



**GENERAL MEETING MINUTES**

August 5, 2015

3:00 p.m. - 5:00 p.m.

Free Library of Philadelphia Culinary Literacy Center, 1901 Vine St, 4<sup>th</sup> Floor  
Philadelphia, PA

<b>ITEM</b>	<b>ACTION TAKEN</b>	<b>PAGE</b>
A. WELCOME	Called to order at 3:10pm	2
<b>PART 1: BUSINESS/PROCESS</b>		
B. ROLL CALL	Quorum Not Met	2
C. SUBCOMMITTEE UPDATES		
1. Governance & Membership	Discussed	3
2. Anti-Hunger	Discussed	3-4
3. Vacant Land	Discussed	4
4. Local Food Procurement	Discussed	4
5. Communications & Outreach	Discussed	5
6. Zero Waste	Discussed	5
7. Long-Term Strategic Planning Working Group	Discussed	5-6
<b>PART 2: STRATEGY/ISSUES</b>		
D. FPAC Annual Report Launch Party	Discussed	6
E. Other Business and Announcements	Discussed	6
F. Adjournment	Adjourn	6

## A. WELCOME

Manager Hannah Chatterjee called the general meeting of the Philadelphia Food Policy Advisory Council (FPAC) to order. Meeting attendees introduced themselves and their affiliations.

## B. ROLL CALL

Roll call indicated a quorum was not present.

### Members Present

Patricia Blakely  
Katrice Cheaton  
Jonathan Deusch  
Donkey Dover  
Nic Esposito

Bryan Fenstermaker  
Kathy Fisher  
Alison Hastings  
Linda Knapp  
Leah Lazer

Tommy McCann  
Greg McKinley  
Bob Pierson  
Julie Zaebst

### Ex-Officio Members Present

Elizabeth Fitzgerald  
Elisa Ruse-Esposito

### Approved Nominees Present

Allison Blansfield  
Jimmy Wilson

### Members Absent

Amy Laura Cahn  
Diane Cornman-Levy  
Laquanda Dobson  
Ann Karlen  
Esteban Kelly  
Andy Marin

George Matysik  
Jessica McAtamney  
Lisa Mosca  
Herman Nyamunga  
Viery Ricketts-Thomas  
Fabricio Rodriguez

Barbara Schneider  
Julianne Schrader  
Nicky Uy  
Dwayne Warton  
Steveanna Wynn

### Others Present

Bethany Bender  
Crystal Bumhira  
Ida Cruz  
Noelle Dames  
Alice Dolbin

Lisa Kagel  
Britney Koch  
Shannon Macika  
Shayna Marmar  
Tricia Neale

Meg Oberle  
Tom O'Donnell  
Divya Prasad  
Carlos Rolon

### FPAC Staff Present

Hannah Chatterjee, FPAC Manager  
Madeline Smith-Gibbs, FPAC Coordinator

## C. SUBCOMMITTEE UPDATES

A representative from each subcommittee gave a brief update.

### 1. Governance & Membership

Governance & Membership chair Alison Hastings gave the subcommittee update, which overlapped with the Strategic Planning update.

In October FPAC members will elect a new co-chair, as Diane Cornman-Levy is finishing her two-year term. Nominations, including self-nominations, can be made by emailing the Governance & Membership chair at [ahastings@dvrpc.org](mailto:ahastings@dvrpc.org). Nominees will be asked to speak briefly (about 30 seconds) about why they would be interested in serving as the co-chair.

Nominations can be made from the floor at the October meeting; however, the subcommittee strongly encourages discussing a co-chair nomination with the nominee before the October meeting to gauge interest.

The co-chair nominees must have at least one year of experience as an FPAC appointed member, and will ideally serve as co-chair for a full term – two years.

The subcommittee is also seeking membership nominations. The subcommittee will do heavy recruitment throughout the fall and winter in anticipation of a vote in December. Four members are completing their second term and another four have the option to renew for a second term, leaving between four and ten openings on FPAC. The subcommittee will also reach out to City Council members and city department heads for nominations. [Nominations](#) are open year-round and the nomination form can be found on FPAC's website.

In the coming months, new FPAC Coordinator Madeline Smith-Gibbs will be conducting research on how other food policy councils recruit and retain diverse membership.

If you are interested in attending a Governance & Membership meeting, please contact chair [Alison Hastings](#).

### 2. Anti-Hunger

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

In May of this year the subcommittee launched [www.phillyfoodfinder.org](http://www.phillyfoodfinder.org), which offers an interactive guide to food assistance in Philadelphia. Encouragingly, organizations featured on the site are using the self-reporting update function. The subcommittee is considering options for fixing bugs on the site, since tech support from Hack4Impact ended in July.

The subcommittee is also working on the hard-copy guides, which will be tailored to each councilmatic district. The subcommittee is developing a distribution matrix with the goal of getting the guide into the hands of people who need it with limited printing resources.

Anti-Hunger Subcommittee meetings are held on the fourth Monday of the month from 2:30pm to 3:30pm at SHARE. The subcommittee is transitioning to monthly in-person meetings. If you are interested in participating, please contact chair [Steveanna Wynn](#).

### **3. Vacant Land**

Vacant Land Subcommittee member Elisa Ruse-Esposito gave the subcommittee update on behalf of chair Amy Laura Cahn.

FPAC recently worked with Philadelphia Water (PWD), Philadelphia Parks & Recreation (PPR), and the Philadelphia Redevelopment Authority (PRA) to secure a \$200,000 Brownfields Assessment Grant from the EPA to perform site assessments on vacant parcels that have been identified as potential sites for urban agriculture, open space, and green stormwater infrastructure.

Representatives from PRA, the Mayor's Office of Sustainability (MOS), and PPR attended a press conference on July 29th to announce the award. MOS and PPR are developing a list of sites to conduct Phase I assessments, and the subcommittee and PWD will review the list. The Brownfields Grant Implementation Working group will start with a "pilot" of five sites to better understand the process, timeline, and community outreach strategy for sites.

The subcommittee has submitted final feedback for the Soil Safety Report. FPAC staff is working on an executive summary and cover letter to send to the Philadelphia Soil Safety Working Group for feedback. FPAC members will approve the report via email vote in late August or early September. The report will be sent to relevant city agencies and includes policy recommendations on how to support gardening safety in urban soil.

The subcommittee meets on the fourth Tuesday of every month from 3:30pm to 5:00pm at the Public Interest Law Center of Philadelphia. If you are interested in participating, please contact chair [Amy Laura Cahn](#).

### **4. Local Food**

FPAC Manager Hannah Chatterjee gave the subcommittee update on behalf of chair Amanda Wagner.

The subcommittee has been working on outreach to find out where city departments buy their food. Departments are permitted to choose caterers when making food orders under \$500, and the subcommittee is seeking to encourage departments to choose healthy, sustainable, local, fair food. The subcommittee is developing a scoring system to rate local food providers, and is considering hosting a local food showcase in which city departments could sample food from providers who score well.

The subcommittee meets on the fourth Thursday of the month from 3:00pm to 4:30pm. If you are interested in participating, please contact chair [Amanda Wagner](#).

### **5. Communications & Outreach**

Communications & Outreach Subcommittee chair Madeline Smith-Gibbs gave the subcommittee update.

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.

Madeline is the new AmeriCorps VISTA FPAC Coordinator, replacing Rachel Passman. During her year of service, Madeline will be supporting the work of FPAC and chairing the Communications & Outreach Subcommittee.

In upcoming meetings, the subcommittee will work to standardize FPAC's external communications and increase its engagement with the Philadelphia community. Specifically, the subcommittee will consider revising the Media and Communications Guidelines in [FPAC's bylaws](#) and will further develop its social media and press and public relations toolkits.

The subcommittee will also be researching how other food policy councils put equity and inclusion principles into practice, and working with other subcommittees to develop recommendations for FPAC.

The subcommittee presented four requests to FPAC members: (1) send in updates from your subcommittee and let us know what your communication needs are; (2) submit material for FPAC's social media presence; (3) "like" FPAC on Facebook, invite your friends, and engage with us; and (4) attend the upcoming meetings and give feedback to improve our social media work.

The next Communication & Outreach meeting will be held on Thursday, August 20 from 3:30pm to 4:30pm on the 13th floor of One Parkway Building. If you are interested in participating, please contact chair [Madeline Smith-Gibbs](#).

## **6. Zero Waste**

FPAC Manager Hannah Chatterjee gave the subcommittee update on behalf of chair Linda Knapp.

The subcommittee partook in a field trip to Philabundance to learn more about their waste diversion practices and discuss how to collaborate in the future.

The Zero Waste White Paper is now in its full draft form and will be finalized by September. The White Paper provides ideas of how to achieve zero waste, defined as 90% diversion from landfills.

If you are interested in participating in the Zero Waste Subcommittee, please contact chair [Linda Knapp](#).

## **7. Long-Term Strategic Planning Working Group**

Appointed member Bryan Fenstermaker gave the strategic planning update.

Last year, the Strategic Planning Working Group mapped out FPAC's options given the mayoral transition, and decided that the best option was to maintain FPAC's administrative relationship with MOS. Recognizing the need to engage with the mayoral candidates, the working group developed A *Philadelphia Food Policy Road Map* and hosted a forum for the candidates to discuss food policy.

In November 2014 Philadelphia voters overwhelmingly approved a ballot question that made MOS permanent. This is good news for FPAC, which is administratively housed at MOS, but the latter

must still secure an adequate budget. Accordingly, the Strategic Planning Working Group is exploring ways to engage with incoming elected officials and communicate FPAC's value.

The next big strategic opportunity is membership: Governance & Membership plans to solicit membership nominations from elected officials and those running for office and invite them to FPAC meetings.

Discussion on the floor highlighted the importance of engaging state and national elected officials, as well as local officials. This is an opportunity for appointed FPAC appointed members, rather than staff or ex-officio members.

All appointed members are encouraged to participate in the long-term strategic planning process, and will be kept up to date about meetings from the working group organizers.

#### **D. FPAC Annual Report Launch Party**

Those in attendance celebrated the launch of FPAC's [Annual Report 2015](#).

#### **E. Other Business and Announcements**

Meeting attendees announced events from their respective organizations.

#### **F. ADJOURNMENT**

Meeting was adjourned at 5:00pm.

Submitted by:

Madeline Smith-Gibbs, FPAC Coordinator

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