



**GENERAL MEETING MINUTES**

April 1<sup>st</sup>, 2015

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. SUBCOMMITTEE UPDATES		
1. Governance and Membership	Discussed	3
2. Local Food Procurement	Discussed	3
3. Anti-Hunger	Discussed	3-4
4. Zero Waste	Discussed	4
5. Anti-Hunger	Discussed	4
6. Communications and Outreach	Discussed	5
D. VOTING ITEMS		
1. February Minutes	Approved	5
<b>PART 2: STRATEGY/ISSUES</b>		
E. FPAC Forum Update	Discussed	5
F. MOS Greenworks Input Sessions	Discussed	5
G. Other Business and Announcements	Discussed	6
H. Adjournment	Adjourn	6

## A. WELCOME

Co-chair Sarah Wu called the general meeting of the Philadelphia Food Policy Advisory Council (FPAC) to order at 3:00pm. Meeting attendees went around the room and introduced themselves and their affiliations.

## B. ROLL CALL

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

### Members Present

Patricia Blakely	Esteban Kelly	Bob Pierson
Amy Laura Cahn	Linda Knapp	Viery Ricketts-Thomas
Katrice Cheaton	Jessica McAtamney	Nicky Uy
Jonathan Deutsch	Tommy McCann	Dwayne Wharton
Nic Esposito	Herman Nyamunga	Julie Zaebst
Alison Hastings		

### Ex-officio Members Present

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

### Members Absent

Diane Cornman-Levy (Co-Chair)	Ann Karlen	Fabricio Rodriguez
Laquanda Dobson	Leanne Kruger-Brankey	Barbara Schnieder
Donkey Dover, Jr.	Andy Marin	Julianne Schrader
Bryan Fenstermaker	Greg McKinley	Steveanna Wynn
Kathy Fisher	Lisa Mosca	
	Anthony Oritz	

### Others Present

Allie Abrahamson	Jill Fink	Sarah Lester
Jessica Culley	Paul Glover	Shannon Macika
Latoya Ellis	Jess Humphries	Divya Prasad
Jo Fagan	Simran James	Justin Trezza
Erica Feldman	Leah Lazer	Kelsey Wickel

### FPAC Staff Present

Hannah Chatterjee, FPAC Manager  
Rachel Passman, FPAC Coordinator

## C. SUBCOMMITTEE UPDATES

A representative from each subcommittee gave a brief update.

### 1. Governance and Membership

Governance and Membership chair Alison Hastings gave the subcommittee update.

Each year, FPAC administers a membership survey as a way to understand who's on the council. The survey is confidential, and helps FPAC track membership demographics, as well as self-identified expertise and work area. FPAC aims to be representative of Philadelphia and the Philadelphia food system. The survey will go out directly after the April meeting, and results will be presented at the June general FPAC meeting. The survey identifies FPAC expertise gaps, which helps guide future FPAC membership nomination rounds. FPAC members are required to take the survey, however non-members are more than welcome to take it as well.

Several members have stepped down from FPAC for various reasons. The subcommittee will bring forward a small slate of nominees for a vote at the June meeting. FPAC brings on new members twice a year, once in June and once in December.

If you are interested in attending a meeting, please contact Chair [Alison Hastings](#).

### 2. Local Food Procurement

Amanda Wagner, Local Food Procurement chair, gave the subcommittee update.

At the previous subcommittee meeting, members participated in the mission statement building exercise. Members developed the following mission statement:

The Local Food Procurement Subcommittee advises the City of Philadelphia on how to spend its public dollars on 'good food' that improves outcomes for producers, consumers, and the environment. The subcommittee educates and guides key governmental purchasers to develop innovative procurement approaches and establish relationships with regional businesses to increase supply and purchasing of good food.

The subcommittee is continuing to define 'good food' and discuss fair labor issues within the food system. Subcommittee members are looking at other cities and regions to understand how they have defined good food and supported purchasing it.

Meetings are held on the 4<sup>th</sup> Thursday of every month. If you are interested in getting involved with the Local Food Procurement subcommittee, please contact Chair [Amanda Wagner](#).

### 3. Vacant Land

Vacant Land subcommittee chair Amy Laura Cahn gave the update.

The subcommittee continues to support the implementation of the Land Bank. The Land Bank is starting to exercise its ability to acquire privately-owned, tax delinquent land. With the Land Bank beginning to process vacant land, the subcommittee is discussing fundraising to create a position within the Land Bank to help with the land transfer process in support of growing food.

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.

Hannah Chatterjee gave a soil safety update. In summer 2014, the subcommittee convened a soil safety working group made up of experts in the field, growers, academics, City employees, and community members to address the soil safety policy gap in Philadelphia. The group identified next steps, including Phase I and Phase II site assessments. The subcommittee applied for funding through an EPA Brownfields Assessment grant, and will hear back in late May. The group is working to identify sites to do various soil safety projects where urban agriculture and green stormwater are both possible. A comprehensive soil safety report is in the works, which will include information about the working group, what other cities have done, and soil safety best-practices and recommendations.

The subcommittee is looking to work with the Communications and Outreach subcommittee on future community vacant land information sessions. The Public Interest Center of Philadelphia (PILCOP) received a small grant to create a 'train the trainers program'. Amy Laura Cahn and Kirtrina Baxter are working to create a curriculum around vacant land access for the community.

The subcommittee meets on the fourth Tuesday of every month from 3:30pm to 5:00pm, alternating between in-person meetings and conference calls. If you are interested in participating, please contact Chair [Amy Laura Cahn](#).

#### **4. Zero Waste**

Linda Knapp gave the Zero Waste subcommittee update.

At the previous meeting, subcommittee members worked together to develop a draft mission statement. The subcommittee will also be working on a goal setting process in the coming months, as well as finalizing the draft white paper report.

If you are interested in learning more about the Zero Waste subcommittee, please contact Chair [Linda Knapp](#).

#### **5. Anti Hunger**

Hannah Chatterjee gave the subcommittee update on behalf of chair Steveanna Wynn.

The subcommittee continues to work on the Philly Food Finder guides. After receiving feedback about the high-level readability score of the original guides, subcommittee members have been editing content to ensure the guides are low-literacy friendly. Members have been using a readability tool in Microsoft Word, and are working to get the guides to about a third grade reading level.

The subcommittee is also working on developing a distribution plan for the paper guides.

Anti-Hunger subcommittee meetings are held on the fourth 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](#).

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.

## 6. Communications and Outreach

Rachel Passman gave the subcommittee update.

The FPAC Mayoral Forum was rescheduled from March 18<sup>th</sup> at the Culinary Literacy Center to Sunday, April 12<sup>th</sup> at the Philly Farm and Food Fest. Please share the event with your networks.

FPAC's Facebook page continues to gain followers. Please take the time to invite people to like our page. FPAC's facebook page currently has around 200 followers. FPAC's bimonthly newsletter is now sent through Mailchimp instead of in the body of an email. Please share your thoughts on the new format, and feel free to email [fpac@phila.gov](mailto:fpac@phila.gov) with any events or information you would like included in the newsletter.

Members have been working to update FPAC's website through wordpress. The new website is now live, and has some new features, including subcommittee pages and resource pages. Please take some time to look through the site, and feel free to send feedback to [fpac@phila.gov](mailto:fpac@phila.gov).

If you are interested in joining the Communications and Outreach subcommittee, please contact Chair [Rachel Passman](#).

## D. VOTING ITEMS

### February Minutes

Fifteen members approved the minutes. Two members abstained, as they were not in attendance at the February meeting.

## E. FPAC MAYORAL FORUM UPDATE

Allison Blansfield gave Forum update on behalf of Bryan Fenstermaker.

So far, 96 tickets have been sold for the new venue, with the ability to sell up to 220. The date and location of the event has changed to Sunday, April 12<sup>th</sup>, 2015, at the Convention Center during the Philly Farm and Food Fest. If you want to attend the forum, you do not have to purchase Philly Farm and Food tickets to gain entrance to the forum.

Thank you to our sponsors, including Saint Christopher's Foundation and the Merck Family Fund. Volunteers will also be needed during the forum. Please get in touch with [Bryan](#) if you are interested in volunteering.

## F. GREENWORKS INPUT SESSIONS

2015 marks the final year of reporting for *Greenworks*, Philadelphia's comprehensive sustainability plan. Andrew Sharp, Deputy Director for Policy in the Office of Sustainability (MOS), facilitated an input session with FPAC members and supporters in attendance. Attendees split up into small groups, with MOS staff participating as group facilitators. The groups were asked questions about *Greenworks* successes and thoughts for moving forward. Facilitators came together at the end of the session to share feedback with the group.

## **G. OTHER BUSINESS AND ANNOUNCEMENTS**

Meeting attendees went around the room to announce events from their respective organizations.

## **H. ADJOURNMENT**

Meeting was adjourned at 5:00pm.

Submitted by:

Rachel Passman, FPAC Coordinator

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