this town hall, please let Hannah or Linda know. Meeting attendees recommended sending the promotion material to Fair Food and the Sustainability Business Network. Hannah will also send out a e-blast to the FPAC members listserve.

The subcommittee is still working on finalizing a location for this event, and is looking in to the Culinary Literacy Center at the Free Library. The Penn State Center that just opened at 7th and Sansom may also be a possibility.

If you are interested in learning more about this subcommittee, please contact Chair Linda Knapp.

6. Governance and Membership Subcommittee

The Governance and Membership subcommittee has been working on several things over the past few months. First, there was a question at the last general meeting about approving minutes by email vote. The subcommittee decided that minutes should be sent out to members ahead of time, but that the vote will continue to take place in person to reflect public process and transparency. Second, the subcommittee has a small slate of appointed member nominees to vote on today. Although this is not a typical month to bring in new members, these members will serve a bit more than 3 years and finish their terms in 2017 for simplicity. Some members have stepped down

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because they can no longer commit to attending the general meetings, so the subcommittee is filling the gap with a small slate today. Finally, the subcommittee distributed the FPAC membership survey last month, which for the first time did not have a 100% completion. The survey is very important because it provides a guideline for recruitment goals moving forward and helps the FPAC become a more diverse and comprehensive council.

Alison Hastings presented the results of the survey. FPAC membership is generally on par with regional statistics in age, income, experience of food insecurity and access to food. The FPAC is currently not representative of Philadelphia in race, and that is an area the subcommittee is trying to address. 50% of survey participants reported that they identify with an under-represented or historically marginalized group. FPAC members have a large breadth of expertise and participate most heavily in the production and consumption areas of the food system. FPAC members reported that some of their proudest accomplishments include:

- Increased membership and impact
- Full-time staff member
- Land Bank Bill
- Zoning Code for urban agriculture
- Anti-Hunger Subcommittee town hall

Some of the things FPAC members hope to accomplish in the next year include:

- Raise FPAC's profile
- Develop Annual Report
- Increase attendance at meetings
- Increase applicant pool
- Produce more town hall events
- Streamline official appointment process
- Involve students
- Develop zero waste policy recommendations
- Develop soil safety policy recommendations
- Fund full-time staff member permanently
- Implement land bank bill

In order to cultivate an even more diverse FPAC membership, the Governance and Membership has identified the following priority areas for new member recruitment:

- For-profit
- Work force development experience to lead subcommittee
- Direct services
- Immigrant and refugee community
- Socioeconomic status, race, gender, and age diversity

In response to the survey presentation, attendees added the disabled community to the list for recruitment priorities. At the attendees' suggestion, Governance and Membership can keep track of ex-officio membership more strategically.

D. VOTING ITEMS

FPAC Member Nominees

Katrice Cheaton – Community advocate who is interested in bridging the divide between policy makers and people who are affected by those policies.

Tommy McCann – Urban Agriculture Coordinator at the Penn State Extension who has a background in landscape architecture.

Jonathan Deutsch – Director of Drexel University’s Center for Hospitality and Sports Management with a background in food science.

Current appointed members submitted their ballots and all three nominees were approved to join FPAC.

Land Bank Board Recommendation Letter

FPAC members voted on a letter from FPAC Co-Chairs to Mayor Nutter and Council President Clarke recommending that the permanent Land Bank Board include an individual with expertise and experience related to urban agriculture. FPAC appointed members reviewed the letter, one member motioned to approve the letter with a vote, another member seconded the motion for approval as amended with typos. The letter was approved unanimously by members.

April Meeting Minutes

The meeting minutes were approved unanimously by members.

E. FPAC GROUP PHOTO

FPAC members and participants at the June meeting took a picture together for the *Greenworks Report*.

G. OTHER BUSINESS AND ANNOUNCEMENTS

Members and participants announced upcoming events related to their organizations.

H. ADJOURNMENT

Meeting was adjourned at 5:00pm.

Submitted by:

Hannah Chatterjee, FPAC Coordinator

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