

## Buffalo and Erie County Food Policy Council Meeting Minutes

When: March 27<sup>th</sup>, 2019 from 4:00-6:00pm

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### Present:

Kelly Fletcher  
Kelly Asher  
Allison Dehonney  
Beth Machnica  
Patricia Watson  
Elias Reden  
Lucia Leone  
Della Miller  
Matt Kauffman  
Sarah Herbst  
Cheryl Thayer  
Antonina Simeti  
Dave D'Amato

### Via Teleconference:

Amy Baskes

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

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- 4:00 - 4:10      A motion was made to accept the minutes of the February 27, 2019. Pat moved to accept the meeting minutes and Della Seconded the motion. All were in favor; the Motion was carried.
- 4:10 - 5:20      **Roberts Rules of Order Training** - See recording for full dialogue  
Kelly A. provided 3 sperate training handouts: (Presentation Deck, Glossary of Standard Terms and Cheat Sheet). Additional role playing was requested along with more information/training on Motions as these were identified to be important to keep FPC on-track at full council meetings. Relevance of Roberts Rule (do we even need to have it?). Can the Roberts Rules be 'altered' to fit FPC context? Dialogue took place and additional vetting needed on how best to host/format Full Council Meetings, Working Groups, and Standing Groups meetings. If there are Action Items in a Committee report, the FPC would vote on those Action Items, however Reports such as a Treasury Report, then no Motion is required, unless if the Report requires an Edit. Then in the case of an Edit those Committee Reports are typically accepted by the Chair and business moves forward with no Motion required at the Full Council level. Agenda Considerations also needs additional vetting, 'how does a community member request to add a topic/concern to be considered on a Full FPC Agenda?'. Some members agree the public should be able to attend meetings day-of and raise concern to be added to agenda that day. Other FPC members want to see an online form be created to allow

the public to electronically submit issues that they would like to have considered on future agenda. There was also the suggestion that public can come to a meeting to request a topic be added to the next month agenda. As the FPC stands, the council is under the Board of Health, until the Grant Period is over, the FPC must follow current Operating Procedure, when the FPC changes the Operating Procedure Motion was made to move on with agenda due to time. Open discussion on Governance Committee taking on Roberts Rules & the need for the existence of a Governance Committee. Matt moved to table discussion, Kelly A. seconded. All were in favor, the motion to move on with agenda carried.

5:20 – 5:25 **Conflict of Interest Form**

Motion was made to accept current Conflict of Interest Form. Kelly F. moved to accept motion, Elias seconded. Sarah made mention that the FPC is working to conserve resources, Electronic signatures are acceptable. All in favor, none opposed. – Motion was Carried.

5:25 – 5:35 **Letter to Ciminelli**

A motion to remove Letter to Ciminelli from Agenda. Kelly A. moved to accept the motion, Sarah seconded motion. During dialogue, Della suggested that there needs to be more structure around how to hold organizations accountable and ensure they follow through with the actions items they communicated to the FPC. FPC should be holding organization like Ciminelli accountable to what they originally stated as the proposed process. Kelly A. and Sarah retracted votes. Amended Motion: Organizations requesting FPC support, need to give in writing, to the FPC, a clear picture of what the 'ask' is. It is then the responsibility of the FPC to hold those organizations accountable to what they said they were going to do, especially when an organization identifies the need to have community engagement/input. Della also mentioned that when the request comes in, 2/3 FPC members should be assigned to ensure organization is held responsible.

Lucia suggested that a letter should still be sent to Ciminelli, because it doesn't appear they are adhering to what they originally communicated to the FPC. It is the FPC understanding that the Ciminille needs to have community engagement prior to receiving city permits.

Motion brought forth that requires organizations seeking FPC support, to submit a written proposal to the FPC, outlining what are the expected roles of the FPC and the expected outcomes. In addition, if an organization fails adhere to their proposed plan, the FPC will follow up and the Chair is to appoint 2/3 reps max, to ensure accountability over the project timeline. Motion was presented by Della, Seconded by Kelly F., All in Favor. Motion Passed

A motion to dissemination a letter to Ciminelli and request they explain their community engagement process, and the letter is to be drafted by the same people who

wrote the first draft (Allison/Sarah). Kelly A made the motion, Elias seconded motion. All in favor, Motion was carried.

5:35 – 5:55      **Urban Farm Pledge – Urban Production Working Group Updates**

Matt provided PowerPoint presentation providing background on the Pledge, Overview of Ask, Conflict Resolution. The Pledge is an opportunity for the FPC to support consumers, farmers, etc. and support the work to develop best practices around soil safety and developing a communication / marketing message. Goal to create a system of trust. FPC role is simply a facilitator of collecting forms and storing them. Consumers are the ones policing the pledge, the FPC doesn't certify anything. The FPC is just serving to facilitate connections between producers and consumers. Once a year there is an open enrolment (Nov.- April) Recording Secretary to send out email to remind farmers of the annual enrollment process. FPC to share Pledge and marketing tools etc. publicly on website. Training will be offered annually for consumers and farmers (see presentation for additional information). Complaints raised by consumers will be sent to the Chair of the FPC, the Chair to forward complaint to Recording Secretary, who then connects concerned customer with the urban farmer to determine resolution within 30 day's. The Recording Secretary upon receiving complaint will log complain and resolution immediately upon receiving both. Suggestions made:

1. Legal review, has anyone from a legal lens read over the pledge to ensure the pledge doesn't create any unintended liability for farmers
2. Suggestion made to expand the Pledge to other urban areas (i.e. Hamburg, Orchard Park, Tonawanda, etc.)
3. What are the 'evidence' requirements for both customers and farmers, if any?
  - a. What 'evidence' does a consumer need to have to raise a concern
  - b. What 'evidence' does a farmer have to provide in order to demonstrate  
1) a corrective action has been implemented or 2) prove the farm is in-compliance today and are effectively upholding the pledge best practices
4. Labor conditions and living wages were also raised as important element of the pledge. (Della)
  - a. Living wages and labor rights are including in the Urban Pledge Toolkit

Motion to extend April 24<sup>th</sup> meeting by an hour to allow for enough time to vote on pledge. Next meeting is the vision session therefore the need for more time. Kelly F. made the motion, Cheryl seconded the motion. Elias amended the motion to allow for a short recess in next meeting. All in favor – Motion carried

5:55 – 6:05      **Council member Communication and Concerns**

Motion made by Kelly F. to extend the April Meeting one hour from 6pm to 7pm to deal with unfinished council business. Pat Seconded. Lucia voiced that the meeting is too long. Kelly F. made point that these meetings have been on our calendar and it is very difficult to schedule a mid-session meeting. Elias made suggestion that we add a 15minute recess in the meeting. Lucia made mention that it is spring break, so we may want to know who can come to next meeting to know if quorum will be achieved. All in favor, the motion was carried.

6:05 – 6:25

### **Consultant Update**

Cheryl provided consultant updates, Amy had another meeting to attend and asked Cheryl to give this update today. Moved back events due to not enough time to plan, 1 week wasn't going to work. April 23<sup>rd</sup> is leaders meeting (4-6pm @ MAP event), April 24<sup>th</sup> is visioning meeting. Goal is to have 100% participation for both meetings, understanding that the Buffalo Public Schools are on spring break.

Parking at MAP can be a challenge, Cheryl to share Map instructions to be added to EventBrite. Formal invite is being drafted by Jonathan, suggest that the FPC create their own EventBrite account. Leaders event is an RSVP event, and the idea to send it out via FPC. Kelly F., Beth and Sarah are meeting on 3/38/19 and took the to do to create an EventBrite. Jonathan and Cheryl to share draft in the "next couple of days". Cheryl made comment that the event ideally is to go out by end of week (3/29/19).

Draft agenda's shared for both events with council members. These two events are not intended to be the 'community outreach' efforts. There will be grassroots, community outreach efforts to come.

The event on the 23<sup>rd</sup> lacks Waste representatives, there was only one name suggested so consultants are welcoming any Waste people we can think of. Councilman Wyatt to be invited.

Interviewing of members has taken place with 5 members including Birch (to represent youth). 4 of the 5 interviewees were former members and Cheryl is sitting in on the interviews per Amy's request.

As of 3/28/19 Amy has received 20 surveys total, 16 from current members and 5 from former members (14 of former members were invited to take part of the survey).

Community conversation planning needs to begin as we are 1 month behind on the proposed project plan with consultants. FPC wants to ensure community feels connected.

Motion brought up that a contract check-in is required to approve payments. Consultants need a reporting template to be shared monthly with Treasure.

Treasure Update: first invoice did get paid out this week. Travel estimate was submitted and Kelly F. to reply to Amy by 3/29/19.

Housing of Documents, anything official/original to be saved by Kelly F. like the contracts, member sign-in's.

6:28

Sarah made motion to Adjourn. Elias seconded, all in favor, meeting adjourned.