



GENERAL MEETING MINUTES

Wednesday, December 2, 2015

3:00pm - 5:00pm

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

Philadelphia, PA

ITEM	ACTION TAKEN	PAGE
A. CALL TO ORDER	Called to order at 3:15pm	2
B. ROLL CALL	Quorum Met	2
C. SUBCOMMITTEE UPDATES		
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2. Good Food Procurement	Discussed	3
3. Communications & Outreach	Discussed	3-4
4. Urban Agriculture	Discussed	4-5
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6. Governance & Membership	Discussed	5-6
D. VOTING ITEMS		
1. Proposed Changes to FPAC's Bylaws	Approved	7
2. New Appointed Member Slate	Approved	7
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F. FPAC MEMBER MEDIA TRAINING	Discussed	7
G. ADJOURNMENT	Adjourn	7



A. CALL TO ORDER

Co-chairs Amy Laura Cahn and Sarah Wu 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 present to conduct official business.

Members Present

Patricia Blakely
Amy Laura Cahn (Co-Chair)
Katrice Cheaton
Nic Esposito
Bryan Fenstermaker

Alison Hastings
Esteban Kelly
Leah Lazer
Tommy McCann
Greg McKinley
Calvin Okunoye

Bob Pierson
Viery Ricketts-Thomas
Julianne Schrader
Dwayne Wharton
Jimmy Wilson
Julie Zaebst

Ex-Officio Members Present

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

Members Absent

Allison Blansfield
Diane Cornman-Levy
Jonathan Deutsch
Donkey Dover
Kathy Fisher

Ann Karlen
Linda Knapp
Andy Marin
George Matysik
Jessica McAtamney

Lisa Mosca
Herman Nyamunga
Barbara Schneider
Nicky Uy
Steveanna Wynn

Others Present

Katy Ament
Alice Dolbin
Abby Cabrera

Erica Feldman
Adrian Glass
Colin Hanna

Jenny Horn
Shayna Marmar
Jiana Murdic

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. Anti-Hunger

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

The subcommittee's Philly Food Finder resource will soon be available in two formats. PhillyFoodFinder.org was launched in May and features an interactive map of food resources. The subcommittee encourages food resource providers – soup kitchens, senior meal sites, farmers markets – to submit or update their resource listing. Printed versions of food resources, broken down by councilmatic district, will soon be available.

At its next meeting subcommittee members will discuss potential new projects, including how to support the local county assistance office.

The subcommittee meets on the fourth Monday of the month from 2:30pm to 3:30pm at SHARE. For more information or to attend a meeting, please contact Chair [Steveanna Wynn](#).

2. Good Food Procurement

Good Food Procurement Subcommittee chair Amanda Wagner gave the subcommittee update.

The subcommittee has been focusing on ways to increase the amount of healthy, sustainable, fair, and local food that the city purchases. Its first target is to shift the catering purchases of City departments, as this is a scale that is open to a wide range of businesses and city departments have some flexibility in their purchasing decisions.

The subcommittee has launched its [Good Food Catering Survey](#), which invites caterers to share how they are including health and sustainability in their menus, or fairness and equity in their business practices. The subcommittee will use the responses to determine ways to promote good food businesses to City departments.

Good Food Procurement is considering submitting testimony to an upcoming City Council hearing on green procurement policies.

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](#).

3. Communications & Outreach

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



In October the subcommittee distributed a survey to general meeting attendees and FPAC's online following asking quantitative and qualitative questions about FPAC's accessibility. The responses fell mostly in three buckets. First, respondents wanted a chance to get to know each other at FPAC meetings. FPAC staff arranged to make nametags available to facilitate networking, and planned a happy hour for after the general meeting. A second theme was a request for presenters to slow down, give context, and allow more time for discussion. This issue, which is related to having more material than time at meetings, will hopefully be resolved with the proposed changes to FPAC's bylaws. Finally, several respondents requested meeting times outside or partially outside business hours. Communications & Outreach took this to the Executive Board Committee, and as a result Amy Laura will facilitate a discussion about meeting times at the next general body meeting.

Communications & Outreach is pleased to host the Media Training, which will take place in the second half of the meeting.

The subcommittee seeks members with expertise in social media, video work, media outreach, and diversity. If you are interested in participating, please contact Chair [Madeline Smith-Gibbs](#).

4. Urban Agriculture

Urban Agriculture Subcommittee member Elisa Ruse-Esposito gave the subcommittee update.

Recognizing the heavy representation of City agencies on the subcommittee, Urban Agriculture is actively seeking new members. The subcommittee will host an open house in February to orient potential new members to the subcommittee's work, receive feedback, and begin the process of goalsetting for 2016. In order to make its work accessible to a wider range of people, the subcommittee is considering having at least some of its meetings outside of business hours.

At the October General meeting, FPAC members voted to approve the recommendations of the [Soil Safety and Urban Gardening in Philadelphia](#) report, which advises the City on how to support urban growers through soil safety resources and protocols. Subcommittee member and FPAC Co-Chair Amy Laura Cahn shared the report with Scott Sheely (PA Department of Agriculture), who expressed interest in implementing the report's recommendations throughout the Commonwealth.

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. The Brownfields Working Group is developing an outreach plan to ensure that gardeners on the selected sites understand the project's mission.

The subcommittee is in the process of changing its meeting time, so if you are interested in participating please contact Co-Chairs [Nicole Hostettler](#) or [Ash Richards](#).



5. Zero Waste

Subcommittee member Erica Feldman gave the subcommittee update.

Subcommittee Chair Linda Knapp presented the findings of FPAC's *Zero Waste White Paper* to the University of Pennsylvania Solid Waste Management Planning Committee. Linda also presented on October 20 to the Organics Subcommittee of Streets Department's Solid Waste & Recycling Advisory Committee.

Based on a member's feedback, the subcommittee is now reworking the Zero Waste report so that a shorter document can be made public.

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

6. Governance & Membership

Governance & Membership Subcommittee Chair Alison Hastings gave the subcommittee update.

The subcommittee presented proposed changes to FPAC's bylaws. The proposed edits include many minor changes, such as removing interim and inaugural language, two articles that were out of date, and standardizing language across the document.

At the last general body meeting, Governance & Membership sought feedback from FPAC members about a proposed transition to monthly meetings. The sense of the meeting was that monthly meetings would be a strain on members' time and might take away from valuable subcommittee work. However, FPAC's meeting agendas are always packed and there is a clear need for more time for discussion, as well as space for exploring new issue areas for the Council. Governance & Membership therefore proposes adding Executive Board meetings in FPAC's off-months. These meetings would be held at the same time as general meetings and would be open to the public. They would be a space for delving deeper into issue areas and coordinating between subcommittees. They would not require quorum as no voting business would be conducted. Subcommittee chairs would be responsible for attending the Executive Board meetings or delegating someone from their subcommittee to attend.

Second among the larger proposed changes is a revision of Article 2, Adoption and Decision Making Process. Governance & Membership proposes a modified Robert's Rules process of decision-making. In the ensuing discussion FPAC members expressed discomfort with the proposed language around consensus, as FPAC does not follow a consensus model.

Finally, the subcommittee proposes clarifying the rules for email voting. Under the former language, quorum consisted of 51% of FPAC members, out of which a minimum of 51% had to vote yes for the measure to pass. Governance & Membership proposes considering all FPAC members "present" for an email vote, and requiring 51% percent of members – rather than respondents – to vote in favor for the measure to pass.



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

D. VOTING ITEMS

1. Proposed Changes to FPAC's Bylaws

Motion by Esteban Kelly, seconded by Patricia Blakely, to suspend decision about Article 2 and approve the rest of the proposed edits. Motion passed with none opposed and none abstaining.

2. New Appointed Member Slate

FPAC nominates new members twice a year, in June and December, to ensure that the number of FPAC appointed members meets the 27-35 range required by the bylaws. Governance & Membership reviews nominations submitted by FPAC members and the public to select a slate to present to members for approval.

Two nominees accepted their nomination, Glenn Bergman and Stephanie Dorenbosch. Appointed members in attendance approved both nominees via paper ballot. Congratulations Glenn and Stephanie!

E. OTHER BUSINESS AND ANNOUNCEMENTS

Meeting attendees announced events from their respective organizations.

F. FPAC MEMBER MEDIA TRAINING

FPAC's Communications & Outreach Subcommittee hosted a training designed to help members feel comfortable sharing FPAC's work widely and be effective in using traditional and social media. Many thanks to [Alan Jaffe](#) of the Pennsylvania Horticultural Society and [Julie Hancher](#) of Green Philly Blog for their informative and engaging presentations.

G. ADJOURNMENT

Meeting adjourned shortly after 5:00pm.

Submitted by:

Madeline Smith-Gibbs

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