



<b>Roles:</b> <b>Chair:</b> Allison Dehonney <b>Vice Chair:</b> Antonina Simeti <b>Recording Secretary:</b> Sarah Herbst <b>Corresponding Secretary:</b> OPEN SEAT <b>Treasurer:</b> Rob Free	<b>Meeting Attendees:</b> 1. Allison Dehonney, 2. Antonina Simeti, 3. <del>Beth Machnica</del> , 4. <del>Cheryl Thayer</del> , 5. <del>James (Jim) Strusienski</del> , 6. <del>Dan Castle</del> , 7. <del>Della Miller</del> , 8. Sarah Gatti, 9. Kathy Peterson, 10. Michael Chase, 11. <del>Lucia Leone</del> , 12. <del>Matt Kauffman</del> , 13. <del>Patricia Watson</del> , 14. Rob Free, 15. <del>Sarah Herbst</del> <b>Guest(s):</b> Jessica Gilbert, University at Buffalo and Rebekah Williams, Massachusetts Avenue Project
<b>Date/Time:</b> Jan. 29 <sup>th</sup> , 2020 4:00 – 6:00 pm	<b>Location:</b> Beverly Gray Business Exchange Center

### Motion Log

Details on What we have Decided	Motion Passed: Y/N	How to Implement	Brought to Motion/Seconded
Motion to accept Oct. & Dec. 2019 minutes	N		Pending
Motion to adjourn	Y		All in Favor

### Action Log

Who	Action	Carry-over action: Y/N	Due Date	Date Completed
ALL	Youth Recruitment	Y	Ongoing	TBD
Allison & Sarah	Response to Dave: Allison to provide feedback to Draft Sarah provided	Y	Sept.	TBD
Cheryl	Cheryl to have a candidate conversation with Pat he is the new president of Farmland Protection Bureau	Y	Sept.	TBD
Allison	Write a letter in response to youth comment of value of FPC participation	Y	TBD	TBD
Antonina	Exit interview scheduled (Rob and Sarah to support)	Y	TBD	TBD
Selection Committee	Selected consultant will come to full FPC meeting on 3/25 to introduce themselves and their process.	N	March.	TBD
Selection Committee	A standard agreement signed between parties will be signed 3/17. The committee will find a template (from Wellness Institute or United Way).	N	March	TBD

**Relevant Notes:**

- **Public comments:**
  - Providence Farm Collective / Somali Bantu Presentation
    - Allison called for feedback on Kristen's presentation about the Providence Farm Collective (still going through the 501c3 process).
    - Kristen says Somali Bantu project has been having trouble fundraising because of the name / focused work.
    - Michael suggested we take a visit. Also wanted clarification on what they do.
    - Kristen wants the support of the Food Policy Council. We will have to table this for the next meeting. What does this mean?
    - This could be an endorsement by the FPC and endorse that their work aligns with our mission. There could be a signed document between the two organizations of the formal endorsement. Need to create an endorsement template so that we can easily share this. The Executive Committee will work on this in time for the next meeting.
    - Allison said that they are having trouble fundraising under the Somali Bantu name. They are going to try to be at other farmer's markets. They need transportation and cold storage in the city (Clinton Bailey might be an option, or Allison's location at Michigan and Glenwood). They are also seeking to connect to Live Well Erie County for transportation.
  - **Good Food Purchasing Program presentation**
    - Rebekah came to prior meetings to support youth from MAP that used to sit on the council. She also presented on Good Food Purchasing Program (GFPP) just as the Good Food Buffalo Coalition was getting going. Still with MAP in a community organizer capacity
    - Jessica is a research associate at Partnership for the Public Good and a UB PhD student. Research is on GFPP and how it can support racial equity goals that many of the partners have.
    - Center for Good Food Purchasing is the organization that supports all programs across the country.
    - Presentation slides from the Washington D.C. program shared
    - About GFPP:
      - Focus on procurement power to support the local food system
      - 5 Core values: local economies, nutrition, a valued workforce, animal welfare and environmental sustainability. This is a holistic approach to looking at the food system.
      - 27 participants in the Center for Good Food Purchasing (the research arm) works with public institutions across the country, \$1B of spending / purchasing power.
      - Good food purchasing standards (for public institutions, not coalition partners)
        - Must meet baseline standards
        - Standards are certification based
        - Flexible, tiered scoring system (more points for higher levels of achievements)
        - Aggregation of points and star rating. Ratings are set up to measure individual progress (based on a community action planning process to determine objectives / what is important), rather than being used to compare your progress against other localities in the program. The system is setup to help grow and empower the localities, not create competition. It is meant to be an indicator of a set of shared values.

- Is this like LEED accreditation/ certification, aiming to be recognized nationally?
    - There are more and more localities gaining interest in it, Buffalo is on the front end.
    - Measuring investment – a range of levels of standards of \$\$ spend to gain credit in each values – this contributes to the rating
  - The Buffalo coalition is working with Buffalo Public Schools
    - Currently in the assessment process, setting goals and making shifts
    - BPS is not obligated to share the results of the assessment
- About Buffalo Good Food Coalition (BGFC)
  - Collaborates with national GFPP partners (Center for Good Food Purchasing, Food Chain Workers Alliance, ASPCA, FarmForward, Friends of the Earth, School Food Focus, HEAL Food Alliance, Institute for Agriculture and Trade Policy, International Brotherhood of Teamsters, Johns Hopkins Center for a Livable Future, PolicyLink, Real Food Media, Slow Food USA, UFCW, Union of Concerned Scientists)
  - Lead local partner is MAP, they brought it to Buffalo and are aligned with its mission
  - Members (have signed onto the commitment form and have sent a representative): GFPP, MAP, Grassroots Gardens, Fruit Belt Advisory Council, UB Food Systems Lab, WNY AFL-CIO, BTF, Conext, NOFA-NY, Buffalo Schools Believe PTO, Ujima, PPG, Sierra Club, SPCA, Gro-op, OpenBuffalo, Urban Fruits and Veggies, WNYCOSH, Peilon Community Garden, Crossroads Collective, Sunny Blue Health and Wellness, African Heritage Food Coop (Rebekah will circulate the coalition webpage)
  - How it works: convening meetings, collaborative around food systems change, education on the procurement policy.
  - Achievements (Rebekah will circulate info)
  - Highlights
    - Institutional partnership - MAP began working with BPS when their wellness policies were put into place, invited back to work with them when farm to school program was started. Harvest Festival is a culminating event (all NY sourced foods)
    - Racial Equity
      - Buffalo 6th most segregated metro
      - Food insecurity and poverty significantly higher for african-americans than whites
      - 45,000 black farmers currently (down from 250,000 in the 1920s)
      - We believe poverty and health and linked
      - Did a local training last year focused on the racial equity impacts of the history of the food system
    - Youth Leadership was the core thing that got us into the work
  - Challenges
    - Funding
    - Transparency and Communication
    - Community vs. Institution Culture

- Framework
  - Food systems education, collaboration, advocacy and community engagement – primary way we are working together now
  - Moving towards assisting public institutions with policy change, technical assistance, model demonstration projects
- Looking Forward
  - March 25 is first annual meeting
  - Creating a governance structure
  - Baseline assessment for BPI and how to engage community
  - Legislators Forum / food policy summit focused on procurement
  - Farmers Listing Sessions
  - Jumpstart of HYPE Youth Leaders Initiative
  - New demonstration project
- What is the ask to the FPC? Do we want to be a coalition member? Is being a coalition member beneficial to us and aligned with our work?
  - Honestly, it looked bad that the council didn't remain as a founding partner / pulled out because the coalition is working on policy (Rebekah).
  - Allison reiterated that it wasn't that the FPC didn't believe in it, but that we weren't sure what it meant and what the commitment is.
  - There is a lot of overlap between the FPC and the coalition
  - FPC already has individual members that have signed on
  - This is a partnership in terms of rollout.
  - If we decide to be member, we should update the group on GFPC updates, provide a member to be the main liaison with Rebekah
- Rebekah will provide a presentation and link to the sign-on form for us to share with the rest of the FPC
- Executive Member Updates:
  - Call for Recording Secretary
    - Call for volunteer to be recording secretary – still active
    - Nominations shall be sent to Allison via email
- Urban Production Working Group Update:
  - Farm Pledge posted on FPC county managed website
  - Conflict Resolution needs to be finalized
  - CSA event Feb. 28<sup>th</sup>, all FPC are strongly encouraged to show support by attending event 10am at MAP farmhouse

- Strategic Planning Committee:

- Michael had a copyedit
- Most thought it looks good
- Process
  - Distribute to 4 with interest by Friday, with a deadline of Thursday, February 20. Question due February 10, with responses emailed to the 4 by February 13 (by the committee).
  - Committee to adopt a scoresheet. The selection committee (Allison, Michael, Pat) will score and present back to the FPC at the next meeting 2/26. The proposals should also be shared with the full FPC for discussion on 2/26.
  - 3/11 – special FPC meeting at 4:45, interviews at 5 and 5:30, followed by selection deliberation. All FPC members invited and will be notified immediately to save the date.
  - A standard agreement, signed between parties will be signed 3/17. The committee will find a template (from Wellness Institute or United Way).
  - Selected consultant will come to full FPC meeting on 3/25 to introduce themselves and their process.

**Meeting Adjured:** 6:00 pm



<p><b>Roles:</b>  <b>Chair:</b> Allison Dehonney  <b>Vice Chair:</b> Antonina Simeti  <b>Recording Secretary:</b> Sarah Herbst  <b>Corresponding Secretary:</b> OPEN SEAT  <b>Treasurer:</b> Rob Free</p>	<p><b>Meeting Attendees:</b> 1. Allison Dehonney, 2. Antonina Simeti, 3. Beth Machnica, 4. Cheryl Thayer, 5. James (Jim) Strusienski, 6. Dan Castle, 7. Della Miller, 8. Sarah Gatti, 9. Kathy Peterson, 10. Michael Chase, 11. Lucia Leone, 12. Matt Kauffman, 13. Patricia Watson, 14. Rob Free, 15. Sarah Herbst  <b>Guest(s):</b></p>
<p><b>Date/Time:</b> Feb. 26, 2020          4:00 – 6:00 pm</p>	<p><b>Location:</b> Buffalo Niagara Medical Campus Innovation Center, 640 Ellicott St., Learning Center Buffalo, NY 14203</p>

### Motion Log

Details on What we have Decided	Motion Passed: Y/N	How to Implement	Brought to Motion/Seconded
Motion to accept Oct., Dec. 2019 and Jan. 2020 minutes	Y	Pat made motion, Michael seconded	All favored
Motion to adjourn	Y	Michael made motion Sarah seconded	All in Favor

### Action Log

Who	Action	Carry-over action: Y/N	Due Date	Date Completed
Antonina	Exit interview scheduled (Rob and Sarah to support	Y	TBD	TBD
Selection Committee	Selected consultant will come to full FPC meeting on 11 <sup>th</sup> of March interviews will top 3 consultants will take place in TBD location	Y	March.	TBD
Selection Committee	A standard agreement signed between parties will be signed 3/17. The committee will find a template (from Wellness Institute or United Way).	Y	March	TBD
Allison	Understand both internship request: what are student requirements, would they be able/interested in supporting FPC with support clerical duties (i.e corresponding secretary duties)	N	April	TBD
Allison	Confirm FPC full council meeting dates with Beverly Gray and March 11 <sup>th</sup> for Consultant interviews (3-6pm)	N	ASAP	
Michael	Search county V-drive to see if there is any trace of Application Process	N	ASAP	
Allison	Clarify with Rebecca the difference between the Coalition and GFPP sponsorship	N	March	

**Relevant Notes:**

- Public comments:
  
- Executive Member Updates:
  - Allison shared there are 2 interested interns that are seeking an internship with the FPC.
    - Internship contacts at both institutions will be contacted by Allison to determine the internship requirements
      - Daemen College
      - Mount Holyoke College
    - Several members (Allison, Pat, Antonina) suggested that the internship could be a chance to delegate some of the corresponding secretary duties to intern to support FPC.
    - Pat suggested that the Intern may help facilitate the Consultants Tasks (administrative / data entering / etc.)
    - Sarah G. asked question of clarification: will interns be getting 'course credits' from proposed internship? Members discussed the various trade-offs if the answer is yes. Typically, internships have set requirements, projects that the student must accomplish, and at this time the answers are TBD.
  - Allison to confirm with Beverly Gray, they can support the remaining dates on calendar – Allison to confirm and share so Sarah H. can send calendar invite via google to all FPC members.
  - Executive Council to move their standing monthly meeting to second Wed. of each month instead of third Wed. Extra week will allow to send Meeting minutes and Agenda (with meeting location) out to all members at least 1 week prior to meeting
    - Meeting Agenda to be share with Erie County MaryJo <[Mary.Carlo@erie.gov](mailto:Mary.Carlo@erie.gov)>
  - Allison to also check if consultant interview can be held at Beverly Gray 3-6pm on March 11th
    - EC meeting will also take place here as Allison is double booked and needs to support both meetings
  - Corresponding Secretary Position Still Open – Call for volunteer's
    - We will revisit this role once internship expectations are clarified and Allison
  
- Committee / Working Group Reports
  - Urban Production Working Group Formal GBUG Pledge Signing event to take place Feb. 28<sup>th</sup> 10-11am. At Mass. Avenue Project on Mass. Ave. Buffalo New York.
    - Scheduled speakers include: Diane Picard, Massachusetts Avenue Project - Mayda Pozantides, Groundwork Market Garden - Allison Dehoney, Food Policy Council of Buffalo & Erie County Buffalo Common Council Majority Leader David Rivera Representative for Assembly member Crystal Peoples-Stokes and a Representative for Assembly member Sean Ryan.
    - **All members are strongly encouraged to attend the signing of the pledge**

- Michael suggested the term CSA is not common language and the flyer was a bit hard to understand for those individuals that don't know the CSA abbreviations (Community Support Agriculture). Lucia among others felt that the flyer was confusing to differentiate between the two events (Pledge signing and Sip and CSA event). To clarify both events are held at MAP and will be on Feb. 28<sup>th</sup> – blizzard or no blizzard event will take place.
- Action Planning Committee:
  - Sarah H. requested clarification on committee names. New name for existing committee was the answer. Strategic Planning Committee now goes by name of Action Planning Committee.
  - Unknown who is the Chair of the committee. Lucia brought this to councils attention and Antonia shared that she has stepped forward to take on role in interim. Cheryl, Sarah G. and Antonina did meet prior to the first Action Planning meeting and provided input.
    - Action Planning Committee to schedule time of next working meeting set for March 12<sup>th</sup> option 1) 11-1pm or option 2) 1:30-3:30pm. Rob to host meeting again.
  - Sarah G. is leading the editing/refining process of the 6 sides of the cub by rewording / shortening / grouping the action lists for each side along with editing the goal statements.
    - Sarah G., Sarah H., Rob F. and Antonina S. met Feb. 13th and addressed 2 of the 6 sides. Next meeting is March 12th. And a third meeting may be needed as well.
      - End output is to have 5-6 action items for each of the 6 themes (i.e. sides of rubric's cub), each to have one clear WNY centric goal statement reflecting the action items
- Governance Committee
  - Requesting new members interested to join and/or chair committee
    - Lisa resigned and was Chair of this committee. Last meeting was oct. 2019
    - Top priority areas were: recruitment, Operating Procedure maintenance and creation of Attendance Policy & Governance/Enforcement process.
  - Allison asked committee if council would like to recruit new members?
    - Allison has some interested individuals and Lucia has a farmer that is interested.
    - Do we want to review old application and open it up now or do we wait until January?
      - Operating procedure currently only allows for Recruitment during January; however we need manpower to support our work.
  - Allison to reach out to Kelly F. to see if she has the "Application". Can we replicate what was done in the past, do we need a new committee to help with Recruitment. Pat made comment that the hiring practice done in the past ensured to conduct a needs assessment to see what talent/sector needs were of the FPC at the time of recruiting.



- Once Allison obtains the Application, the recruitment process will begin. In the meantime, all FPC members are invited to start recruiting and inform interested parties that an application will be shared in March.
    - Suggestion to use the April FPC meeting to assess applicants. EC to further discuss this and formalize plan/process.
  - Michael to search county V-drive to see if there is any trace of Application Process. Michael shared the idea of this hiring pool idea. Suggestion that everyone liked was to have the FPC accept applications all year long (pool those applications), then once a year during hiring process there is already a large list of applicants to choose from. Note – formal recruitment process would happen annually, the main idea is that you keep applications stored to search later.
    - FPC should keep at minimum a running list of names that could potentially be used in a targeted application process. Selection process is once a year, but application process is open all year long. Governance Committee to develop/refine this process.
  - Della asked if there is currently a youth recruitment process? Allison answered currently there is no process to recruit youth specifically. Della suggested that we partner with Buffalo Public School culinary programs to recruit. However, FPC must first define the Youth Age. Last youth members were from MAP and were 11<sup>th</sup> – 12<sup>th</sup> graders.
    - FPC to make decision of what Youth age range is.
  - Youth recruitment was previously brought up by Beth and the HYPE Idea. Questions of concern was brought forward if the current members have the capacity to support youth (assumption most youths will require time before and/or after meetings to ensure they are prepared prior to and understand material post meeting. Previous youth involved of the FPC suggested there should be a mentorship available for youth members to meet with member to ensure youth get most out of their involvement with FPC.
- RFP Committee
    - Allison & Pat shared there are two current submissions and one is pending
    - On March 11th there will be interviews with top 3 applicants. Allison to send out meeting invite for the 11th. Interviewees will have roughly 10mins. To present each followed by Q&A.
    - Michael shared that current RFP responders expressed concern with the current timeline in that it is aggressive. Michael along with majority of others discussed the importance of 100% participation and support from all council members. All members need to be committed to the process and stay engaged throughout entire process.
    - Once the Consultant is chosen, the FPC should have already identified 2 points of contacts and ensure consensus with moving motions/actions items forward is consistent throughout the process.
      - **Need consistent participation from all members.**

- Michael suggested that the chosen consultant should start by creating a community asset map.
- Antonina suggested the consultant is clear up-front on their timeline and expectations of FPC members (for example, if the consultant requires 5 meetings those dates should be clear up-front to ensure members have time to arrange calendars).
- Special Orders
  - Good Food Purchasing Program updates provided by Allison. Reference Full Slide Deck Allison shared via email. Questions and / Comments should be emailed directly to Allison. Allison will facilitate that 'ask's back to Rebecca.
  - Lucia asked for clarification on what is the expected role of FPC in the GFPP. Majority of members are unclear on the definition of the coalition, and what it means to join.
    - Antonina shared / summarized Rebecca's email requesting the FPC to join the GFPP coalition.
  - What is the requirement of joining the coalition? Allison to clarify this with Rebecca.
  - Della asked about the composition of other national GFPP examples. Allison explained that most GFPP's are supported and/or run by local Food Policy Councils (siting Chicago example) with the help of a paid support staff. Chicago and Philadelphia case studies have a paid support staff to help the GFPP efforts.
    - Discussion on FPC make-up (not being 501c3 and part of E.C. Dept. of Health) pros and cons were evaluated.
  - Della suggested that the FPC should outline our internal decision process & guidelines on what letters of support the FPC will grant and how.
    - Antonina shared an example; previous board experience had an Advocacy committee that was empowered to make decisions on-behalf of full board to endorse a community ask or not. This allows for quicker response time. Once Food Charter is created, and strategy updated this could be possible committee/task.
  - Allison to ask Rebecca for clarification on what the difference between the Coalition and GFPP sponsorship.
  - Della challenged the FPC to collaborate more with National Chapters.
  - Antonina suggested once clarity is provided from Rebecca and coalition expectations are clearly defined, the FPC members should do some due diligence to cross check the GFPP program aligns with the FPC values, mission, goals, etc.

- New Business

- UB's Veggie Van Event and guest speaker & FPC support by Lucia.
  - Second conference of its kind hosted by Lucia and team at UB. Food Lab of Detroit member is keynote speaker. Meeting will be March 25<sup>th</sup>. Lucia suggested that the FPC should join in this effort to satisfy part of the community engagement element of the strategic planning process. FPC could join in the event and gain exposure to a group of community members that are already congregating.
  - Lucia asked the members if there is interest in joining this event to introduce the Charter idea and solicit interested stakeholders to help implement action items.
    - Lucia to finalize what the day of event agenda is and if it makes sense to invite FPC members or just Allison to support event.
    - Option to have a table at the event. Allison to attend event and give a quick speech to discuss FPC strategic planning process and ask for supporters etc.
    - Does FPC want to sponsor. (community justice and engagement).
    - Allison to contact Joe to see if FPC can have money to support the upcoming event.

**Meeting Adjured:** 6:00 pm



<b>Roles:</b> Chair: Allison Dehonney Vice Chair: Antonina Simeti Recording Secretary: Sarah Herbst Corresponding Secretary: OPEN SEAT Treasurer: Rob Free	<b>Meeting Attendees:</b> 1. Allison Dehonney, 2. Antonina Simeti, 3. Beth Machnica, 4. Cheryl Thayer, 5. James (Jim) Strusienski, 6. Dan Castle, 7. Della Miller, 8. Sarah Gatti, 9. Kathy Peterson, 10. Michael Chase, 11. Lucia Leone, 12. Matt Kauffman, 13. Patricia Watson, 14. Rob Free, 15. Sarah Herbst <b>Guest(s):</b> Mary Beth Debus
<b>Date/Time:</b> March 25, 2020 4:00 – 6:00 pm	<b>Location:</b> WebEx

### Motion Log

Details on What we have Decided	Motion Passed: Y/N	How to Implement	Brought to Motion/Seconded
Motion to accept Feb. 2020 Minutes	-		
Motion to adjourn			Motion made by: Pat Watson, seconded -

### Action Log

Who	Action	Carry-over action: Y/N	Due Date	Date Completed
Antonina	Exit interview scheduled (Rob and Sarah to support)	Y	TBD	-
Allison	Clarify with Rebecca the difference between the Coalition and GFPP sponsorship	Y	March	-
Sarah H.	Send Allison link to History Data – Allison to then share with Mary Beth	N	ASAP	April 22
Rob	Connect with Mary Beth – give high-level overview	N	ASAP	Completed
Sarah H.	Shared link to working doc.	N	ASAP	March 30
EC	Send out updated working group / standing committee lists	N	ASAP	-
EC	Member expectation letter to be sent out – participation expectation in standing committee / working groups	N	ASAP	-

**Relevant Notes:**

- Public comments:
  - Mary Beth Debus gave a brief introduction – experience in strategic consulting. Please reference recording for full background.
  - Mary Beth purchased technology (Zoom) for future conference calls – due to current pandemic, which can be used to support FPC in video meetings.
  - Mary Beth, confirmed with members that her role will start with understanding where we have been. Review status of past ‘reports’, access to previous survey / interview responses and Operating Procedures. Guidance from all FPC members on what Mary Beth should give focus to.
  - Mary Beth is requesting to conduct several meetings (virtual) with members (small groups 2-5).
  - Foundational Work: Mission, Vision, SWAT, etc. to help us choose what the strategic priorities for the next 3 years. Start with 2-4 strategic priorities. Then create objectives, goals, roles & responsibilities.
  - Opened to members for Questions: Clarification on Point of contacts: Allison D., Pat W., Michael C. will be main contacts. Video conference with sub-groups to help Mary Beth understand where there are ‘agreements’, ‘disagreement’, understand what happened in the last couple years: what have been successful, what was our challenges, and/or achievements (understand where we have been). This to be done with sub-group meetings with members. How to access all FPC members for an initial meeting? Should Mary Beth have any 1x1 meetings with specific members/individuals.
  - Allison’s initial reaction was to have Mary Beth to meet with every member – small groups are appropriate. Mary Beth agreed that was her first option coming into this meeting. Everyone should want to be engaged in the process as we as members all have a responsibility in implementing the strategic plan. We need everyone in the room (on screen) anytime we are evaluating something or making a major decision, creating a vision – must be inclusive to all FPC members.
  - Core team to meet first (early April), then meetings will get scheduled.
  - Mary Beth to send out dates for members to sign-up for initial conference calls.
  - Sarah to Send over Brief History, Internal Documents, and previous Consultant work.
  - Room at the Table, and other two documents in the RFP were regional documents not specific to our FPC.
  - Antonina explained the Food Action plan is in process of creating 5-6 goals and will be an outward facing document - condensed plan for the region.
  - Mary Beth to schedule a call with the Core Group first then small group FPC interviews to be hosted with all members.
  - Pat raised question – who is the best member to connect Mary Beth with for History? Allison suggest Kathy P. and/or Kelly A. to access past notes and pull out historically important points to share. Rob – offered to be available to speak with Mary Beth as Rob has been on FPC since beginning. Should still move forward with obtaining historical notes to upload to Google Drive.

- COVID (4:50pm):

- Round Robin Check-in's: Urban Fruits and Veggies – beginning to plant, and starting to get requests for food, however no food available. The only thing that is getting canceled is an after-school program. Allison explained USDA and Ag. Marketing did issue best practices for Farmers Markets and Urban Fruits and Veggies will be implementing best practices. Allison said their trucks are available for some delivery if that becomes a need. Antonina asked about Farmers Markets– are they scheduled to start up as usual? Allison said yes – no know disruptions known at this time. WIC distribution is assessing impact.
- GBUG – Most Farmers around the area do not have food yet. What food they do have available they are selling through Fresh Fix, Produce Peddler, etc.
- Seed Resiliency Group is also meeting and is a State level meeting run by Rebecca Williams.
- Antonina asked if groups are looking at what is driving farmers to offer deliver options? Is it that farmers can sell in Farmer Market / CSA situations, is it to support compromised population that need to limit exposure to 'virus', etc.? Allison suggested it is a more to support the current need.
- Antonina shared there is little impact to her immediate role
- Rob highlighted that reduced consumption is the biggest impact to Restaurant Industry. Establishments are focusing on Curb Side takeout – pull up call, food placed in trunk – minimal contact. Restaurant industry is estimating that 60% of establishments will not be able to withstand this disruption.
- Antonina asked generally, is information being supplied openly? Antonina shared the update from last week's John Hopkin presentation said that some farmers markets/mobile markets have been deemed 'non-essential' so it is great to hear locally that our markets are essential. Shared there are some other broader food supply chain challenges.
- Rob shared some updates on the bigger establishments, like the ball park would normally start to order some frozen foods for upcoming season, but there're is a hold on purchases at this time. Issue is not with production or logistics, it is rather the issue of minimal demand. Most restaurants have cut back on their menus and are looking to prepare foods on take-out menus that are easier / safer to process and offer curb side takeout. Roughly 60% of restaurants are not going to be able survive this COVID-19.
- Restaurant Association would be the clearing house of the COVID-19 information and is sharing this information freely. To help share information in central location. Leader information is being share freely.
- Antonina asked if there is any timeline for reopening and Rob confirmed that there is no end date soon to open.
- Pat asked Rob if he can send over information, Rob suggested that anyone send him email address for anyone we know needs this information.
- Antonina asked if we can make sure to add this information the FPC website.
- Della asked if Rob can also share some information with her directly as she don't' have emails for those people she thinks need this information.

- Della gave an update on what she is doing in her community, she stressed the importance of making sure that we are all taking our persuasions with how we operate at home. For example, take shoes off before you enter your home. Practice safe cooking practices. 2 students at Damien College tested positive. She also shared that she is making face masks, not that the virus will be stopped but it makes you think before you test your face. Making as much as she can.
- Sarah Gatti is supporting their efforts on the department Facebook page. Suggestion that we add this to the FPC and vis versa share information to disseminate to larger audience.
- Pat shared a perspective from the Board of heart to hand, propriety for dialysis and quest diagnostic, and a lot of volunteers for this logistics service for elder are cautions as most volunteers are over 70 years old, so in general hard for everyone.
- Sarah shared updates from an essential consumer goods manufacturing perspective – very busy logistic systems, high demand, full operation – stepping up to government’s ask for certain ‘essential’ products the government needs.
- Beth, BNMC campus is very quiet, since all elective procedures have been canceled, Parking has drastically been reduced. Revenue from building rent has also reduced. Had to temporarily furlough half of staff. Beth has been able to keep job and works on virtual content. Attended American Public Health Association – food is important and having enough food with safe distribution systems is key. Be health and take this day by day.
- Antonina shared that one of the institution she works with, have shared national list serve information on food and food distribution is on essential list for all States she is seeing. So we shouldn’t see issue of food volume, but rather the challenge is access to ‘stuff’.
- Sarah H. shared this time is ripe for HR challenges. Excessive OT, not paying proper OT wages, canceling of Purchase orders, etc.
- Allison, shed light that all of this is proving the importance of the local food systems to be around when the larger systems fail. This supports the GBUG efforts to elevate the policy asks to the local government and this helps champion this thought process to allow us to get our asks answered. The focus on Local enormous and important. Antonina agreed, this might be the silver lining and help to put more weight on ‘local food systems’.
- Antonina raised the question, should the FPC write a letter address to the City, to encourage the continued support local food systems? Is grass roots garden having any pushback from the local city to stop community gardens (Allison to ask Janet from GRG to see if they are hearing any different). If there is pressure to close markets etc., we should write a letter to the City to support community gardens. Allison said in her example they want to keep gardens growing but we don’t want to have unsafe practices. We don’t want to see gardens get closed.
- Pat shared that MAP is trying to push seedlings and growing veggies. They are working on keeping gardens open. Putting boxes together and sell food through Flat 12 mushroom.
  - Selling what they normally would have sold to local restaurants
  - Flat 12 offers delivery to those customers within 5-mile radius

- Antonina suggested that we have three categories: community support (food access delivery of food/produce), Food business support (rob), Healthy best practices (Sarah G. info on county website). Even if we just link out to other sites that are housing this information already. Putting us a set of links essentially.
- Sarah G. to gain access to the FPC website run currently by Mary JO. Sarah G. currently has access to parts of the County Website. Sarah G. going to email IT folks to see if she can be granted access. Someone on council to update FPC to streamline information timely.
- Antonina suggested that we communicate this information to our list serve...we should have a contact list-serve to let people know we are posting stuff.
  - We should have a list serve ready to go.
  - Della suggested that we put updates via the Weekly United Way updates. Allison to connect with Joe R. to add links via the Weekly Newsletter.
- Executive Committee: Internship to support secretarial duties
  - Allison shared that the internship would have roughly a 240 hour requirement and 3 goals to accomplish. Document outlining these requirements was shared via email by Allison on 25th of March. Pat and Allison suggested the 'intern' could support Mary Beth (which Mary Beth is yet to be informed). Pat made suggestion that the Masters of Public Health student, could support the consultant with such tasks as Interviews, focus groups, etc. There are two options available for internship. Antonina suggested we think about the amount of work we have available for intern and suggest that the intern will need to be supervised – who would have the burden to supervise? If Mary Beth, we need to confirm she accepts responsibility. Allison agreed to talk to Mary Beth. Tabled until after we talk with Mary Beth and Allison will then narrow down exact duties of intern and then circle back to re-discuss topic with full council.
- Governance committee
  - Allison spoke with Kathy and she has no capacity to do anything else on council. Allison is yet to speak with James. Everyone on the council should be serving on at least one committee. What is the requirement of being on the council? Responsibility should be equally distributed between FPC members. Current Operating Procedure states that members must be on one Standing Committee and on one working group. Can we send out a list of current committees' and working groups? Then give all members a week to self-select to join committee. If members are not able to support at least one working group/committee then members should look to find replacement if Appointed Seat or step down if Stakeholder Seat.
  - Antonina offered to collect helpful documents / links to be added to FPC website.



- Allison asked if Rob remembers previous conversation about the decision to place the FPC under county versus city? County promised a position and the city offered a position as well. Rob do you remember? Rob initially answered he vaguely remembered the county offering assistance, but not the city. Kelly F. was the support function. Dr. Raja and Kathy P. are reviewing their notes to see if there were conversations that took place that guaranteed the City/County was going to support the FPC with a staff function. Allison wanted to approach the county and see what the county is willing to support. If they promised to support FPC with a person, assuming the FPC sites under the County, Allison would like to revisit this with applicable people. Antonia suggested that this is a question to pose with consultant during strategic planning. If the county is not willing to support, then maybe this is motivation strategically to become a 501c3. If they are not willing, then that might be the deciding factor to move away from the County.
- Sarah G. suggested that we find our original resolution to check if there is reference to the support function. Allison to check back with Kathy and Dr. Raja to see if we have grounds to go back to city with promise that was made in the past. Lucia might also have an old FPC folder, she might have some older documents as well Cheryl. They could be additional historical contacts. Sarah G. can remote in to verify some things between 2012-14 and will see what she can find.

**Meeting Adjured:** 6:04 pm

- Pat W. made motion to end, Rob seconded



<b>Roles:</b> <b>Chair:</b> Allison Dehonney <b>Vice Chair:</b> Antonina Simeti <b>Recording Secretary:</b> Sarah Herbst <b>Corresponding Secretary:</b> OPEN SEAT <b>Treasurer:</b> Rob Free	<b>Meeting Attendees:</b> 1. Allison Dehonney, 2. Antonina Simeti, 3. Beth Machnica, 4. James (Jim) Strusienski, 5. Dan Castle, 6. Della Miller, 7. Sarah Gatti, 8. <del>Kathy Peterson</del> , 9. Michael Chase, 10. Lucia Leone, 11. Matt Kauffman, 12. Patricia Watson, 13. Rob Free, 14. Sarah Herbst <b>Guest(s):</b> Mary Beth
<b>Date/Time:</b> April 29, 2020 4:00 – 6:00 pm	<b>Location:</b> WebEx

### Motion Log

Details on What we have Decided	Motion Passed: Y/N	How to Implement	Brought to Motion/Seconded
Motion to accept Feb. 2020 and March minutes	Y	Pat made motion, Rob seconded	All favored
Motion to adjourn	Y	made motion seconded	All in Favor

### Action Log

Who	Action	Carry-over action: Y/N	Due Date	Date Completed
Sarah	PDF notes moving forward, viewing as word version causes difficulty for some	N	. On-going	
Allison	Share Regional Food System Grant updates (positive/negative)	N	May	
All	Prior to next meeting send Sarah G. your edits/suggestions on the Draft FOOD ACTION PLAN	N	May	
All	All FPC members to stake Mary Beth's survey <a href="https://www.surveymonkey.com/r/6853NLH">https://www.surveymonkey.com/r/6853NLH</a>	N	ASAP	

**Relevant Notes:**

- Public comments:
- Executive Member Updates:
  - Allison called meeting to order. Allison asked if members had edits to Feb. and/or March meeting minutes
  - Agenda considerations: Dan Castle to give COVID update and GFPP.
  - All meeting minutes are stored in Google Drive: [link](#)
  - Allison sent out prior to meeting committee's and working groups. It is a duty as FPC member to participate in at least one working group and/or committee at bare minimum. All members to take the month of May to assess their ability/capacity to support. In order to be fair to those members that are in several committee, we need to spread out the work more evenly. Need to be more fare in the distribution of work.
  - Lucia stated that several working groups will come out of the food action plan, for example she would like to bring back the healthy food retail working group. Allison agreed that when the action plan and strategic plan are done, it will create more work for all members. If you are not on a committee now just be ready to support in the near future or choice to think about relinquishing membership.
  - Allison shared that Cheryl T. is stepping down effective immediately. CCE will be appointing a new member and will try to get new member as soon as possible.
  - GFPP – FPC still needs to vote on whether or not we want to be apart of the coalition. GFPP is responding to the executive order that came out of the White House regarding the 4 large meat processing plants.
  - The National GFPP network is looking for permission to use member organization name on the attached [letter](#), which they intend to send to Tyson Food, JBS USA Holdings Cargill, Smithfield Foods, and Jennie-O Turkey Store, asking them to protect their workers in the era of COVID-19. ***If FPC organization is willing and able to sign this letter, please respond in the affirmative to email.*** (This letter was originally circulated to all local GFPP campaigns by the HEAL Food Alliance in coordination with the Food Chain Workers Alliance.) We plan to send out this letter by Friday, May 8, so please respond no later than Wednesday, May 6.

## Resources mentioned during the meeting:

1. Article by Ricardo Salvador of the Union of Concerned Scientists: [Agribusiness Is Using the COVID-19 Crisis to Slash Food-Worker Wages](#)
2. NYT Op-Ed by Alianza Agricole: [I Harvest Your Food. Why Isn't My Health "Essential?"](#)
3. [Milked Report](#)
4. Bloomberg News: [Trump Orders Meat Plants to Stay Open in Move Unions Slam](#)

- Allison to share letter with FPC to share with each member. Antonina asked if the FPC is being requested to sign as a council? Allison open that up for discussion. Lucia voiced support to sign, it signs a light on large food manufacturing versus small local operations and the trade-offs but there is a price difference between large and small operations. Allison asked for feedback from other members? Antonina voiced she is in support. This is a great example of the need for a rapid response approach. Coming out of strategic planning maybe we create a rapid response process, so that when future 'ask's' come forward that FPC can quickly respond.
- Alison brought the overall Good Food Purchasing Program (GFPP) topic of membership back to the full council. Allison confirmed that they want to put on local coalition that FPC supports this local GFPP programs. Our logo would go along with the other logo's that are shared (no formal requirements). Antonina brought up the concern about the cost \$ of doing the initial assessment. Buffalo Public Schools is in the process of doing the assessment (costing \$10,000). Once this assessment is completed, BPS will have a baseline assessment and recommendations on how to progress, and work towards putting in a plan to achieve the recommendations. The other concern was about the impact on farmers. Allison answered that we thought it would be a strain on the local farmers, in our local proposal there is a staggered approach not an instant change, so there is grace period to achieve recommendations. Those were the two major concerns and it appears that BPS assessment is underway (money found to do assessment), concerns with farmers ability to support recommendations were lessened as it became clear that it is about progress over perfection. Farmers will have time to mature through the recommendations and in the interim it won't be held against them.
- Della made motion to approve GFPP ask to join the local coalition. FPC should join the local GFPP Coalition. Antonina seconded motion. All in favor, no objections. Motion Passed.
- Pat raised the question, should someone from the GFPP on the FPC? Della questioned that we need them. Pat mentioned that it could be beneficial to have overlap, but Allison is tied into the GFPP group.
- Allison to add FPC Gmail to their listserv. Executive Council to funnel information to full council.
- E.C. presented two different interns: one from Damien college, this student is working on Master's in Public Health, however college required extensive paperwork and with no stipend provided to the student. EC decision to work with Maggie Anderson. Maggie is from Mount Holyoke College, South Hadley, MA. Maggie needs a total of 120 hours' worth of work. Allison asked council to think about tasks an intern would be good at on this council. Allison in conjunction with Mary Beth, they are making a job description. Initial she will be doing administrative tasks, supporting consultant and learning opportunities such as those with Food Charter, etc. Please share any ideas with Allison.

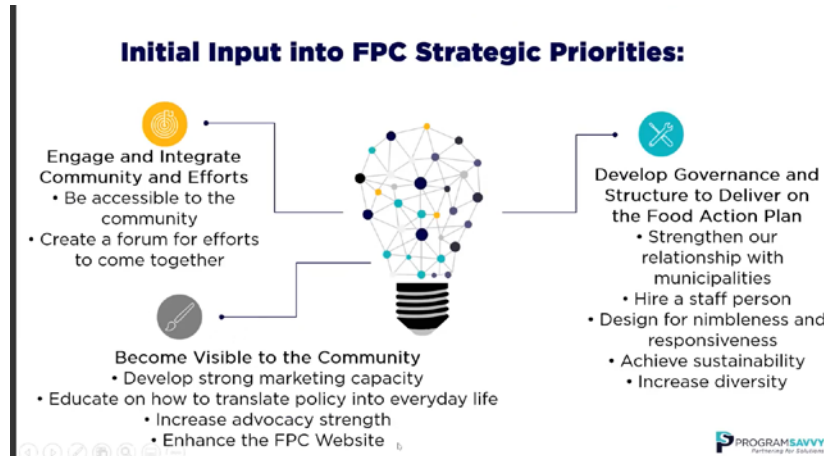
- **Regional Food Systems Partnership Grant**

- 4 outstanding tasks: 1 BNMC to provide final answer in role of the Grant (fiscal holder, apply for grant) 10% is charged for overhead – are they willing to support 2. Confirm we can use the current United Way funding to fulfil our match requirement. 3. Partnership with Food Lab? 4. USDA questions on match requirements, (in-kind will not allow value towards match), etc. We are hoping to use the United Way grant as the Match for this new grant application.
  - Della asked about the Food Lab relationship, to this grant application. Allison answered that the FPC could help with data, and analysis of outcomes back to USDA. Food Lab will most likely be required a % as well. Della was clarifying that we know upfront what % these organizations are asking for and should be transparent to the council.
  - What are we thinking to ask to use money for? Can we use money for consultant, staff person (permanent person), can we pay intern, what community outreach can we use this funding for? Conceptual it is to help with implement food action plan and elements of the strategic plan. Depending on what amount of money we can apply for, will then dictate what our ask is – explained by Antonina.
  - Michael mentioned the responsibilities with hiring a staff person. Antonina said it would be a consultant role like Mary Beth. But this is a BNMC rule. But given our current capacity at the FPC, we would also most likely prefer to have a consultant over a staff member, because we are not set up to manage a staff person for all the reasons Michael listed (insurance, payment, etc..).
  - Lucia brought up AmeriCorps VISTA and that might get around the staff issue, and they get benefits through Vista. Antonina mentioned that we would have to use the grant to pay for the fee of an AmeriCorps VISTA, just idea. A space is required and supervision, and if BNMC can't host, then FPC can't. Would need to check if this service is operational with COVID-19, and also if BNMC would even be able to sponsor this work arrangement.
  - Allison sent FPC members the grant information [link](#). Please review and send Allison email if you have any suggestions, concerns. If all the answers are positive and we are moving forward Allison will follow-back to solicit member support on application/narrative/budget etc. If the answers are not positive, Allison will circle back and let the council will know we are not moving forward with application.
  - Antonina offered to assist with grant application as it is due May 26<sup>th</sup>. Beth also offered her assistance, she will be BNMC lead. Allison and Della also offered to support. Others to email Allison if you are interested in supporting this working group.
  - Lucia made the reference that partners on project should also support with match \$. She gave an example of a project where the partners provided match back – generally members were in support to replicate this in our grant.

- Urban growers' group, Allison provided update. The group secured a grant to do some community outreach events. The main thing they would like to do is a farm tour of the urban farms. Small stipend. Also going to approach city on water, user fees, and increase in fees the city would like farmers to pay. Matt is very active conversation with city council.
- Rob gave update from the food and beverage association. If a restaurant is doing well, they are doing around 50 – 75% capacity. Others are unable to do take-out so many are suffering. Lots of uncertainty as there is with everyone. Restaurants are in a very vicarious situation. Rob is hearing there will be a phased re-opening approach. Restaurants are going to be a few phases down, first will be manufacturing. Restaurants are mentioning it is hard to get local products.
- Dan and Sarah G. had a meeting with Erie county ag. and farm land protection board. Farmers would love to get their product to local restaurants. Where there is disruption in the immediate chain, if there is anyway to connect farmers with restaurants, Dan is in support. Erie Grown is an example of how they are trying to support / connect farmers and growers directly to consumers. You can use the website to see what farms are open and what they have available and make arrangements to get what they need. Dan encourages restaurants to go to this website to check first. Example from egg farmers, having shortage of dozen egg cartons. They would love to connect more with restaurants, and maybe they can sell eggs in a case instead of dozen container. Veg. farmers are having a shortage of H2 labor. Dairy farmers are dumping milk because the food system was geared to servicing large food processing places – school milk, restaurants, etc. Dairy farmers have to process milk before it get's to consumer so there is a shortage of the 'processes' step. Meat packaging has some back-up with processing. Some meat farmers are told they will not be able to process their meat until next Feb. There is a challenge on many fronts. Commodity prices are also down. \$20/gallon milk was margin pre covid, now it is around \$13/gallon. What are going to be the guidance on you-pick, what is the regulation going to look like for social distancing with harvesting (you pick and/or H2 workers)? Number of concerns.
  - Antonina asked Dan if he has suggestions on what the FPC could do – is it to connect farmers to consumers. Also asked about the agrobusiness park.
    - Dan said a study was conducted, and it was uncovered the Evan Angola park for potential new home of agrobusiness facility. County didn't want to spend money until they had ownership, now county has ownership of this land and starting initial planning. No tenant, utility infrastructure, so unfortunately it is a couple years from opening and will not help with this COVID situation.
- Sarah G. did a tutorial of the Erie Grown [site](#). Website has link to FPC, Opportunity to share information publicly.

- **Mary Beth gave updates**

- Shared download of her FPC member meetings. Focus of these group calls were to understand members views of where we are and purpose of the strategic and food action plan, and next steps. She completed SWOT analysis and shared [results](#).



- Areas of agreement we still need to be achieved, and develop next steps around key milestones
- Disagreement on stakeholder piece, and what the purpose of the Strategic Plan/Food Action Plan
- Suggestion to move forward with a simplified Operating Procedure. Adopt governance for short-term and once strategic planning is finalized then re-vamp Operating Procedures to align with future direction. Does the FPC represent the community? There are differing perspectives that Mary Beth would like to survey FPC members to better understand these differences.
- Mary Beth will send out survey to sense where there is agreement versus disagreement on. Mary Beth would like to get some work done prior to next meeting.
- Intern is ready to start, as soon as description can be pulled together. Intern then available to assist Mary Beth where applicable. Allison and Mary Beth to connect off-line.
- Gut reaction to what Mary Beth shared:
  - Antonina appreciated the feedback and confirmed she will support however needed. A little troubling to hear there is conflicting views on the Food Action Plan. Again, the stakeholder conflict is also a concern because we had a vote. If we can figure out those two things as soon as possible = the better.
  - Mary Beth confirmed, it is not necessary disagreement, just lack of equal visibility so hard to rally around something you can't relate to. Mary Beth said the food action plan needs to be share as soon as possible.
  - Mary Beth invited to the next meeting, so we can all learn about the Food Action Plan together. There was a lot of alignment around SWOT answers that was positive.
  - All members were very receptive of Mary Beth's efforts so far. Mary Beth to work on next steps, connect with Intern, and attend next meeting.

- **Food Action Plan**

- Antonina shared the Food Action updates and recognized the time and effort that Sarah G. has provided in writing the Food Action Plan. The Group has had 4 sessions to take action plans and turn it into a food action plan.
- The committee's assumption is that this document serves as a representation of the issues and directions that folks in the region should endorse. FPC does not have to lead all these efforts but rather endorsement of the plan and the FPC in our implementation is holding the document and helping to ensure in our work these issues are getting addressed. It is like One Region forward, we will hold this Food Action Plan, and do our best to implement these actions.
- **Sarah G. provided overview. Requesting that all members read the action plan and email Sarah G. their comments in one comprehensive list of edits/suggestions. Be prepared to discuss more broadly at the next meeting.**
- LINK: [https://drive.google.com/open?id=12U4xdgDXiDx\\_rL32NHOhUnJN\\_Ozp82m](https://drive.google.com/open?id=12U4xdgDXiDx_rL32NHOhUnJN_Ozp82m)
- Dan made suggestion that people should forward pictures along to Sarah G. for certain report topics.
- Much appreciation to Sarah G. for keeping the committee on track and pulling the report together.

- Pat made motion to pass minutes. Rob seconded. All in favor – Motion to pass Feb. and March 2020 meeting minutes was successful.

- Dan shared that the county will have meetings to open the county post-COVID. Dan is suggesting that there be a subcommittee for Food Service/Restaurants and Agriculture. In next 2 weeks those subcommittees will be getting started. Dan will circle back with members to gage who/level of support, more to follow.

- **Meeting adjourned:** 6:08pm





<p><b>Roles:</b></p> <p><b>Chair:</b> Allison Dehonney  <b>Vice Chair:</b> Antonina Simeti  <b>Recording Secretary:</b> Sarah Herbst  <b>Corresponding Secretary:</b> OPEN SEAT  <b>Treasurer:</b> Rob Free</p>	<p><b>Meeting Attendees:</b> 1. Allison Dehonney, 2. Antonina Simeti, 3. Beth Machnica, 4. James (Jim) Strusienski, 5. Dan Castle, 6. Della Miller, 7. Sarah Gatti, 8. Kathy Peterson, 9. Michael Chase, 10. Lucia Leone, 11. <del>Matt Kauffman</del>, 12. Patricia Watson, 13. Rob Free, 14. Sarah Herbst</p> <p><b>Guest(s):</b> Mary Beth, Maggie Anderson</p>
<p><b>Date/Time:</b> May 27, 2020 4:00 – 6:00 pm</p>	<p><b>Location:</b> WebEx</p>

### Motion Log

Details on What we have Decided	Motion Passed: Y/N	How to Implement	Brought to Motion/Seconded
Motion to accept April 2020 Minutes	N	Pending approval of edits by Lucia (sent via email 5/27/20)	
Motion to adjourn	Y	Dan made motion Lucia seconded	All in Favor

### Action Log

Who	Action	Carry-over action: Y/N	Due Date	Date Completed
All	All FPC members to reply as soon as possible to Mary Beth's doodles	N	ASAP	
Dan	Provide 10-15min. update at next meeting on agro-park development (processing plant)	N	June meeting	
Dan	Connect with Cornell Cooperative Extension to get Open Appointed Seat filled by next meeting	N	ASAP June Meeting	
Lucia	Boarding the knowledge and education around the permitting process of new businesses– add/expand/edit action item in the Food Action Plan	N	June Meeting	
Food action committee	Add definition section in beginning of Food Action Plan to discuss broad topics: Healthy, Sustainability, etc. and explain support of working groups and their evolution to support the issues as needed	N	June Meeting	
Allison	Share blurb with Action Committee on History of Farming in NY State, and the inequity and the Robert Woods Johnson their statement on equity, diversity and inclusion	N	ASAP	
Dan & Rob	Report back on Urban Farm Committee Task Force	N	June Meeting	

**Relevant Notes:**


- Public comments: N/A
- Executive Member Updates:
  - Allison called meeting to order. Allison asked if members had edits to Feb. and/or March meeting minutes
  - All meeting minutes are stored in Google Drive: [link](#)
  - Allison introduced Maggie to FPC members, first meeting Maggie Anderson is attending.
    - Sarah to meet with Maggie post meeting to share the notes taking process and pass task off to Maggie.
  - Motion to pass April Meeting minutes were put on hold as Lucia requested edits to the Working Group (wrong name recorded), should read Healthy Food Retail Working Group. Before meeting ended, revised notes were sent to Lucia and Allison, pending their direction to re-vote.
  - Regional Food System Grant application canceled as we don't have a fiscal sponsor. Buffalo Niagara Medical Center unofficial agreed to be sponsor but after Allison submitted formal request, they refused to be sponsor. Grant was due May 26<sup>th</sup>, BNMC backing out, FPC was left with minimal time to find new sponsor and apply. Dr. Raja at the UB food lab was contacted, however UB was unable to support due to the short turnaround time. Antonina added this was a USDA grant and therefore FPC needed a partner that was already in the USDA grant system, due to complexity of USDA Grant process (also FPC is not a formal 501c3 and therefore can't apply by grant rules/regulations). As part of the strategic planning process Mary Beth highlighted the fact the FPC is not independent (501c3), so we have this challenge that the FPC structure is not set up to be a 501c3 – preventing FPC from apply directly for such grants. Allison highlighted this is a fact to consider while we work through our strategic plan.
  - Sarah G. gave an overview of the Food Action Plan methodology (Rob, Lucia, Sarah G., Sarah H. and Antonia meet 3 times in-person to further refine the work from first consultant Amy B. in the Food Action Plan). Antonia provided summary of the feedback FPC members provided Sarah G. on the achievable 3-year Food Action Plan (FAP). The FAP is an externally facing document. The FAP Committee bucketed the comments, and Antonina shared the big items. The comments were grouped by the themes in the plan (Agriculture, Economic Development / Business Development / Workforce Development / Food Assistance / Health / Procurement / Partners / Food Culture, Diversity, Equity and Inclusion / Environment / Food Access / FPC Background).
    - Agriculture: Hydroponic & Vertical Growing. Antonina raised the question if we need to raise this in the report? Lucia suggested that more on this topic would be great. Dan raised the question: what is the breath of Hydroponic that is going on today and what products are being grown today in the county? What is the scale today? Lucia answered she is aware of some large hydroponic operations (i.e. [Wheat Field Gardens](#)), they are trying to expand. Smaller operations are doing microgreens (most common). Grow Operative is doing a small amount of stuff. Lucia said from a business perspective, 'we' would love to see more. Indoor growing can fill the gap in the wintertime. Dan commented that Erie County is ranked #2 in the state for Green House growing. Do we include Green House growing in-scope of larger Hydroponic envelop, or is it considered separate?

- Allison answered with the term non-traditional growing. Dan suggests we include terms non-traditional growing in the plan and play up on it. It is important as it provides more resilient year-round product.
- Allison agreed that we include this in the plan and suggested to use the phrases: hydroponic, indoor and season extension growing – could be all encompassing. FPC should say something in plan that says where are in-support of modern types of agriculture and we will continue to educate ourselves to continue to support those types of farming in our county and city. Lucia added the education piece is important, supporting the policies that promote it and help expand it could also be included in the goal/language.
- Vacant land theme - Antonina asked FPC members if we need to be more explicit with this topic, so it stands out? Dan requested clarification on the context of this, small residential plots, large scale vacant lots (more than 1 acre) and/or both? Dan commented, that the larger the parcel, potential for conflict with Economic Development plans. Pre-Covid there were not a lot of large shovel ready plots, so might be important to highlight the potential conflicting priorities that may happen when trying to acquire large vacant lots of land for agricultural purposes. Antonina clarified this comment was more related to smaller plots in urban context not larger plots of land. The largest scale farm we know about is the one in East Aurora and Allison is involved in that. Allison confirmed the E. Aurora farm is currently the only large-scale shared farm today. Allison also mentioned farmers are already confronted with challenges in trying to acquire small parcels of land. The city is reluctant to release those lots, when the usage is set to be used from agricultural use. Suggestion to reference to the Greater Buffalo Urban Growers working group in plan on their continued efforts to address the topic of vacant lots, among other issues such as taxes, water usage and other suburban specific issues. Until we as a council and working group learns more about the suburban issues, the focus on preservation of urban sites will be focus for purpose of this plan.
  - For future discussion, Dan mentioned the idea that we approach towns/municipalities about vacant lands that could be used for agriculture. They might be willing to offer up the property for agricultural purposes. Due to zoning laws, those properties could never be developed for traditional large scale business and could be an interesting discussion for FPC / agricultural purposes.
  - Summary: we do want to have something explicitly to vacant land use - preservation of urban lots as agriculture use (especially in face of increase property values and competing land use needs). But also exploring opportunities outside of the city.
- Local and shared processing facilities for meat and produce: do we need more specific call out on this processing comment? Dan re-shared the new agro-park out in Evans. Is this an emerging gap that we need to address in the Food Action Plan? Dan suggested that a lot of farmers feel there is a large need for a USDA licensed facility in WNY. Can't get meat processed until next Feb. There is a need to have a more secure and resilient meat supply chain. Dan suggested that for next meeting he provided 10-15min. ag update on the park. Dan has been involved and offered to provide update next meeting to further explore meat packing plant. Work on an action to support local processing facilities that help to strength local food supply.

- Definition section to be added to beginning of report. Farmers, Producers, Health, Sustainability etc. Lucia suggested Food entrepreneurship (more than just farmers, we have those that are working with produce via added value efforts).
  - Dan to speak with Dian Held – Cornell Cooperative Extension seat to be filled by next meeting.
  - Once we get the CCE rep, we have them review document with special focus on terminology – accurate use of technical language.
  - Food action group to revisit document and ensure we expand terms (beyond just farmers).
- Kathy P. mentioned there are three groups that help small business / incubations: Beverly Gray Business exchange, WEDI and small business development center at Buffalo State College. There is a lot of work that goes on before a small business can start at the Broadway Center. Kathy suggested the possible action could be getting the word out that these three centers exist for small business development opportunity. Lack of knowledge that resources exists. Are there connections that are missing to help connect start-ups with help that is availability to start the business. There is a lot of permitting involved in starting a business. Duplication of permits with Erie County Dept. Health as well with AG. and Business. For new business it can be overwhelming. Lucia chimed in that it is important and something that the Health Food Retail WG tried to focus on last year – streamline and clarify the permitting process for startup. FPC / WG could be a resources and advocate for changes around the permitting process. Continue to do that and serving in that role is something very actionable under this food charter.
- Partners – should this term be expanded. Alison and Kathy agreed that the term Partner should be boarded. Term to be boarded, no other thoughts.
- Health – what do we mean by healthy, do we need a baseline assessment, does this include animal welfare, what do we mean by the phrase healthy food systems? Dan made comment this is a subjective term and may want to avoid getting into the detail of the definition. Everyone understands what healthy means, let's not get sidetracked. May not need a lot of detail here. Focus on the bigger issues. Allison, Lucia, Sarah H. agree we do need to make some definition / reference to what we as a council mean when we say healthy. Up to three sentences to describe our meaning was one suggestion. What is a healthy food business, versus what is definition for healthy more broadly as a whole? Food action Committee to create a definition section in the beginning. Explain how the FPC has a process of working with Working Groups, which define the criteria and/or need relative to the definitions. Allison and Sarah voiced interest in expanding definition section in beginning.


- Allison raised the Diversity and farmers of color comments were missing. Those comments were uploaded directly to Google Drive and were missed. Sarah G. will add those comments to the document. Allison to send Sarah G. the comments directly via email. Antonina asked Allison more broadly if the Diversity issue should be one area or weaved throughout the document. Allison would like to see Diversity weaved through the whole document. Allison to share language regarding equity, diversity and inclusion to be added to the Action Plan. Acknowledgment of past inequities, and the education piece has a major gap. There is no real education on the past equities. Example shared that the Buffalo Public School agriculture week failed to include information on farmers of color and/or history of farmers of colors. What does this mean to our state, county and city? These comments to be provided by Allison and to be added as appropriately throughout the action plan. Antonina suggested that this history is a great suggestion. Action committee will add this material to the report and connect with Allison for any questions.
      - Sarah G. confirmed the action committee will reconnect, adopt Allison's comments. We would like to adopt the Food Action Plan in June.
      - Allison highlighted that if we need to push the vote to July to make sure we get it right, then we can. But it would be great to vote on the action plan in June.
      - Mary Beth need the Action Plan, Sarah G. sent prior to meeting ending.
- Mary Beth's updates:
  - 10 question survey results shared (13/14 members responded)
  - Shared recommendations: see below

**My Recommendations**



**Based on the Survey Responses:**

- Do Mission, Vision, and Core Values work now. Include all/most.
- Agree on who to get Stakeholder Feedback from and purpose. Core Group/Mary Beth develop plan to invite/complete. Determine if and how to integrate feedback desired for Food Action Plan.
- SWOT is close. Schedule revision meetings and those especially with concerns AND those who think they are good should attend. Others willing to accept work of group. Identify Assumptions.
- When all of above is done, revisit Strategic Priorities. Change. Add. Delete. Agree. Develop the Goals/Objectives, Measurements, Owners, Teams, Resources.

 **PROGRAMSAVVY**  
Partnering for Solutions

- Mary Beth will be scheduling meetings to address next steps. She will be sending out a doodle poll. All members are expected to fill out the doodle poll promptly. Mary Beth requested that all members respond yes to times/days they can make work. Maggie and Mary Beth are working on supplemental technology for future meetings and will be using Zoom account to schedule meetings in the future.
- New Business:
  - Application process, all members are to think about a possible recruit they would like to invite to join the FPC. Share names with Allison, she will create a recruitment list. We must be clear on the dedication and time new members will be required to provide. Not only do you have to come to monthly meetings you also have to serve on at least one committee/working group. Please pass along all information to possible recruits, so they can make informed decision to join.
  - Challenge to all members to think about a person they think would be a good fit for the FPC and should share that name with Allison. Trying to fill seats, especially as we are going through strategic planning work. Lucia asked if we can share membership request on Facebook. Allison responded that we first start with targeted recruitment approach. We want applicants to be recommended by current council member. In future, yes social media should be used. Due to time constraints we are looking to have recommendations. Sarah G. has access and will update the application and send it back along. Executive Committee and Sarah G. Will work to have edits completed by end of week (May 30). Lucia asked if full council will be able to vote on the selection process? Is it a full council approval, or does the selection committee going to make the decision? Antonina shared the difficulty with moving things forward is that we don't have enough people on the council to populate the working groups/committees. The selection process sat with the Governance Committee; however, no members have offered to join the Governance Committee therefore no selection committee exists. Lucia asked if the work could be done at the full council level – assuming it is just a few new members we are looking to add. We could make it part of the meeting that we review applications and vote on the new members during a meeting. Lucia, Allison, Dan, Sarah G. have idea's for possible members. FPC to consist of 15-20 members. We currently have 14 members and CCE appointed seat is open. Need suburban representation and more than one farmer is welcome to be on the council.
  - Della: Health should include relationship between fruit and veggies. Could be included in the education area. Language barriers exist and even on the committee we don't have diverse language and should look to diversify. Allison knows a Hispanic farmer that runs vertical grow operation and is interested in joining the FPC. Mission statement and goals feel very top heavy and not helping the minority communicates – not represented in either. It is important and should be cleared up in the document. The people the FPC is serving is the lower income, and / or don't

- FPC should be about serving is the lower income/minority populations and should have this reflected in the Mission and Goal Statement. Ag Business, supporting this and getting business from the city to start up more community farms is a very important thing. People today don't have a full understanding of what it means to farm. WE should write something specific about ag businesses. WEDI is a good organization but focuses on the West side. There is room for more than one. There should be an East Side specific group to service the East Side.
- Dan and Rob to report back to the group on the status of the [Urban Farm Committee Task Force](#)

- **Meeting adjourned:** 6:04pm



<p><b>Roles:</b></p> <p><b>Chair:</b> Allison Dehonney  <b>Vice Chair:</b> Antonina Simeti  <b>Recording Secretary:</b> Sarah Herbst  <b>Corresponding Secretary:</b> OPEN SEAT  <b>Treasurer:</b> Rob Free</p>	<p><b>Meeting Attendees:</b> 1. Allison Dehonney, 2. Antonina Simeti, 3. Beth Machnica, 4. James (Jim) Strusienski, 5. Dan Castle, 6. Della Miller, 7. Sarah Gatti, 8. Kathy Peterson, 9. Michael Chase, 10. Lucia Leone, 11. Matt Kauffman, 12. Patricia Watson, 13. Rob Free, 14. Sarah Herbst</p> <p><b>Guest(s):</b> Maggie Anderson</p>
<p><b>Date/Time:</b> June 24<sup>th</sup>, 2020</p>	<p><b>Location:</b> Zoom</p>

### Motion Log

Details on What we have Decided	Motion Passed: Y/N	How to Implement	Brought to Motion/Seconded
Motion to accept May 2020 Minutes	Y	Patricia made motion Sarah Herbst seconded	All in favor
Motion to partner with the county for their USDA grant proposal	Y	Antonina made motion Della seconded	All in favor
Motion to adjourn	Y	Antonina made motion Della seconded	All in Favor

### Action Log

Who	Action	Carry-over action: Y/N	Due Date	Date Completed
All	All FPC members send applications out to recruits members	N	July 15 <sup>th</sup>	
All	All FPC members send Sarah Gatti recommendations for the implementation list	N	July 1 <sup>st</sup>	
Sarah Gatti	Connect with GBUB in their next meeting concerning their relationship to the FPC	N	July Meeting	
Beth Machnica	Create a spreadsheet for tracking for the implementation plan	N	July Meeting	



Public Comments:Officer Updates:

- Damen College is looking to partner with us again with an intern in the fall/winter. FPC has yet to agree to this, however, they have all of the documentation. The concern of this is our compacity since we do not function as a regular organization in an office were an intern can be easily over seen. Now Maggie is working with MaryBeth, so she is being over seen by her. How does the council feel about engaging an intern in the fall? Are there ways we can produce work for this intern? Who would want to take on over seeing or working with a group with the intern on a regular basis?
  - Della brings up the possibility of the intern working and helping the FPC with their website with the health department or creating the FPC's own website.
    - Michael Chase, as far as he knows, the FPC website is run through the county and does not think it is possible for an intern to even have access to that platform. There is the option of the FPC creating their own platform and external website, which then the intern would have access to.
    - Sarah Gatti is unsure if the FPC would be able to have their own website since we are associated with the county. In the past she has with a similar situation.
    - However, Della clears up that once we are cleared from being under the health department, we can then have our own website. Dan and Sarah Gatti agree with this, since the FPC would no longer be associated with them.
      - Dan states that if we want the county to agree, support and host the FPC, it would be necessary for us to go through their servers directly. Once the organization is a non-profit, has a board and is functioning, the FPC can have its own website that is not correlated with the county.
      - Antonina brought up that when we do have edits that need to be made to the website, they must go through Sarah to get to the county and be made. It is possible to send these critical updates to the intern and then have them send it to the county, so the county could make the changes.
        - Michael Chase lets us know that this is possible. For this to work, the intern would have to be familiar with the platform because the county platform is extremely limited in what they can do.
  - Sarah Gatti suggests that the FPC could use an intern to build a social media presence. This will allow the FPC to share important information, as well as what we are working on to the community easily rather posting it to the resources page on the website.
  - Antonia also suggests having the intern contribute to implementations, meetings and getting the action plan out there since they will be involved with the FPC in the fall and winter. This may possibly open up a logistical or an administrative functional position where the intern can help set up those activities and events.
    - Dan agrees with this and thinks that building up our social media presence will help with this as well. He also suggests that the spreadsheet that is created to keep track of community engagement outreach could be set up to hand off to the intern to track all the information needed.
      - Della also agrees with this information as well as with the idea of building up a social media presence.
  - Antonina also brings up that the intern must be overseen by someone. Allison and Mary Beth are working with Maggie now, so if anyone is curious to see what the role may entail and the time commitment, you should reach out to Allison. Until we have a point person for the intern we cannot move forward.

- The idea of having a social gathering in August since there is no board meeting.
  - Due to the current situation with COVID, the gathering would take place in an area where social distancing could take place, along with having those who choose to attend bring their own food if they choose or use packaged food.
  - All agreed on this and thought it was a good idea.
  - Dan suggested him and Sarah look into reserving a pavilion in one of the county's parks, then the FPC can chose from those given.
    - A list of all the parks and areas can be found [here](#). You can also look at the Parks Master Plan, which includes more information [here](#).
  - Jim mentions that he has a pavilion located on Tomewind Road in Lancaster on reserve for July 28<sup>th</sup> -31<sup>st</sup>
    - It can fit up to 300 people, has bathrooms, refrigeration, parking, and plenty of space for distancing.
    - July meeting would be on the 29<sup>th</sup>, so that may interfere with this. There is a possibility of meeting for the July meeting and then having this social gathering the day of, or a day or two after.
    - Jim also said he would look into if the pavilion could be reserved in the month of August and will get back to us.
    - Dan also suggested having the meeting and gathering together. Might be easier if someone brings a projector and laptop, no one all the call was against this idea.

#### Committee Updates:

- Food Action Plan-
  - Committee felt that the Food Action Plan needed to build out more, so they are asking the council and community to help. The committee asked that if everyone on the council to add to the list of implementation partners (found in the food action plan) by emailing them to Sarah Gatti by July 1<sup>st</sup>.
    - Dan suggested to send the current Food Action Plan out to the Food and Agriculture Committee. Reaching out would give the plan another pair of eyes to look at it and to scout possible partners. He believes that Beth Gosch from WNY Foundation would be interested, since she is looking to fund a nine-county regional food plan. This partnership would also help the committee get involved with a nine-county regional food plan
      - Antonina is not yet comfortable with this document going out to a committee such as this one, but thinks it is a good idea later. However, Antonina suggested adding Beth Gosch to the implementation partners list in the draft and to take WNY Foundation as a suggestion.
    - Public review- the committee thinks it would be a good idea to have others such as a Cornell Cooperative read the Food Action Plan to assure that there are not glaring gaps, too much redundancy, highlight important collaboration opportunities in this plan, and the correct use of technical language.
      - The committee thought institutional partners who have been involved with the FPC since the beginning should review the plan as well. This would include the UB Food Lab, Cornell Cooperative, and the Board of Health.
        - These external reviewers are not to do a detailed copy edit of the document but to look at it for big concepts/ideas to make sure our technical pieces are correct and that it is moving in the right direction.
        - Della brought up the concern of having too many copies of the document going out and suggested we first send it to the UB Food Lab first, make those changes and then send it out to the next group and so on rather than to all of them at the same time.

- Sarah Gatti, as the editor of this document, states that it would be much easier and less confusing to edit if all the groups receive the document at the same time and send all comments back at the same time. Dan agrees with Sarah and brings up the idea of weighing the competitive comments of the groups together to get the best result and to save time.
  - With changes being made externally, Della also brought up the concern of losing the essence of the document by making all the edits that are suggested by the multiple groups chosen.
  - Since this is not a regulatory review, Dan states that we do not have to change the document based on the suggestions given. Once the document is returned with suggestions, the board will discuss them and then make the changes based on the collective determination
  - Since the document will be going out to multiple groups and the concern of moving slowly, Della expressed her worry of another group taking our ideas once seeing them, and possibly sending out a waiver the recipients must sign.
    - Antonina suggests sending the Food Action Plan as a pdf, and stating that it is a “draft” and “confidential”, as well as telling those receiving the document that it is only being given to a small number of groups who have worked with us for a number of years.
    - Beth Machica said a watermark can be added to the document, saying something on the lines of “do not share.” Sarah Gatti reminded us that the word “draft” would be watermarked on the document. Sarah mentioned that “draft” could also be changed to “confidential” or “do not share”.
    - Concerning timing, Antonina comments on reviewing the Food Action plan as a council rather than going back to the committee.
    - Those on the call agreed with this, resulting with the council going over the suggestions rather than just the action plan committee.
  - Antonina states that after July first the document will then be shared with the partners for reviewing to insure that there is enough time for them to make their comments and for the committee to review the document before the July meeting, with the hopes of putting it to a vote within that meeting.
- Once the plan is approved, the next step is community engagement. Antonina brought up the conversation on the scenario that the council voted on back in the fall. This scenario is the council would continue to work on the action with no further community engagement until the plan is finalized, referring to this idea as an implementation plan. This plan would give the council the opportunity to share the plan with people.
  - Since this time is quickly approaching, Antonina feels that it is time to begin thinking of ideas and ways to implement the community, as well as creating a group. One of the suggestions that took place before was to create a committee or sub-committee of the Action Planning committee to help decide what the framework should be for the community engagement around implementation.
    - In a previous meeting Antonina remembered a suggestion of having everyone in the FPC engaged as a group effort. In this case, each member would take on a group of stake members. An example of this would be Antonina would take on procurement group, by meeting with them and showing them the procurement pieces of the plan. Then start to move forward or at least engage on some of those pieces of the plan. Having each member take on a group allows good coverage of engaging people.

- Antonina reminds the council that there is a \$5,000 budget that is available and could be used for these gatherings, meetings, and/or workshops if needed.
- These were only suggestions made in previous meetings. Antonina believes that the next step that should be taken is to create a committee to oversee this design and effort.
- Dan agrees that all members on the FPC should help the outreach but does not know if it is necessary to create another sub-committee. Dan suggests that the members of the FPC take on the additional groups and organizations that they belong to and implicate on them. Reaching out to these groups that FPC members are already associated with will be easy and not create a lot of extra work. With all the groups combined, the FPC touches just about every corner of the food systems in Erie county as well.
- If a sub-committee were created (based of each member taking on a group/organization), Antonina states the work of the committee would be like an administrative role. Which would include listing who does what and when, help administrate the budget (with the help of the treasurer), make sure we are doing what we need to do to match up with the Action Plan and get good coverage.
  - Beth expresses the importance of having a tracker, since the FPC is a larger group. Volunteering for the position, Beth agrees to keep a spreadsheet of everyone the FPC is reaching out to, contacts, the responses we are getting back, the process, and events. If a committee decides to join, she is also open to joining that.
  - Pat agrees and says she will help by committing to one or two things concerning the outreach and will put them on the spread sheet, including when it will get done by.
    - Dan makes a point by stating that if everyone takes on two other organizations, it will result in a tremendous amount of outreach.
  - Antonina asked Beth to create an organizing document for next month's meeting, which will include who the potential stake holder group is, which council member would take that stake holder on, and a brief outline of what that engagement activity would be (ex. Meeting, picnic, etc..).
    - Everyone will contribute to this document. This way all the information is ready to go by the time (August/September) this work is ready to be started.
- The question of a public review of the Action Plan, such as posting the plan on the FPC website for the public to review and make comments. Sarah Gatti brought this idea to light because in her line of work it is mandatory for public review to take place and wanted to make sure we were not missing any steps.
  - Lucia mentions that we voted "no" on this question in a past meeting. This means that the plan will not be open for public comments (people giving input and updating the plan based on their input). The community will be included in the implementation plan rather than the factual language plan.

- Antonina addresses that we did vote on this as Lucia mentioned, and that the FPC recognizes that without a consultant there are many constraints that allow the ability to do a full public review and engagement, which is part of the challenge. Along with doing all this with the minimal budget that is available. She also thinks since it is written, it may be a good idea to have a council member bring the community leaders that were initially involved in the workshop that created the six topical areas back together, and have that pose as another form of public review.
  - Dan suggests that we can also post the plan to the public after receiving it from our partners and making the changes. The idea behind this is that it is another way for the FPC to expand and elevate our presence, and another way to gain feedback and show the public what we are working on.
  - From a health care standpoint, Michael Chase does not believe the county will have anything to add and believes that the document is excellent and does not see any changes that need to be made.
- GBUB-
  - Sarah Herbst updates the council. The committee is moving forward on the grant application, which is focused on education around urban farming and training.
  - One concern that came up during the executive meeting that Antonina mentioned was, GBUB's relationship to the FPC. The GBUB committee has moved out and has taken a life of its own, including members that are not on the FPC (good example of our implementation work). This question came about with GBUB applying for the USDA Grant, and where the FPC sits in this situation.
    - Sarah H. said she will bring it up in the next GBUB meeting and report back to the FPC.
- Governance-
  - The committee is on pause but still exists.
  - Antonina asked if there is anyone willing to restart this committee. If interested, reach out to Allison.
    - This is important because there is governance work that needs to be done, and there will be more with the strategic planning process. For the moment, the executive committee has taken on the role applications.
    - Dan said he would support this effort and be part of the committee but does not have the time to lead it at the moment.
      - The other members of the Governance committee include Rob, Della, and Sarah H, and now Dan. The goal is to have five members on this committee.

## New Business

- Applications-
  - There is a formal list of open seats. However, with all the changes, we are open to not sticking to those exact seats.
    - Allison is working with Cornell Cooperative to have someone from there fill a seat
    - Dan has talked with Dianne Held and will reach out again and try to get name.
    - Lucia is courting Brian Strzelec with [Erba Verde Farms](#), located in East Aurora
      - He will represent the rural side of farming; he is also a meat farmer.
    - Sarah Gatti is recommending the store operations manager of the Elmwood Branch of the Lexington Co-Op.
    - Dan is recommending Laura Zaepfel, the senior vice president at [Uniland](#). She is on the task force of Uniland and has a passion for food systems, urban farming, and community health.

- Dan also suggests the board increase its diversity and add chairs for a lawyer, and a banker/finance to help address those issues the organization is dealing with.
  - Lucia agrees with this point, however, feels that it is unnecessary since we are a policy council rather than a nonprofit or an organization.
- The next step is to send out the applications, which can be found on [the website](#). It is asked of the applicant to have their application in by July 15<sup>th</sup>.
  - Once received the board will go over the applications in the July meeting.
- County Food Waste Program, USDA Grant and FPC support –
  - Dan informs the council that this is an opportunity the Environmental Compliance Group is applying for. This three-year grant provides assistance and support with composting (food and other types of composting). The idea is to try and get those groups who are involved with composting to provide highest quality compost. At this level of quality, the compost will be more valuable and will be able to be used for more.
  - While filling out the application they realized they needed partners.
    - There is no heavy lifting when being their partner. Cornell Cooperative extension of Erie County is one of the partners. Dan sent out an email containing the pdf abstract of the grant.
  - By becoming partners, the FPC would be agreeing to meet with them and provide guidance to the program, there is no funding or time required. Dan believes that someone from Environmental Compliance Group would attend our meetings and provide updates and we would give our feedback.
  - The grant is due July 3<sup>rd</sup>, a motion was made to vote to partner with the county for their USDA grant proposal.
    - Antonina motion to approve, Della seconded the motion. All in favor, none opposed or exceptions, or refusals.
- Della asked for an update on what the plan was to incorporate the youth on the council
  - Since this round of applications is only recommendations, Antonina addresses that the executive committee thought it would be best to fill the youth seats with more work and structure and thought, rather than just recommendations. As well as figuring out how the youth will be supported as FPC council members. Some ideas for this included a youth committee, or a few members who are willing to work with or mentor the youth members.
  - Della suggests that once the FPC does incorporate the youth, we should partner with McKinley Highschool because they have a large plant sale each year, along with other events. Della also suggests on setting up the youth council in one of the schools.
    - Antonina adds that McKinley also has a green job mentoring program, that generally introduce some of the issues the FPC focuses on. This may be a good recruiting source.
      - Della brings up that going through this program and the school in general, my help the students get credit for joining the council.

**Meeting adjourned at 5:42pm**



<p><b><u>Roles:</u></b> <b>Chair:</b> Allison Dehonney <b>Vice Chair:</b> Antonina Simeti <b>Recording Secretary:</b> Sarah Herbst <b>Corresponding Secretary:</b> OPEN SEAT <b>Treasurer:</b> Rob Free</p>	<p><b><u>Meeting Attendees:</u></b> 1. Allison Dehonney, 2. <del>Antonina Simeti</del>, 3. <del>Beth Machnica</del>, 4. James (Jim) Strusienski, 5. Dan Castle, 6. <del>Della Miller</del>, 7. Sarah Gatti, 8. <del>Kathy Peterson</del>, 9. Michael Chase, 10. <del>Lucia Leone</del>, 11. <del>Matt Kauffman</del>, 12. Patricia Watson, 13. Rob Free, 14. Sarah Herbst <b><u>Guest(s):</u></b></p>
<p><b><u>Date/Time:</u></b> July Break – no meeting</p>	<p><b><u>Location:</u></b> Resurgence – Team Building Session</p>



<p><b>Roles:</b></p> <p><b>Chair:</b> Allison Dehonney  <b>Vice Chair:</b> Antonina Simeti  <b>Recording Secretary:</b> Sarah Herbst  <b>Corresponding Secretary:</b> OPEN SEAT  <b>Treasurer:</b> Rob Free</p>	<p><b>Meeting Attendees:</b> 1. Allison Dehonney, 2. <del>Antonina Simeti</del>, 3. Beth Machnica, 4. <del>James (Jim) Strusienski</del>, 5. Dan Castle, 6. Della Miller, 7. Sarah Gatti, 8. Kathy Peterson, 9. <del>Michael Chase</del>, 10. Lucia Leone, 11. Matt Kauffman, 12. <del>Patricia Watson</del>, 13. Rob Free, 14. <del>Sarah Herbst</del>, 15. Shelia Bass</p> <p><b>Guest(s):</b> Maggie Anderson</p>
<p><b>Date/Time:</b> September 30<sup>th</sup>, 2020</p>	<p><b>Location:</b> Zoom</p>

### Motion Log

Details on What we have Decided	Motion Passed: Y/N	How to Implement	Brought to Motion/Seconded
Motion to accept all of the applicants that applied for a position on the food policy, and will invite them to the council	Y	Della made the motion, Lucia seconded.	All in favor

### Action Log

Who	Action	Carry-over action: Y/N	Due Date	Date Completed
Dan	Contact James (Jim) Strusienski concerning the Senior Services chair and if he plans on participating, and of not find a replacement	Y	10/28/20	
Kathy	Reach out to Brandon to see if any council members would be willing to fill a seat on the council for the city.	Y	10/28/20	
Sarah Gatti	Update website by putting information about the Urban Grower, Urban Agriculture Tour that took place.	Y	10/28/20	
Sarah Gatti	Will send a Doodle poll out to find a time for the council to meet regarding the Food Action Plan	Y	10/28/20	



## Public Comments

- Sheila Bass is the new CCE rep for the FPC
- Six applications in total

## Seats on the FPC

### Board of Health Seat-

- As of now the FPC has one seat. It was expressed that it is not necessary for the council to have another Board of health Seat

### Seats from the county-

- Do we need representation for senior services?
  - Seat is filled by James (Jim) Strusienski; Dan is going to reach out to see if James knows anyone else to fill this seat if he continues to not participate
- Replacement for Michael, the Eire County Department of Health chair.
  - Michael's last day was in September, have yet to hear about a replacement for him.
  - Although FPC is top heavy, Michael was beneficial and brought a lot to the FPC, do it felt best to have that seat filled again by this department

### Representation from the City-

- FPC has one seat as of now but feels that is would be beneficial to have another seat, but it not sure what department it should be through.
  - Have someone from the council staff to represent all the council members

### Community representatives-

- Brought up that it does not feel balanced, and it top heavy (a lot of large corporations and other organizations) rather than being related back to the community.
  - Looking back at the original documentation of the FPC it states that the council must have 15-20 voting members. Rather then removing seats to make the council less top heavy it was suggest that seats were added instead since we are under the 20-voting member number. This allows the FPC to still benefit from the current/needed chairs as well as add members in places that would be the most beneficial to the council.
- Add large holder seats
- Currently five seats are open and need to be filled.

## Applications

There are six applicants:

- Bryan Strzelec
- Elias Martinez
- Tanya Carney
- Joseph J. Kurtz
- Bradyn Berry
- Xylina Ulloa

### Brandyn Berry

- **Background:** ECC student interested in a career in Nutrition or dietetics, works outside of the food industry, volunteers with Urban Fruits and Veggies Market and farm, extremely interested in nutrition.
- **Pros:** Strong believer in health and wellness, has a presence in the community
- **Cons:** Does not have any board experience

### Tanya Carney

- **Pros:** Has great leadership experience in both the business and community atmosphere, understand the food issues in the county and regions, could bridge the conceptual to actual operations (ex. Co-op), deals with farms, retail background.
- **Cons:** -

### Bryan Strzelec

- **Background:** Does not live in the city, Erba Verde farm, rural
- **Pros:** Rural farmer that does not farm vegetables, allowing us to get the aspect of a meat and dairy farmer.
- **Cons:** -

### Elias Martinez

- **Pros:** Veteran own perspective, has been very interested in joining the council for many years, has a bachelor's and master's in business, experience in graphic designing and marketing, is a law firm administrator as well- has a wide range of experience.
- **Cons:** -

### Joseph J. Kurtz

- **Pros:** Experience as a board vice presents, computer and design work as well. Extremely hard worker, does a lot of notetaking, great with computers.
- **Cons:** -

### Xylina Ulloa

- **Background:** Graduated from Buff State, registered dietitian, works at Feed More, interned at Urban Fruits and Veggies. \*Will be representing herself, not Feed More.
- **Pros:** Hard worker, able to do community work, registered dietitian, very eager
- **Cons:** -
- All applicants were accepted
- On-boarding will be held in December, preferably the first week, and most likely held over Zoom.

## Term limits

Difficult to lose people during the strategic planning

- The momentum is thriving now and for now it was agreed to let the terms that are up in 2020 to stay on the council. Their terms will be extended till further notice.

It was suggested to extend the term limits to two three-year terms and to stagger them, so we are only losing one or two members at a time.

Is it possible to have outgoing members to chair working groups?

- This would be away to keep the momentum going but not being on the full council and a way to still be involved. Chair would have to be a member to make sure that chair is held to the same standard, i.e. time commitment, stability, and other responsibilities.
- Between the strategic groups, standing committees, and working groups for each section of the strategic plan the members are going to have to be part of several groups in order to get the work done. To divide this up a bit more having members that have termed out can still be involved and help the FPC. Having termed out members having be a chair or part of the group it will also help the working group due to having experience on the council.
  - You can chair the working group if you were on the committee at some point.
- This also allows the members to have the ability to come back in between terms but have a smaller amount of responsibility.
- The full council appoints each working group chair, agreed that this would be the most efficient way to go about this.

Would we allow people to leave for a period and to come back?

- If we did two three-year term would be cycle on the council for six years and off for three
  - For the two-year term cycle- on the council for four years and off for two
- Maybe another option available as well.

Governance committee will do research concerning term limits and suggest them to council, then voted on.

## Committee and working group updates

### Urban Grower-

- Urban Agriculture Tour took place September 14<sup>th</sup>, and five farmers took place, and it was a great success.
  - Did receive additional funding. With that funding they are looking into doing this event again next year with the other five farms that were not included in this year's tour.
  - Sarah Gatti is going to receive information from Allison concerning this event and upload it to council's website.
- USDA grant that Urban Growers applied for they did not get; however, they did get a grant to investigate urban farms and their soil health.

### Food action plan-

- UB's comments- FPC received UB's comments which totaled around 12-13 pages.
  - They are looking into them now and updating the Food Action Plan based off them.
    - One of the main comments that was made was it plan was low on data, but this was a conscious decision, as the council created and wrote this plan to leave out the data so it was easy to read, not turn away consumers, and to not distract from the plan itself as it is for the community rather than academic purposes.