

## Food Policy Council of Buffalo and Erie County Agenda

When: 2.28.19 from 4:00-6:00pm

Where: Buffalo Niagara Medical Campus Innovation Center, 640 Ellicott St., Room 4A Buffalo NY 14203

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4:00 - 4:05      Welcome  
                         Roll call

**In attendance:** Antonina Simeiti, Beth Machnica, Kathy Peterson, Matt Kauffman, Dan Szewc, Kelly Fletcher; **Via Phone:** Cheryl Thayer, Patricia Watson, Della Miller, Alexander Wright, Birch Kinsey

Meeting called to order at 4:15pm

Approval/Acceptance of last month's minutes

4:05 - 4:10      Agenda considerations – open public

4:10 - 4:45      Governance Committee (Cheryl)

- Review typical duties of Governance Committee
- Create Governance Committee
- Open Discussion on re-evaluating current Committee and Working Group Structure
  - Voted in governance committee in November 2018 for perpetuity of council not as ad-hoc; working groups now absorbed under the governance committee such as membership and recruitment/orientation, and one for policies and procedures, Governance committee to establish a process for monitoring effectiveness of and updating operating procedures
  - Giving everyone equitable opportunity to participate in it for sustainability with members terming on and off
  - The strategic planning process will also inform how we operate
  - Next steps: take names of people interested in being on committee; need to think about how many people we want on the committee before we populate it: send names to Beth.
  - Make sure when nomination email goes out – check with the person you are nominating before you nominate them that they are interested.
  - Item to consider: how many people per committee is deal?

Language in OP states every member must participate in 1 committee; it gives everyone opportunity to be involved in leadership; can't chair a committee if on executive committee, but the problem we face with populating the governance committee is we have 5 people on executive committee right now & 5 people on consultant working group committee so by process of elimination it would require the remaining members to self-select on governance, which is problematic.

Jonathan: leading strategic planning session at end of March with time to address these things too

## Discussion/Concerns/Questions

Birch: What is defined as an internal committee?

Cheryl: An internal committee includes members of FPC, deal with internal issues of the organization itself rather than topics that affect the public like governance or development would.

Currently the 3 internal committees we have are executive, governance, and standing committees.

External committee example: the ag group is composed of urban farmers to address issues affecting urban farmers; there is no cap on external committees.

Cap is 5? We want an odd number, also potential to cap how many committees a person can be on? There are only so many people on the council (22).

Suggestion to have a cap (is it 3? 5?) for the number of members on each committee and also a cap on how many committees members can be a part of – such as 1 internal committee, this spreads the work among members and makes more effective and efficient work with 3 people, still have odd number of people.

We can put these concerns as agenda items on the governance committee, with a minimum of 5 people per committee and the condition that each council member participates in at least 1 committee or working group in the interim.

Antonina - Motion to vote, Lucia second:

**Vote** to populate with 5 or 7 members so we have an odd number of members on governance committee that would apply to all internal or standing committees; all in favor; none opposed, none abstained.

Governance committee is open to all current members of the FPC: Make sure when nomination email goes out – check with the person you are nominating before you nominate them that they are interested. Send emails to Beth.

Get governance committee populated and get them to decide on this issue.

4:45 – 4:55      Letters of Support in General

- Brief review of what we have supported in the past (Rob – not present)
  - Kelly Fletcher: In past we have said we've needed at least 1 week, an issue with this is presenting things to the council, it is easier when we meet monthly. WEDI was an example where we were requested to support a grant they were writing, and we didn't have enough time to turn it around. We had to communicate to them we were unable to do it that fast and needed more time to discuss and debate as a council.
- City of Buffalo Project: Reinvestment Fund 2019 USDA Healthy Food Financing Initiative for 201 Ellicott (Kathy P.)

- We didn't have enough time to vet this and make decision to write a LOS; broader conversation in executive committee - when is it appropriate to write LOS for funding specifically? We run risk of supporting a proposal that is in conflict with another member's interest? OR is it only appropriate to write LOS for position/policy/advocacy, but not funding? This goes back to governance committee as something to decide our position on.

Cheryl: We are not on the council to advance our own businesses; it is a redflag to do this as it is self-serving, if there is a process that is equitable where a member could ask for support it should be just like how non-members can ask for LOS and we don't choose one over other; if 3 people ask we can contribute to all 3 letters even if for the same bucket of funding.

Alex: Our role as a council is to further the interest of food in the community which does help us, we want better rules, we want access, we want to do certain things collectively, we walk a fine line, members shouldn't be on the council to get their businesses to receive things, we should be serving to ensure there is justice and equity in food, more holistic, food, community well-being not necessarily individual businesses or nonprofits success, and if we allow those interests we create something that can be abused.

Lucia: Purpose of Conflict of Interest (COI) is to report transparency and organizations we are a part of.

Cheryl: We can't legislate we; we can ensure what we support is community driven and not support individual organizations.

Kelly F: We come together as a council with our broad knowledge and put our position out there – it sends a message reflecting this is what we support and this is what we do.

Lucia: We don't single out specific providers or organizations; we make global statements as these are our goals and what we support.

- Project update from Kathy: no project update, was asked to contact FPC for LOS; does not know who is writing it or what it is for, OSP asked Kathy to get a LOS for 201 Ellicott for reinvestment fund, if we said yes we would have gotten more details on it.
- Instead of us in support of 1 org or another saying it aligns with our goals and org so they can use our language and that we align with what they are applying for.

Antonina: the way it currently exists if there is enough time we consider it as a council does it support the broader objective, then if so we vote yes; we just need time and due diligence .

Alex: How do people know we even write LOS who are outside of the council? We should have it on our website, its fair game.

Kathy: When you write a grant you reach out to organizations for LOS.

- Its written in OP that if an organization or entity request LOS from the FPC it needs to be requested 2 weeks prior, a person would have to know about the

FPC to get to the website and see that we support LOS, part of our goal is to make ourselves more known, we all need to be ambassadors for what we serve on and what we do.

- Antonina: Do we have a policy written in OP on LOS?
  - Kelly Fletcher: Vaguely in there; generally the full council votes on LOS

Council moved for the Governance committee to determine the letter of support.

- Draft letter to request update from Ciminelli on 201 Ellicott
  - Alison and Sarah were starting to put together a letter about Ciminelli's lack of communication to us since Ciminelli invited the FPC to sit on their committee and we were participating in meetings with Ciminelli with 201 Ellicott, they owe us explanation of where project went since we have not received an update of the project.

4:55 – 5:30 Working Group Updates

- Strategic Plan Work Group (Consultant Working Group Committee) (Cheryl)
  - Monthly meetings with consultant, update from Amy this morning current status of the project in discovery mode, we provided them with historical documents, how FPC was established, formation of FPC, they are diving into the WNY regional plans, also looking at other FPCs likened to us and how those models are different, where nested, staffed, successes, etc.
  - Consultants are embarking upon surveys and interviews: 10 in person interviews with former members on their experience serving on FPC - how it went, challenges; goal to undercover dialogue.
  - Consultants will be circulating anonymous survey to all current FPC members and former members who they don't interview, also go to working group members who are community members outside council; goal is 100% response rate from current members keep eyes peeled for it.
  - March meeting: 26<sup>th</sup> and 27<sup>th</sup> slated with specific meetings, no time slots set yet, conversation to have now:
  - Is it okay to use our council meeting time in March for our visioning session with Wayne from Canada and Jen from HCWH?
    - Yes; all in agreement (no vote)
  - Also need 100% participation at March meeting

Jonathan: We also want the FPC to hear about healthcare and how FPCs have helped food and healthcare institutions, and Dr. Jen Obadia will be in town and is happy to present at the March meeting; we are planning to get hour for Jen's presentation before council meeting, make this optional for council members and then have the regular meeting time 4-6pm for the visioning session.

Jonathan: We also are planning a public event;

- Food charter and food action plan – consultants are planning food policy summit 3.0 → In past FPC had 1.0 (2011) and 2.0 (2013)
  - This summit will build the story and frame the work for the council

- Key decision makers and stakeholders will be engaged at the summit

Jonathan: Public Event as well on 26<sup>th</sup> in evening by invite only, names and organizations of people involved; session will feature 30 minutes hearing from Dr. Wayne Roberts on how food charters have helped cities unite and local food system as well as how taken charters to implement changes in food system; Jen will talk about how institutions play a role in this, someone from FPC to discuss progress Buffalo's food policy council has made over last 8-9 years; high level ideas what goes into charter and goes into food action plan, roughly intimate, 20-30 people is size looking for; Samina ran a food summit similar to this, smaller engaging exercise; send out categories for members to get us thinking, brainstorming on food system wheel, push ourselves to think outside box too groups typically not involved in food council

- Venue? We can host it in LEARN in the Innovation Center class room style, open to other locations; change in thinking from open public forum, focused in beginning on people who can advance this at the decision making level early on
- Kelly Fletcher: Suggested United Way conference space, if available on that date

March 26<sup>th</sup> – 2 events, Food Policy Summit 3.0 in morning, Fireside Chat (for BNMC 4:30-6:30pm)  
 March 27<sup>th</sup> – optional presentation by Dr. Jen Obadia at 3pm-4pm; then FPC meeting at 4pm-6pm

Cheryl: United Way working group didn't think it was appropriate to have public event until we have more to show, what would be shown at the public event are results from this Food Policy Summit; this makes it unique and marks the difference between this and the past summits, the purpose here is getting stakeholders to know what the FPC is doing and buy into the work to support it; previous summits were informational there wasn't an ask of what attendees were expected to do or how to act, it was just information and this structure for 3.0 makes it strategic

From perspective of community, what does community want? The community knows what works for them in their homes, as long as we can still make changes; think about the key stakeholders you know and invite them to engage them in this process and buy into our work.

Alex: If we present to the community what we should do and what food is for them, as opposed to saying what do people really want let's talk to them, funders go to what people support? I really feel that we will be working backwards, this is great idea but when it gets to community and doesn't get support – it is because we work this way and don't engage them from the start.

Kelly Fletcher: We have \$5000.00 extra in the grant to engage consumer and community education; we didn't ask for it and we didn't tell the consulting team that, we should figure out how to do that; that is for people's food movement?

Antonina: What is in place to make sure that happens and ensure community voices are heard? It's up to the FPC to ensure all voices are heard; this is the start of that process; hold city of buffalo and erie county accountable to ensure this is getting to the public; if we engage the public in a month and host a

community event we should get it right first time we do it, and shouldn't rush it. But right now if we were to do this next month it would be rushed and not as effective as it would be if we were prepared.

Antonina- this summit is not intended to inform the charter, the information will be gathered from experts, get them excited about FPCs and a potential food action plan, get community buy in and participation, perhaps we change the language we use to advocates and leaders instead of experts, and partners who make action happen; we as a council can create the guest list for advocates: each member puts forward 1-3 names of people who should be there; reframe what we call this event and expand what it is, community leaders, elected officials. Leaders of faith community; ensure topics/categories include leaders who represent those areas of the food system; FPC members to provide names/members to follow up with and ensure they are spread across the areas of the food system to get a combined voice.

Alex: I am interested to see who is invited and what comes of it.

Kelly Fletcher: Focus groups in erie county to represent areas of county; faith-based community important to engage as well

Antonina: Motion to vote, Kelly Fletcher second: to approve proposed agenda on these 3 events between March 26 and 27<sup>th</sup> and on the way we do invites and the process for inviting folks especially for this curator group of 30 leaders/advocates/community champions, each council member puts forth 3 members. All in favor – all, oppose – none, abstentions – none; motion carried.

Beth will send out nominations for governance, and can list these categories and people have next week to populate this and people can suggest additional categories.

- Categories:

- Producers/Processors
  - Distribution/Wholesale/Retail/Access
  - Consumers and Advocates
  - Political/Policy Makers
  - Fundraisers/Foundations
  - Private Sector/Economic Development
  - Foodwaste/Sustainability
  - Social Equity and Food Access
  - Innovators/Urbanists/Food Tech
  - Institutions Healthcare and Academia
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- Urban Food Production (Allison)
    - 30 votes
    - Next steps: put this out as sole agenda item in March meeting and only agenda item since have session with consultants
  - MAP CSA Event Update (Allison/Sarah)
    - FPC table at CSA event, steady flow of people went well
  - Procurement (Antonina)
    - No need right now

5:30 – 5:45 — ~~Conflict of Interest~~ — next meeting

- ~~Disseminate, sign, and collect from all members~~

5:45 – 5:50 Rescheduling of November and December meetings (Beth)

- Meetings for November and December were moved to 1-week before our normal meeting time since it fell on holiday weeks
- Add re-occurring meeting invite and WebEx option
  - Approved

5:50 – 6:00 New Member Updates – David (Allison D. & Kelly F.)

- Dave just found out one week ago, he couldn't make it today but will be in attendance in the future
  - Antonina motion to end, Kelly second

6:00 Adjourn. *[Note, member updates, working group updates, and agenda considerations if time permitting.]*