# GENERAL MEETING MINUTES

April 4th, 2018
3pm-5pm
PHS Town Hall, 100 N. 20th St.
Philadelphia, PA

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ACTION TAKEN</th>
<th>PAGE</th>
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<tbody>
<tr>
<td>A. CALL TO ORDER</td>
<td>Called to order at 3PM</td>
<td>2</td>
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<tr>
<td>B. ROLL CALL</td>
<td>Quorum Met</td>
<td>2</td>
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<tr>
<td>C. SUBCOMMITTEE UPDATES</td>
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<tr>
<td>1. Anti-Hunger</td>
<td>Discussed</td>
<td>3</td>
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<tr>
<td>2. Food &amp; Health</td>
<td>Tabled</td>
<td>3</td>
</tr>
<tr>
<td>3. Good Food Procurement &amp; Workforce &amp; Economic Development</td>
<td>Discussed</td>
<td>3</td>
</tr>
<tr>
<td>4. Urban Agriculture</td>
<td>Discussed</td>
<td>3</td>
</tr>
<tr>
<td>5. Zero Waste</td>
<td>Discussed</td>
<td>3, 4</td>
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<tr>
<td>D. VOTING ITEMS</td>
<td></td>
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<tr>
<td>1. Approve February 2018 Minutes</td>
<td>Approved</td>
<td>4</td>
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<tr>
<td>E. DIVERSITY, INCLUSION, EQUITY, AND FPAC DISCUSSION</td>
<td>Discussed</td>
<td>4-6</td>
</tr>
<tr>
<td>F. PUBLIC COMMENT</td>
<td>Tabled</td>
<td>6</td>
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<tr>
<td>G. ADJOURNMENT</td>
<td>Adjourned</td>
<td>6</td>
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A. CALL TO ORDER
Co-chairs Amanda Wagner and Esteban Kelly called the general meeting of the Philadelphia Food Policy Advisory Council (FPAC) to order. Meeting attendees introduced themselves.

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

Members Present
Kirtrina Baxter      Esteban Kelly      Bridget Palombo
Patricia Blakely    Linda Knapp       Lisa Quattlebaum
Kelly Court         Nancy Kohn        Julianne Schrader Ortega
Noelle Dames        Jessica Moore     Nicky Uy
Stephanie Dorenbosch Herman Nyamunga Suzanne Weltman
Kathy Fisher         Calvin Okunoye    Julie Zaebst

Members Absent
Rickie Brawer        George Matysik
Saleem Chapman       Greg McKinley
Lan Dinh             Jiana Murdic
Donkey Dover         Kate Scully
Bryan Fenstermaker   Devon Sundberg
Jill Fink            Dwayne Wharton

Ex-Officio Members Present
Jen Aquilante        Amanda Wagner
Catherine Bartoli    Sarah Wu
Molly Riordan

Others Present
Samantha Beaino      Alex Jee            Brooke Mullen
Iris Bercowitz       Jasper Jones        Melissa Sattler Gordon
Radika Bhaskar       Emma Kornetsky     Kelly Sebetta
Howard Bilofsky      Michaela Kupfer     Liane Sullivan
Brenda Busch         Hannah Louie       Darrell Wisseman
Linda Foutamilla     Katie McCrea

FPAC Staff Present
Hannah Chatterjee, FPAC Manager
Mary Pham, FPAC Coordinator
C. SUBCOMMITTEE UPDATES

“New to FPAC” is a speed-dating category introduced at the February 2018 general meeting. The purpose of this category is to engage with people attending FPAC meetings for the first time and provide the opportunity for long-time appointed and public members to answer questions and provide insights into FPAC work. FPAC co-chair Amanda Wagner facilitated the group.

1. Anti-Hunger
Anti-Hunger meets on the second Tuesday of the month from 2:30pm to 4pm at Share Food Program. For more information or to attend a meeting, please contact Co-chairs Steveanna Wynn and Kathy Fisher.

2. Food & Health
There was no Food & Health speed-dating update at the April general meeting. Food & Health will meet on Thursday, April 26th from 3:30pm to 5pm at The Food Trust. For more information or to attend a meeting, contact Chair Dwayne Wharton.

3. Good Food Procurement & Workforce & Economic Development
Good Food Procurement and Workforce and Economic Development meet on the fourth Tuesday of the month from 3:30pm to 5pm at the Aramark Building. For more information or to attend a meeting, please contact Chair Molly Riordan.

4. Urban Agriculture
Urban Ag meets on the last Wednesday of the month from 3:30pm to 5pm at the Free Library. For more information or to attend a meeting, please contact Hannah Chatterjee and Mary Pham.

5. Zero Waste
Zero Waste Chair Linda Knapp and FPAC Coordinator Mary Pham led the update. At the last Zero Waste subcommittee meeting, members got an update on the Compost System Design Competition and the Center for EcoTechnology (CET) presented on its work and solicited feedback on potential Philadelphia projects. The goal of the Compost System Design Competition is to identify an easily replicable, mid-size, neighborhood scale composting system that costs less than $500 in supplies. One design has been built and is being tested at Bennett Compost and the other design will be completed in May. Evaluation of the two designs will occur over the summer and FPAC will host an event to reveal the winner in late summer. Afterwards, FPAC will begin a mini-grant cycle to provide funds for community organizations or schools to build the winning design. The grant will fund two groups and provide enough funds to build two designs for each grantee.

CET received a grant to provide technical assistance to Philadelphia on food waste reduction, recovery, and diversion. CET is at the beginning of its expansion to Philadelphia and wanted to hear from food waste stakeholders about their needs. Subcommittee members identified the following areas that CET can explore:
• Work with health inspectors and the Philadelphia Department of Public Health to create fact sheets
• Focus on large food waste generators like hotels, universities, and the School District of Philadelphia
• Explore ways to incentivize and motivate generators to implement best practices
• Help organizations quantify the savings accrued after implementing best practices

Zero Waste meets on the third Tuesday of the month from 4pm to 5pm at 1515 Arch Street (One Parkway Building). For more information or to attend a meeting, please contact Linda Knapp.

D. VOTING ITEMS
Approve February 2018 Minutes
Motion by Patricia Blakely, seconded by Kathy Fisher, to approve the February 2018 minutes. Motion passed with none opposing and none abstaining.

E. DIVERSITY, INCLUSION, EQUITY, AND FPAC DISCUSSION
Membership & Governance Chair Sarah Wu led the discussion.

Background
The Membership and Governance subcommittee oversees the distribution and analysis of FPAC’s Annual Membership Survey. The survey helps FPAC improve its operations and processes, identifies expertise gaps in members’ food systems knowledge and experience, and helps the subcommittee prioritize for member recruitment. The subcommittee releases the survey each year and reports the results in the spring. This year, the survey was released in February and the results were presented at the April general meeting. The subcommittee decided to release the survey earlier than usual to better inform the June appointments to FPAC. The membership survey is required for all appointed members, and is confidential, but not anonymous.

Along with the survey, FPAC Coordinator Mary Pham interviewed 30 FPAC appointed members and leadership throughout March to understand the existing relationships they have with other food organizations and community organizing groups. The goal of the Community Mapping project was to learn how FPAC can better interact with organizations that are already successfully organizing in communities and make their voices heard, especially when they cannot be present at FPAC meetings. The results of these interviews will also help inform the FPAC appointed member nomination process.

In recent executive sessions and subcommittee meetings, members have discussed what diversity, inclusion, and equity means to FPAC. The broad framework that the Membership and Governance subcommittee used in its discussions is that diversity is defined by who is appointed and who attends meetings, inclusion is expanded to who is not at the table, but who should influence the food system discussions, and equity is the outcome. The Annual Membership Survey results is one tool FPAC uses to inform these discussions.

See the Annual Membership Survey and preliminary Community Mapping project results attached.
Discussion
Some FPAC members agree that community organizations may not want to be directly involved with FPAC because it is a quasi-governmental entity. Therefore, FPAC should brainstorm ways to share its power beyond inviting individuals to meetings.

One appointed member stated that even though the survey results show that members have experienced food insecurity in the past, no one is experiencing it now. This highlights a disconnect between the Council and the people it serves. The member suggested that FPAC recruit more community members and invite them to give testimonials and presentations. Another member suggested using a community ambassador model employed by the Los Angeles Food Policy Council, which compensates participating community members for their time and participation.

Another attendee suggested that FPAC should develop better talking points when addressing community members and make apparent the benefits of involvement with the Council. FPAC meeting spaces can be intimidating. To be more inclusive, the Council should explore alternative meeting times and locations in other parts of the city. Other suggested accommodations included providing childcare and food. The Membership & Governance subcommittee has discussed having executive sessions at different locations and times. FPAC can also create subcommittees specific to target populations, like youth and the elderly. It may be easier to invite and engage with people in a smaller and less formal environment. FPAC should also prioritize underrepresented geographic areas, like Strawberry Mansion.

To make meetings more welcoming, a meeting attendee suggested another possible change notifying future attendees that more formal items like voting on minutes occur in the first hour of the meeting, and that they may show up later for discussions. One appointed member stated that in the current climate, some communities are feeling more vulnerable than ever. FPAC is obligated, as people who hold power, to protect and serve these populations and to clearly present itself as an ally in order to be a more welcoming and inclusive space.

To inform the June slate, members suggested reviewing FPAC’s strategic plan and policy platform to ascertain skill sets needed, and prioritizing people with communications and outreach expertise.

For engagement strategies, a possible starting point is to ask community organizations for feedback on FPAC’s 2018 Policy Platform. One member also stated that it is necessary for FPAC to explicitly address poverty and racism when engaging in a dialogue on food issues with communities. An attendee suggested that FPAC have more topic-specific town halls, similar to the Urban Ag Open House.

One appointed member commented that FPAC members need to go beyond the workplace and do personal work to break down barriers and dismantle systems of oppression that exist in society. Antiracism needs to be explicit throughout everyone’s work. Another appointed member suggested that FPAC needs to do the work of changing who we are now while simultaneously setting the stage for who we want to become. What needs to change currently is different from the ultimate vision of who we are. A visioning session is key to understanding who we want to be.

At the executive session on May 2nd, FPAC will continue the diversity, inclusion, and equity discussion and review the community mapping project in greater detail. If people have thoughts on how to frame this discussion, please email hannah.chatterjee@phila.gov. FPAC will also convene an ad-hoc Equity
Working Group in May for members to continue this discussion, and do the visioning work. Please contact hannah.chatterjee@phila.gov for more information.

In the future, FPAC can publicly post the Annual Membership Survey results online instead of presenting all of the data, to provide more room for discussion.

**F. PUBLIC COMMENT**
The next FPAC executive session will be on Wednesday, May 2nd, 3:30pm to 5pm at the Innovation Lab in the Municipal Services Building (1401 JFK Blvd.)

Registration is open for the Good Food for All Conference. The conference is on May 10th from 10am to 3pm at the Free Library. Attendees can learn about eating well on a budget, campus hunger, youth-led programs, family meals, the Farm Bill and more. Register [here](#).

Greensgrow Farms is having *Grow Your Benefits* workshops on 5/18 and 5/19. The events will feature vegetable gardening workshops, cooking demonstrations, and farm tours. See [here](#) for more information.

**G. ADJOURNMENT**
Meeting adjourned at 5pm.
FPAC 2018 Annual Membership Survey

FPAC General Meeting
100 N. 20th St
April 4th, 2018
Goals

• Reveal who’s at the table and what our blind spots may be
• Influence new member recruitment and inform discussion of diversity, inclusion, and equity
• Gather feedback on FPAC’s work
Overview

• Survey consisted of up to 37 questions, including four open-ended questions
• Survey results are not anonymous but confidential
• 40 respondents in total
  • 29 members
  • 11 ex-officio members, executive committee members, and staff – grouped into “non-appointed members”
• 100% of appointed members responded. Two members are on maternity leave and are not included in the survey.
Do you think there is a food system issue we are not addressing? If so, which one(s)?

Suggestions for expanding our current work
- Anti-Hunger
  - Empower individuals and families who count on food pantries
  - Food access in elderly populations

Suggestions for new areas of work
- Racial equity
- Address the racial wealth gap
- Economic inequality
- Food prices and quality
- Recruit/involve food service management companies and large distributors
- Connect Philadelphia to rural resources and create a stronger bridge to the state
- Explore education programs for youth, college students, and young adults
- Food safety
- City/municipal policies and zoning that limit fresh produce vending and sidewalk sales
- Cultural relevance
- Wages and workers’ rights
- Access to drinking water
- City-wide food cooperatives, CSAs, and food buying clubs
What is one thing FPAC accomplished over the last 12 months that you are proud of?

<table>
<thead>
<tr>
<th>Policy</th>
<th>Programmatic</th>
<th>Process</th>
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<tbody>
<tr>
<td>FPAC 2018 Policy Platform</td>
<td>Good Food Caterer Guide</td>
<td>Leadership transition</td>
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<tr>
<td>Meeting with Mayor Kenney</td>
<td>Urban Ag Open House / Gathering</td>
<td>Continuing the work, even with</td>
</tr>
<tr>
<td>Number of issues elevated through member testimony</td>
<td>input for Urban Ag Strategic Plan RFP</td>
<td>limited funding</td>
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<tr>
<td>Food Resources 101 City Council Briefing</td>
<td>Paid sick leave infographic</td>
<td>Anti-oppression training</td>
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<tr>
<td>Addressing concerns about US President's policies</td>
<td>Updating and printing Philly Food Finder guides</td>
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<td>Farm Bill education</td>
<td></td>
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<td>Storm water fee exemption for community gardens</td>
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What’s one thing you would like to help FPAC accomplish in the next 12 months?

**Capacity-Building**
- Build relationships with communities
- Address racial equity within FPAC
- Overhaul mission and vision with a racial and economic justice lens
- Anti-racism training for FPAC
- Incorporate a racial equity analysis
- Hire a consultant to create an equity plan
- Help new members transition to leadership roles in subcommittees

**Programmatic**
- Create an employer resource manual
- Distribute Philly Food Finder guides
- Certify more businesses as good food vendors
- Increase awareness of food composting and zero waste initiatives

**Policy**
- Launch the Urban Ag Strategic Plan
- Elevate and enforce labor and workers' rights
- Develop policy recommendations in support of Philadelphia’s food economy and promote them to the Mayor and City Council
- Provide a policy update for fresh produce sales on sidewalks
- Engage City and State elected officials
- Increase drinking water access in schools
What is your age range?
Which best describes your gender identity?

- **Member**
- **Non-appointed member**
- **Philadelphia as a whole**
Which best further describes your gender identity?

- **Cisgender**: 81%
- **Transgender**: 4%
- **Other/self-identified**: 9%
- **Prefer not to answer**: 8%
What is your household income before taxes?

2012-2016 Median household income in Philadelphia: $39,770
Including yourself, how many people live in your household?

Average person per household in Philadelphia: 2.6
What is your race?

3% of members identified as a person of Hispanic, Latino, or Spanish origin.
What under-represented or historically marginalized group(s) do you identify with?

- Women: 73% Member, 73% Non-appointed member
- People of color: 50% Member, 55% Non-appointed member
- LGBTQ+ (implied to be small percentage, not explicitly stated)
- Immigrants and/or refugees: 18% Member, 18% Non-appointed member
- Gender oppressed: 8% Member, 0% Non-appointed member
- People with disabilities: 0% Member, 0% Non-appointed member
- Prefer not to answer: 0%
What is the highest degree or level of school that you have completed?

Member & Non-appointed member:
- After Bachelor's Degree (Master's, Professional Degree, Doctorate Degree): 68%
- College Graduate (Associate's Degree or Bachelor's Degree): 32%

Philadelphia as a whole:
- No schooling completed: 2%
- Preschool through Grade 12: 17%
- High School Diploma, GED, or Some College: 52%
Do you speak another language(s)? If yes, what language(s)?

- Spanish: 6
- French: 5
- German: 2
- Italian: 2
- Vietnamese: 2
- Mandarin: 1
- Portuguese: 1
- Swahili: 1
- Tagalog: 1
In what zip code do you live?
In what zip code(s) do you work?
I serve a population...

Member & Non-appointed member

- All over Philadelphia: 26
- In the region: 7
- National/International: 2
- South Philadelphia: 2
- North Philadelphia: 2
- West Philadelphia: 2
- Statewide: 1
- Center City: 1
- Northwest Philadelphia: 1
What areas SIGNIFICANTLY represent your area(s) of expertise?

<table>
<thead>
<tr>
<th>Area</th>
<th>Member</th>
<th>Non-appointed</th>
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<tbody>
<tr>
<td>Advocacy</td>
<td>13</td>
<td>2</td>
</tr>
<tr>
<td>Community and/or Grassroots Organizing</td>
<td>13</td>
<td>2</td>
</tr>
<tr>
<td>Education</td>
<td>12</td>
<td>2</td>
</tr>
<tr>
<td>Health and Nutrition</td>
<td>10</td>
<td>3</td>
</tr>
<tr>
<td>Community Development</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>Youth Development</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Business</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>Social Services</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Gardening</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Urban Farming</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Food processing, distribution, or retail</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Government</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Urban Planning</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Grant-making</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Legal</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Rural Farming</td>
<td>1</td>
<td>0</td>
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Based on your question to the previous question, what is your role within your area of expertise?
What part of the food system best represents your work?

- **Access**: 6 members, 6 non-appointed members
- **Retail**: 6 members, 0 non-appointed members
- **Consumption**: 5 members, 2 non-appointed members
- **Waste**: 2 members, 2 non-appointed members
- **Production**: 1 member, 1 non-appointed member
- **Distribution**: 1 member, 1 non-appointed member
- **Food Preparation**: 1 member, 0 non-appointed members
- **Processing**: 0 members, 0 non-appointed members
Based on your answer to the previous question, what is your role within your part of the food system?
Are you currently food insecure?

Member & Non-appointed member

Prefer not to answer 3%

No 97%
Have you ever experienced food insecurity firsthand?
In your personal or professional life, how often do you interact with people who are food insecure?

- **Everyday**: 18%
- **Frequently**: 43%
- **Occasionally**: 3%
- **Rarely**: 3%
- **Never**: 3%
- **Unsure**: 3%
What is the primary mode of transportation you use to get to where you buy or receive food?
How long does it take you to get to where you buy or receive food?

![Bar chart showing the time taken to get to where food is bought or received, categorized by membership status.]

- Less than 10 minutes: 45% (Members), 45% (Non-appointed members)
- 10-19 minutes: 38% (Members), 55% (Non-appointed members)
- 20-25 minutes: 14% (Members), 14% (Non-appointed members)
- More than 25 minutes: 0% (Members), 3% (Non-appointed members)
Is a core part of the mission of your work to serve under-represented or historically marginalized group(s)?

<table>
<thead>
<tr>
<th>Group</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>People of color</td>
<td>60%</td>
</tr>
<tr>
<td>Immigrants and/or refugees</td>
<td>40%</td>
</tr>
<tr>
<td>Women</td>
<td>30%</td>
</tr>
<tr>
<td>LGBTQ+</td>
<td>23%</td>
</tr>
<tr>
<td>Lower-income individuals</td>
<td>23%</td>
</tr>
<tr>
<td>Gender oppressed</td>
<td>20%</td>
</tr>
<tr>
<td>People with disabilities</td>
<td>20%</td>
</tr>
<tr>
<td>Homeless individuals</td>
<td>8%</td>
</tr>
<tr>
<td>Elderly</td>
<td>5%</td>
</tr>
</tbody>
</table>
What FPAC subcommittees do you serve on?

- Food & Health: 8 members, 3 non-appointed members
- Workforce: 6 members, 4 non-appointed members
- Anti-Hunger: 6 members, 3 non-appointed members
- Membership & Gov: 5 members, 3 non-appointed members
- Urban Ag: 5 members, 4 non-appointed members
- Good Food: 6 members, 3 non-appointed members
- Zero Waste: 2 members, 2 non-appointed members
- Comm & Outreach: 2 members, 1 non-appointed member
Community Mapping Interviews – Preliminary Results

• Interview structure:
  • Review 10 categories of organizations
  • List organizations that you engage with professionally
  • Brainstorm engagement strategies and list contacts

• 30 interviews in total; 30-60 mins long
  • 24 members
  • 6 ex-officio and executive committee members

• Final products to be determined - database of suggested contacts, map?
General Engagement Strategies

• Understand our goals and discuss desired outcomes before jumping into engagement
• Vocalize benefits of engaging with FPAC to organizations
• Have a solid ask before reaching out
• Make FPAC meetings more accessible
• Have FPAC members and staff attend more community-based meetings
Suggested Organizations

**Anti-Hunger & Faith-based**
- 43% of respondents suggested the Coalition Against Hunger, Share, & Philabundance as best way to reach pantry coordinators.
- Gap in faith-based org engagement
  - POWER
  - Aquinas Center
  - Enon Baptist Church

**CDCs, NACs, RCOs**
- Connect to NACs through Division of Housing and Community Development
- PACDC and the Merchant’s Fund can disseminate info to CDCs
- Commerce Dept convenes CDCs for RFP sessions

**Cooperatives & Workforce**
- Crosstown Coalition – organizes RCOs
- Most suggested CDCs
  - New Kensington CDC
  - Esperanza CDC
  - People’s Emergency Center CDC
- Good avenue for connecting with co-ops and other businesses, too
- Philadelphia Area Cooperative Alliance
- The Enterprise Center / Dorrance Hamilton Culinary Center
- Action United
- Black & Brown Workers Cooperative
- Unite Here
Government
• Commerce Dept
• Free Library
• Rebuild
• State Legislators & City Council
• Youth Commission

Health & Nutrition
• Health institutions (COACH and Good Food, Healthy Hospitals Initiative)
• Health Promotion Council (HPC)
• Sayre Health Center
• Maternity Care Coalition
• Federally Qualified Health Centers (FQHCs)
• Puentes de Salud

Minority, Immigrant, & Refugee
• Nationalities Service Center
• HIAS Pennsylvania
• The Welcoming Center

Neighborhood & Art Centers
• Norris Square Neighborhood Project
• Mural Arts
• PHL Assembled
• The Village of Arts & Humanity
• East Park Revitalization Alliance
• Federation of Neighborhood Centers
Urban Ag & Rural Ag
• The Common Market
• Soil Generation
• Penn State Extension
• Sankofa Farms / Bartram’s
• Urbanstead
• Urban Tree Connection
• Pennsylvania Association for Sustainable Ag

Youth
• Community Schools / Mayor’s Office of Education
• Get Hype Philly
• Saul High School
• Teens4Good
• Public Citizens for Children & Youth
• Agatston Urban Nutrition Initiative

Zero Waste
• Keep Philadelphia Beautiful
• PA Resources Council
• Zero Waste & Litter Cabinet

Other
• Universities
• Legal assistance
• Restaurants
• Media & Communications