



GENERAL MEETING MINUTES

Wednesday, October 7, 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 3:00pm	2
B. ROLL CALL	Quorum Met	2
C. SUBCOMMITTEE UPDATES		
1. Local Food Procurement	Discussed	3
2. Anti-Hunger	Discussed	3
3. Communications & Outreach	Discussed	3-4
4. Strategic Planning	Discussed	4
5. Urban Agriculture	Discussed	4-5
6. Zero Waste	Discussed	5-6
7. Governance & Membership	Discussed	6
D. VOTING ITEMS		
1. <i>Soil Safety and Urban Gardening in Philadelphia</i> Recommendations	Approved	6
2. <i>Zero Waste White Paper</i> Recommendations	Approved	6
3. June Minutes	Approved	6
4. August Minutes	Approved	7
5. FPAC Co-Chair Elections	Approved	7
E. OTHER BUSINESS AND ANNOUNCEMENTS	Discussed	7
F. ADJOURNMENT	Adjourn	7



A. CALL TO ORDER

Co-chair Diane Cornman-Levy 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

Allison Blansfield	Kathy Fisher	Jessica McAtamney
Amy Laura Cahn	Alison Hastings	Calvin Okunoye
Katrice Cheaton	Ann Karlen	Bob Pierson
Diane Cornman-Levy	Esteban Kelly	Vierey Ricketts-Thomas
Donkey Dover	Linda Knapp	Julianne Schrader
Nic Esposito	Leah Lazer	Dwayne Wharton
Bryan Fenstermaker	George Matysik	

Ex-Officio Members Present

Joan Blaustein
Amanda Wagner

Members Absent

Patricia Blakely	Greg McKinley	Nicky Uy
Jonathan Deutsch	Lisa Mosca	Jimmy Wilson
Andy Marin	Herman Nyamunga	Steveanna Wynn
Tommy McCann	Barbara Schneider	Julie Zaebst

Others Present

Katherine Berglund	Adrian Glass	Abby Lowe
Rickie Brawer	Sharline Heller	Tricia Neal
Phil Bresee	Jennifer Horn	Lisa Nowinski
Jessica Culley	Matt Kauffman	Brandon Swed
Alexandra Ernst	Sara Lester	Amy Verbofsky

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. Local Food Procurement

Local Food Procurement chair Amanda Wagner gave the subcommittee update.

The subcommittee has identified departmental catering orders as an opportunity to shift the City's buying practices to healthy and sustainable food from businesses that are locally-owned and fair. The subcommittee is finalizing a survey that will go out to local vendors, which will inform a list of good food vendors that the subcommittee will compile and circulate.

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](#).

2. Anti-Hunger

FPAC Manager Hannah Chatterjee gave the subcommittee update.

On its recent conference call, the subcommittee continued to work on its Philly Food Finder resource. The online version of Philly Food Finder, built by UPenn students through Hack4Impact, launched in May and features an interactive map of food resources. The subcommittee encourages food resource providers to update their resource listing, and many have done so.

The subcommittee is nearly finished with printed versions of the guides, broken down by councilmatic district. At the next meeting, subcommittee members will review draft printed guides and discuss goals for 2016.

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](#).

3. Communications & Outreach

FPAC Coordinator and Communications & Outreach chair Madeline Smith-Gibbs gave the subcommittee update.

FPAC is on track to reach its goal of 500 facebook "likes" by the end of its calendar year in September 2016. Members and guests are encouraged to follow FPAC on [facebook](#), [twitter](#), and [linkedin](#).

As part of its inclusion and diversity initiative, the subcommittee has discussed changes to meeting culture to ensure that people of all backgrounds feel welcome and comfortable participating in FPAC's work. To learn more about FPAC's current meeting culture, the subcommittee asked those in attendance to fill out a brief survey. The subcommittee will make an online version of the survey available shortly.



At the December general meeting, the subcommittee will host a media training for FPAC members. The training is designed to: encourage FPAC members to use FPAC as part of their byline when they're speaking to the media; help members feel comfortable sharing FPAC's work with the media in accordance with the media and communications guidelines in FPAC's bylaws; train members to be effective in using traditional media and social media; and democratize who represents FPAC in external communications.

Finally, the subcommittee will be submitting changes to the media and communications guidelines in FPAC's bylaws to be voted on at the December general meeting. Proposed changes include:

- Clarifying the roles of the FPAC Coordinator and Communications & Outreach Chair
- Changing sections relating to storage and email lists to reflect current practices
- Clarifying the role of the Communications & Outreach Chair in directing media requests to FPAC members
- Establishing FPAC's own social media presence and deleting references to the Mayor's Office of Sustainability's social media

These changes will be shared with FPAC members and voted on at the December general meeting.

If you are interested in participating in the Communications & Outreach subcommittee, please contact chair [Madeline Smith-Gibbs](#).

4. Strategic Planning

FPAC member Bryan Fenstermaker gave the update from Governance & Membership's strategic planning working group.

The working group is focusing on Plan A, remaining part of the Office of Sustainability through the mayoral transition. The working group will facilitate advocacy by FPAC members to secure funding for FPAC. Part of this outreach effort will include a mailing party to stuff envelopes with FPAC's [A Philadelphia Food Policy Road Map](#). DVRPC will provide funding for postage and food and PILCOP will host.

December will mark the first time that FPAC members roll off their term without the option to renew another term. Bob Pierson has volunteered to host an alumni group, and Governance & Membership hopes that all FPAC alumni are able to stay involved in FPAC's work.

5. Urban Agriculture

Urban Agriculture subcommittee member Amy Laura Cahn gave the subcommittee update.

The subcommittee has changed its name from Vacant Land to Urban Agriculture to reflect its food-producing focus. The subcommittee has also undergone a leadership change: Amy Laura has passed leadership to Ash Richards (Philadelphia City Planning Commission) and Nicole Hostettler (Philadelphia Water) as interim co-chairs. Amy Laura noted that both Ash and Nicole are from City agencies and that the subcommittee's membership has become agency-heavy. Ideally, the subcommittee's leadership will include a person who



works outside of city government. The subcommittee welcomes new members who might be interested in taking on a leadership role.

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 identifying parcels to be tested and is considering both existing gardens and large potential farming sites for its pilot project.

The Philadelphia Department of Public Health received a \$150,000 grant for community health projects related to brownfields and land reuse from the Agency for Toxic Substances and Disease Registry (ATSDR) to support soil safety work. The grant will partially fund FPAC's staff, and will fund new positions at Parks and Recreation and the Philadelphia Land Bank. The goals of the grant are to streamline the garden application process to the land bank, disseminate soil safety best practices, and build capacity to better document and share the health impacts of brownfields and reusing vacant land for urban agriculture. FPAC will continue to play a convening role for the agencies partnering on the grant.

Urban Agriculture requests a vote to approve the recommendations of the *Soil Safety and Urban Gardening in Philadelphia Process and Recommendations* report. Over the summer of 2014, participants from City, State, and Federal agencies, local academic institutions, non-profit organizations, community gardens, and market farms met in a series of three Working Group meetings. This report summarizes the Working Group's policy research, conclusions, and recommendations to inform a responsible and effective soil safety policy for Philadelphia. The recommendations will be sent to all City land-holding agencies to inform their administrative practices.

If you are interested in participating in the Urban Agriculture Subcommittee, please contact [Nicole Hostettler](#) or [Ash Richards](#).

6. Zero Waste

Zero Waste Subcommittee chair Linda Knapp gave the subcommittee update.

The subcommittee has done a full review of the *Zero Waste White Paper* and received feedback at its September 22 meeting.

Subcommittee members affiliated with Philabundance, Bennett Compost, the New Economy Coalition, and the Philadelphia Area Cooperative Alliance collaborated to produce this report. In addition, City staff from the Office of Sustainability, Health Department, and Recycling Office provided guidance in this process. The Institute for Local Self-Reliance provided technical support to prepare this report and the University of Pennsylvania provided funding support for John Christopher, a Master's in City and Regional Planning intern, to take a lead role in researching and writing the document.



The subcommittee is presenting the white paper to FPAC and requesting a vote to approve its recommendations.

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

7. Governance & Membership

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

Governance & Membership seeks membership nominations. You may nominate yourself or someone else. Participation in one of FPAC's subcommittees carries weight when Governance & Membership reviews nominations. At the end of the year, four FPAC members will rotate off the Council without an option to renew their membership. With an additional two slots already vacant, Governance & Membership is looking to fill up to six slots for membership.

Governance & Membership proposes a series of edits to FPAC's bylaws that would 1) remove interim and inaugural policies and 2) institute a transition to monthly general meetings.

The proposal to transition to monthly general meetings comes from a call from several FPAC members to meet more often. Meetings would alternate between working session meetings that delve deep into an FPAC project and general body meetings which would attend to business. Attendance and quorum would only be required at the latter set of meetings. FPAC's attendance requirements would remain the same: three unexcused absences in a calendar year are treated as a resignation from the Council.

In the following discussion, members raised concerns relating to the time commitment and how the change would affect subcommittee participation. This conversation will continue at Governance & Membership's next two meetings. Members are also encouraged to send comments to fpac@phila.gov.

A redlined copy of proposed changes (to be updated based on this conversation) to FPAC's bylaws will be shared with FPAC members and voted on at the December general meeting.

D. VOTING ITEMS

1. Soil Safety and Urban Gardening in Philadelphia Recommendations

Motion by Esteban Kelly, seconded by Bob Pierson to accept and approve the report's recommendations. Motion passed with none opposed and none abstaining.

2. Zero Waste White Paper Recommendations

Motion by Alison Hastings, seconded by Amy Laura Cahn to approve the white paper's recommendations pending discussed amendments. Motion passed with none opposed and none abstaining.

3. June Minutes

Motion by Bryan Fenstermaker, seconded by Esteban Kelly to approve June 2015 minutes. Motion passed with none opposed and none abstaining



4. August Minutes

Motion by Alison Hastings, seconded by Dwayne Wharton to approve August 2015 minutes. Motion passed with none opposed and two abstaining.

5. FPAC Co-Chair Elections

We thank Diane Cornman-Levy for her service.

Of the four nominations that Governance & Membership received for co-chair, one candidate accepted: Amy Laura Cahn. Amy Laura spoke about her passion for bringing people from different sectors together, building relationships with the Mayor and City Councilmembers, and ensuring that FPAC is a long-term sustaining body. She noted that she can only commit to the position for a year, but if she were unable to serve in 2017 she would commit to shepherding someone else in.

Motion by Donkey Dover, seconded by Leah Lazer to vote verbally. Motion passed with one opposed and one abstaining.

Motion by Esteban Kelly, seconded by Dwayne Wharton to elect Amy Laura Cahn as FPAC co-chair. Motion passed with none opposed and none abstaining.

E. OTHER BUSINESS AND ANNOUNCEMENTS

Meeting attendees announced events from their respective organizations.

F. ADJOURNMENT

Meeting adjourned at 4:35pm.

Submitted by:

Madeline Smith-Gibbs

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