



GENERAL MEETING MINUTES

April 2nd, 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: COUNCIL BUSINESS/PROCESS		
B. ROLL CALL	Quorum Met	2
C. SUB-COMMITTEE UPDATES		
1. Anti-Hunger	Discussed	3
2. Local Food Procurement	Discussed	3
3. Communications and Outreach	Discussed	3
4. Governance and Membership	Discussed	3-4
5. Vacant Land	Discussed	4-5
6. Zero Waste	Discussed	5
D. APPROVAL OF MINUTES	Approved	5
PART 2: FOOD POLICY STRATEGY/ISSUES		
D. SUSTAINABILITY RESEARCH NETWORK COMPETITION Mark Alan Hughes	Presented	6-7
E. FPAC INTERN POLICY DISCUSSION	Discussed	7-8
F. OTHER BUSINESS AND ANNOUNCEMENTS	Discussed	8
G. ADJOURNMENT	Adjourned	8

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

Glenn Bergman	Alison Hastings	Bob Pierson
Patricia Blakely	Linda Knapp	Vivier Ricketts-Thomas
Amy Laura Cahn	Leanne Krueger-Braneky	Nicky Uy
Diane Cornman-Levy (Co-Chair)	Jessica McAtamney	Julie Zaebst
Laquanda Dobson	Greg McKinley	
	Anthony Ortiz	

Ex-officio Members Present

Keith Davis, Philadelphia City Planning Commission
Elisa Ruse-Esposito, Philadelphia Department of Parks and Recreation
Nan Feyler, Philadelphia Department of Public Health
Amanda Wagner, Philadelphia Department of Public Health
Sarah Wu, Mayor’s Office of Sustainability (Co-chair)

Members Absent

Nic Esposito	Shiriki Kumanyika	Lisa Mosca
Ann Karlen	Tia McDonald	Angela Perez
Esteban Kelly	Jaime McKnight	Patricia Smith

Others Present

Steve Andrzejewski	Bryan Fenstermaker	Barbara Schneider
Kirtrina Baxter	Elise Harrington	Arnett Woodall
Katy Berglund	Sharline Heller	
Katrice Cheaton	Mark Alan Hughes	
Sharon Clements	Silas Johnson	
Lindsay Deal	Annie Preston	

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 is continuing to work on the food resources toolkit, modeled after the [New York City Coalition Against Hunger "Street Sheets."](#) Members have consolidated data from their own organizations for information regarding SNAP, WIC, summer free meals, senior meals, food pantries, soup kitchens, and more. This is the first time all of this data has been organized in one place. The subcommittee continues to receive invaluable assistance from an architect who has graphic design and mapping knowledge. She has conducted some beta-testing for the subcommittee, and will help with the ArcGIS work. However, the subcommittee is looking for other individuals with mapping and design skills to help with the back-end. The goal is to create a map that can easily be updated in the future for ongoing maintenance.

At the next meeting, members will tackle the contentious topic of dividing the City into zones/neighborhoods. The Health Department may have some mapping advice for the subcommittee, and another attendee recommended that the subcommittee look at CultureBlocks and Policy Map for suggestions on sectioning the City. For more information on the subcommittee or to attend a meeting, please contact Chair [Steveanna Wynn](#).

2. Local Food Procurement Subcommittee

Sarah Wu gave the subcommittee update. At the last meeting, members put together a list of foods that are available locally. The subcommittee is working to design a local food procurement pilot program with the chef from the Youth Studies Center, who is enthusiastic about the project. Through the pilot, the subcommittee aims to get a better idea on how local food can be integrated into a menu year-round, and to obtain feedback on how the City can create an effective contract. A meeting attendee suggested asking the Vetri Foundation for advice on the pilot program. Meetings are typically held on the 2nd Monday of the month. For more information or to attend a meeting, please contact Chair [Amanda Wagner](#).

3. Communications and Outreach Subcommittee

Hannah Chatterjee gave the subcommittee update. The Communications and Outreach subcommittee has been working on finalizing the FPAC outreach materials in preparation for upcoming presentations and tabling events. The FPAC will be tabling at the Philly Farm and Food Fest on Sunday April 13th, and is slated to give its first presentation on Monday, April 14th at the Germantown Restoration CDC. Other community meeting presentations have fallen through, but the FPAC is maintaining a relationship with those groups and hopes to present soon.

The subcommittee is also working on a possible nutrition education town hall event around the Meatless Monday campaign in collaboration with the Humane League, and is currently working on securing a venue. Communications and Outreach meetings are held on the 3rd Friday of the month, and the next will be a call. If you are interested in joining, please contact Chair [Hannah Chatterjee](#).

4. Governance and Membership Subcommittee

Byran Fenstermaker gave the subcommittee update. The subcommittee has not been able to meet over the past few months due to inclement weather. The subcommittee put together a successful

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New Member Orientation last month with an overview of the FPAC and a policy training. The bylaws were included in the orientation packet and are available on phillyfpac.org. The next New Member Orientation will be in February 2015.

The subcommittee is working on a membership survey which will be distributed in June. The subcommittee would also like to remind everyone that the FPAC accepts nominations all year-round! The number of appointed members is low at the moment, so the Council is working to increase the pool of nominees.

Subcommittee members have looked into the need for an internal conflict of interest policy, and have concluded that the FPAC does not need a separate policy because appointed members are already governed by the conflict of interest clause in the [City's ethics code](#). If you are an appointed member who has a conflict of interest, you are expected to come forward, disclose your conflict of interest, and remove yourself from voting on the issue. The subcommittee is currently looking into how the conflict of interest clause affects subcommittee members who are not appointed members, and how to approach grant money for the FPAC. If you have a question about conflict of interest, or you are unsure about the rules, please reach out to the subcommittee.

As we move into election season and members consider running for office, the subcommittee would like you to know that appointed members are still allowed to serve on the FPAC while they are running for election, but they cannot use their position on the Council to aid in campaign efforts. If you would like to know more, please reach out the subcommittee.

The date and time of the next meeting was announced. If you are interested in attending, please contact Chair [Alison Hastings](#).

5. Vacant Land Subcommittee

Amy Laura Cahn gave the subcommittee update. The last meeting was on Monday in which Jennifer Kates gave an update on the land bank. The land bank does include language on urban agriculture and green space, and the Chair will circulate it to the subcommittee. The land bank will utilize consultants to advise on the strategic planning aspect, and the subcommittee believes it is important to make sure someone who is involved in public outreach and participation is included on the Land Bank Board. The land bank budget proposal will be voted on in July, and then land transfer into the bank will begin. The board is still not sure exactly which properties will be transferred, but the land bank is set to activate rules around tax delinquent lots next year. The land bank still is in the process of creating policies and is situated within the Philadelphia Housing Redevelopment Corporation. The strategic plan is supposed to help guide land use, but according to the law, land use will be determined by zoning and a needs assessment in each neighborhood. Community plans and groups will be taken into consideration as well. The subcommittee will keep the FPAC posted on opportunities to provide feedback throughout the process.

Parks & Recreation (PPR) Farm Philly program is coordinating the City's urban agriculture efforts, and all of the work the Vacant Land subcommittee did last year around developing applications and an evaluation process for urban ag and open space projects is informing PPR's work. However, PPR has run into the problem of addressing the public health concern around soil contamination, and have asked the subcommittee to convene a working group to develop recommendations regarding

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soil safety. Three meetings are slated for May, June, and July. If anyone is interested in joining, please email [Amy Laura Cahn](#).

The subcommittee plans to host a town hall event in the early fall reporting on Farm Philly, the land bank, and soil safety working group results.

The vacant land inventory project is also slowly moving forward with Phase I, the ArcGIS tech side. The project has been posted on Code for Philly's website, and several individuals have already started showing interest. The subcommittee hopes to have Phase I completed along with an initial analysis so that teams can go out to lots to ground-truth over the summer.

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](#).

6. Zero Waste Subcommittee

Linda Knapp gave the subcommittee update. The subcommittee is working on research delegation responsibilities for the white paper, and is currently investigating the following topics: food donation programs, food and hunger issues, and soil depletion. Members are also looking at the current infrastructure in the region, including the large-scale industrial composting operation in Wilmington, DE, and small-scale operations in Philadelphia. The topic of zero waste (90% diversion of waste stream) is new, and Philadelphia can really take the lead on the issue in this region. The white paper will include best practices as well as policy recommendations.

An attendee mentioned that the Food Safety office in the Philadelphia Department of Public Health would be eager to discuss innovative food models, sustainability, and anti-hunger efforts around food waste with the subcommittee.

The time and location of the next meeting was announced. Subcommittee members will discuss the white paper, how to link it to a town hall event, the process of bringing an intern on to work on the white paper over the summer, and the draft update for the Mayor's report. If you are interested in attending a meeting, please contact Chair [Linda Knapp](#).

D. APPROVAL OF MINUTES

Minutes from December 4th, 2013 were approved with minor attendance modifications.

Minutes from February 5th, 2014 were approved with minor attendance modifications.

There was a question from the February minutes regarding the 1994 recycling and composting regulations. The Chair of the Zero Waste subcommittee will connect with Bob Pierson, who wrote the regulations to learn more.

Discussion followed about more efficient approval of meeting minutes. Co-Chairs proposed that the FPAC amend the bylaws to approve all general meeting minutes via email. The Governance and Membership sub-committee will draft a proposed amendment for the June general meeting.

E. SUSTAINABILITY RESEARCH NETWORK COMPETITION, MARK ALAN HUGHES

Mark Alan Hughes, Professor of Practice at the City and Regional Planning Department of the University of Pennsylvania, presented on Penn's potential grant application for the Sustainability Research Networks Competition.

The National Science Foundation (NSF) periodically issues a call to create research networks, and they have started a new focus on sustainability research. This year, the theme of the sustainability research network competition (SRN) is urban sustainability. In the past, the SRNs have been focused on rural areas. The NSF plans to fund between 2 to 4 of the proposed SRNs, with about \$12 million budgeted for each SRN. Since the concept of "urban sustainability" is very broad, Penn has put together a proposal that focuses on food.

According to the NSF, an SRN must do the following:

1. Frame an issue that is very ambitious and will guide the nation for the next couple generations.
2. Define a problem that is big and/or complicated enough that no single university can take it on.
3. Require multiple institutions to come together and collaborate on the research.
4. Make a very strong case for outreach, education and broadening participation.

The NSF takes its mission of funding science and funding education very seriously. They are particularly focused on citizen science and broadening citizen participation.

The Penn SRN research design will accomplish two things:

1. "Go broad" and look at metropolitan areas and urban food systems across the continent, and then use the data to build a model on how food systems contribute to sustainability outcomes (environmental resilience, public health, etc.)
2. "Go deep" to really understand the dynamics of how food is consumed, how it is produced, and the value chains that connect it using tangible examples.

The focus of the network will be on Philadelphia, because the city offers such a unique platform where there is much to learn. Penn has also reached out to other universities in California and intends to connect more partners to the project. Penn will remain the lead university on the SRN, but will work in parallel with California universities for example to study similar topics in different environments.

The SRN requests one or more of the following from the FPAC:

1. Letter of support or interest
2. Thinking about ways in which Penn can refer to FPAC's work as a part of the rich inventory in this region for outreach and participation
3. Short paragraphs from individuals who want to be involved

The deadline for the grant application is April 29th, and it is a 5-year grant. Presenters were curious to learn more about what the FPAC can contribute to broadening participation, and to identify research areas where the FPAC can collaborate and overlap.

The discussion was opened up to questions from the meeting attendees. One attendee asked the presenter to elaborate on the Penn SRN's definition of "food," and how it will integrate all of the related concepts (such as access, safety, security, sustainability). The SRN aims to look at the flows of the whole system (on a national level), and then focus in on more regional food shed systems. The SRN aims to track the systematic connections of the entire food system. Ultimately the focus will be on Philadelphia and North America, but there will also be some global arrows and implications. Researchers will investigate and try to understand what mix of local production and imported goods maximizes sustainability outcomes. Philadelphia has a lot of farmland nearby, so it may be possible, for example, to maximize local food production. However, when it comes to access and affordability, there may be more benefits on the importation side. The research plan will also integrate global warming and climate change into the model by looking at climate science stressors and enablers to see how the food system impacts sustainability outcomes.

The discussion turned to the concept of outreach and broadening participation. The FPAC wanted to know how the SRN will benefit the people who will be targeted for outreach. The SRN proposal requires the team to think about ways to get information resulting from the research into peoples' hands. The SRN will communicate the findings to the community in order to manage environmental stressors and deploy change. While the NSF has designed the SRN to be primarily focused on research (so financial support will mostly go towards the universities involved), the Penn project wants to gather feedback from the community and share findings with the community directly in order to achieve shared benefit.

Greg McKinley motioned for the FPAC as a whole to support the Penn SRN grant based on the information presented thus far. Appointed members approved the motion.

The next steps were determined.

1. FPAC members will send follow-up questions for [Mark Alan Hughes](#) to [Sarah Wu](#) and [Hannah Chatterjee](#).
2. Mark will send Hannah the SRN proposal and the form letter of support for the FPAC to review.
3. The FPAC will vote via email on the decision to send a letter of support (before deadline on April 22nd)
4. If individuals feel strongly, they can send their own letters of support as well.

If Penn receives the grant, they will keep the FPAC up to date throughout the research process. The FPAC can also possibly send them a list of research questions that have emerged in the Council's work.

F. FPAC INTERN POLICY DISCUSSION, ALISON HASTINGS

Several subcommittees have expressed interest in hiring an intern to work on FPAC projects. On the last FPAC Executive Board call, Governance and Membership Subcommittee Chair Alison Hastings proposed that interns for FPAC should be hired through a Council member's organization. Interns would be housed and hosted by the Council member's organization and their responsibilities could include support of the member's FPAC work.

The conversation turned towards the potential conflict of interest issue surrounding grant money for the FPAC. The Co-Chairs committed to investigating if they can apply for grants for the FPAC through the Fund for Philadelphia so that individual appointed members do not have to manage funds on behalf of

the FPAC. However, appointed members must be aware of whether or not their organization is in competition with the FPAC for certain grants in order to avoid conflicts of interest.

G. OTHER BUSINESS AND ANNOUNCEMENTS

[Financial disclosures](#) (“City Form”) for all appointed members of the FPAC are due by May 1st, 2014.

Council members Amy Laura and Nic Esposito will be presenting on a panel for Philly Tech Week entitled “[A Side of Tech: How Technology Influences Local Food Practices.](#)” The event will take place on Friday, April 11th from 10:30am to 12:00pm at the Free Library (1901 Vine St) in Room 108.

Julie Zebst mentioned that the [Walk + Run Against Hunger](#) is on Saturday, April 12th. The Run starts at 8 a.m. and the Walk (free and open to the public) starts at 9 a.m.

Sarah Wu said that [Waste Watchers](#) is recruiting volunteers to assist with waste diversion at two upcoming events, the [Science Festival](#) on Saturday, May 3rd, and the [Broad Street Run](#) on Sunday, May 4th.

H. ADJOURNMENT

Meeting was adjourned at 5:00pm.

Submitted by:

Hannah Chatterjee, FPAC Coordinator

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