

Jan 2021 Meeting Minutes

**No agenda available for this meeting

Meeting Minutes

<p>Roles</p> <p>Chair: Allison Dehonney Vice Chair: Antonina Simeti Recording Secretary: Sarah Herbst Corresponding Secretary: OPEN SEAT Treasurer: Rob Free</p>	<p>Meeting Attendees</p> <p>Allison Dehonney, Antonina Simeti, Beth Machnica, James (Jim) Strusienski, Dan Castle, Della Miller, Sarah Gatti, Tanya Carney, Brandyn Berry, Patricia Watson, Rob Free, Sarah Herbst, Elias Martinez, Julia Gruspier, Bryan Strzelec, Xylina Ulloa, Joseph (Joe) Kurtz <i>Not in attendance: Kathy Peterson, Sheila Bass</i></p>
<p>Date/Time: January 27th, 2021 from 4-6 PM</p>	<p>Location: Zoom</p>

Motion Log			
Motion:	Passed:	How to Implement:	Brought to motion/seconded:
Dec. Minutes Approved	Y	Pat Watson made motion; Della Miller seconded.	All in favor
Motion to adjourn	Y	Sarah Herbst. made motion; Della Miller seconded	All in favor



January 27th, 2021

Action Log				
Who:	Action:	Carry-over action: (Y/N)	Due Date:	Date Completed:
Allison, Sarah G., and Julia	Following up with City Mayor, County Office/Commissioner regarding the Food Action Plan Forward	Y	ASAP	-
Joe	Solicit information that might be available regarding By-Laws and awarded RFP monies to existing FPC members	N	March	-
Allison, Beth, Antonia	Meet with Andrea Tarshus	N	Feb.	2.11.21
Dan	Checking in with WNY SBR	N	March	-
Governance Committee	Ensure to add details around Job posting and the details around a current member applying for said job and the steps they must take to recuse themselves from any voting/conflict of interest	N	March	

Public Comments:

- No agenda considerations from the public (N/A)

Special Orders:

- Introductions from New Members, followed by existing member introductions (*See recording first 22 mins.*)

Office Updates:



- Maggie Anderson, intern is no longer serving with the FPC. Allison will be obtaining her address. Pat W. highlighted that we send her a Thank You gift. Internship job description to be shared with council as several members would like to solicit potential Internships.

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- Academic Seat is open. Lucia Leone is stepping down, working at the University of Buffalo. Lucia is welcome to run / support a working group but is stepping down as a full-council member.
- Antonia provided update on the [Wallace Center Program Application](#), should the FPC be awarded, the FPC would be provided with a mentor to help develop institutional partnerships. Members that came forward to support are Beth, Della, Allison, and Antonina. Three primary team members are to represent the FPC. This small group would work with the Wallace Center for two years of work, come up with a strategy for institutional investment. Going beyond just procurement and what/how we can accelerate collaboration between food and nutritional business / organization institutions / community members. Goal by 2022 the FPC would have a platform for the food supply chain to come together and work as institutional partners. This is still abstract, and the proposal will be shared in submission with full council on the Google Doc. Direct questions to the four members (Antonina, Allison, Della, and/or Beth).

Food Action:

- Allison said there are no updates from the City Mayor regarding the Forward. The Forward to be added to the Food Action Plan. Sarah G. hasn't gotten any word back from the Commissioner of Health and the County Executive. Julia and Sarah G. said edits are sitting with Kelly Asher. Julia to follow-up with Kelly to see where the draft forward is. Julia to follow-up directly with Sarah G. if there are any updates from Kelly A.

Committee Updates:

- Governance Committee:

Dan provided a general overview of the outputs of the Food Action Plan. There are two tasks that came out of the Strategic Plan to complete immediately in the first 3-6 months, was to update By-laws and create Charters for each committee. The Governance committee started Aug. 2020, divided into two sub-committees. One led by Sarah H., Rob, and Elise working on the By-Laws. The second group led by Sarah G., Della and Joe worked on the Charter. These documents were then shared with the Executive Committee. Both these documents will be revisited by the Governance Committee annually, but post Strategic Plan the idea was to get these documents adopted immediately to ensure the FPC can operate smoothly moving forward. Other By-Laws were reviewed and the Charter was adopted from resources shared by our consultant. Hoping to make a



motion in the next meeting or two in hopes to see the FPC move forward on the work of the FPC Food Action Plan. Sarah H. provided an overview of the By-law process and where we stand today. In summary, the By-Laws are in version 5, the idea was to conduct a gap analysis of the existing procedures of what we are not meeting today, and had discussion around those gaps to see what should be edited out/amended based on what is happening today.

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The main topics were Voting, Proxy Voting, Quorum and Code of Conduct. We added in a statement on Conflict of Interest, Voting structure, and Harassment policy. Topics that need to be vetted, “Can board members be awarded RFPs and receive funds if they recuse themselves to perform the work?” Can an FPC member take on a paid position, should we have monies available for a paid position. Della was invited by Allison to provide some additional context to who can apply to what and when. Della shared that she has been a long standing member on the council and when the council first applied for grants to obtain a consultant to assist with the strategic planning work, one of the existing members who assisted with writing the grant, also applied to be the consultant. Although this member recused themselves for votes that were related to the grant process, it was still viewed by council and external stakeholders as a conflict of interest. This member, although competent, could have successfully completed the job, and possible saved the council time as they understood the existing goals/challenges of the FPC versus brining in an external consultant. Della challenged council members to think about allowing volunteers to receive funds for their skills/expertise and allow existing members to be allowed to apply for grants/paid positions. Allison shared that the FPC lost around \$9,000 from the first consultant quitting in the first few months. The funder, General Mills/United Way supported the FPC and allowed our Grant period to be expanded, as we had to find a new consultant. Della is trying to highlight that the council could have saved time/money if we would have allowed the existing members to apply to the RFP. How do we not have the appearance of not showing favoritism to picking an FPC member over an external stakeholder? How do we set up the By-laws to ensure they recuse themselves from the voting? Pat brought up the feedback that the FPC received from the funding body and EC that it was against our best interest to award the RFP to an existing member. Antonina highlighted the other issue is that the By-Laws states that an existing member couldn’t apply for an RFP within the next year (12 months) post stepping down and therefore exclusive to some members. Antonina was one of the members that applied to the RFP but Cheryl was also apart of the application process and at the time of application Cheryl was the Chair of the FPC and was part of the team that submitted the Grant application to the Funder (General Mills/United Way). The issue is whether this is an “appearance” of a conflict of interest. If it looks wrong, it usually is wrong. Dan and Sarah G. stressed that if this is county money there is a lot of scrutiny that comes with public dollars that you need to be cognizant of. Is there a way to separate out public versus private monies that is being donated to the FPC? Appears of when public money is being used, there needs to be special attention to cronyism. Allison shared the example from her efforts with the Black Farmer Fund Pilot program, giving grants and loans to people of color. That fund is 100% private and one of the stipulations is that anyone supporting the build out, can’t apply for funding for 2 years. That stipulation was in writing on the invitation to be apart of the Black Farmer Fund project. Beth has brought forward Andrea Tarshus, an attorney that Allison, Antonina can meet with to discuss these questions and provide guidance. Beth did raise the question to the full council, as a entity under the Board of Health, do we need to follow their Rules or can we make our own?



Rob suggested that the FPC move forward with what decision makes most sense to make our own Governance structure. Allison asked the council to provide specific questions that we would like to have answered? Joe made the suggestion that we could reach out to the Toronto Food Policy Council as they are in similar situations as our local FPC. If we have a contact, it would be helpful to connect with them. Joe was going to explore the idea of learning from Toronto FPC. Concerns around being exclusive were brought up by Della and Antonina and needing to make sure we look into different scenarios when

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writing the By-Laws. Antonia suggested we look at other organizations like the Western New York Sustainable Business Roundtable and how they deal with issuing grants with an organization made up of local entities. Dan confirmed he will ask the WNY SBR to see what he can learn from this group. Allison provided clarification that the FPC has zero dollars except the money with the General Mill grant for the community outreach monies (roughly \$5,000). For the GM grant, FPC used the Wellness Institute as our financial passthrough, even though we are a part of the County, our Fiscal Sponsor was the Wellness Institute but had to follow County "rules". Which means the FPC needs to find a Fiscal Sponsor each time we get monies, hence the desire to evaluate the 501c3 status. Wellness Institute is a separate 501c3.

Need clarification with the possibility of posting a Job Description, paid Executive Director position, and the need for legal clarification and ensure this is added to the By-Laws.

Beth to send out meeting time with Attorney Andrea Tarshus. Sarah H. requested that the full council share By-Laws suggestions specifically on Conflict Of Interest examples and topics regarding grant monies being awarded to Current/recent FPC members along with hiring current members to fill paid positions. Pat made a suggestion that we put forward a motion to vote on the existing version of the By-Laws with the caveat that we will edit once we obtain legal feedback. This suggestion to vote today was denied by several members (Allison & Dan). Sarah H. requested feedback on whether the By-law voting may be done electronically. Electronic voting was denied by Dan & Pat. Suggestion to wait to vote on By-Laws at the February meeting. Antonina raised the suggestion that the Conflict of Interest (COI) policy should be updated as the current version is adopted from the county and doesn't fit perfectly with the culture/purpose of the FPC. All members share examples of COI policies they like that could be adopted by FPC in-lieu of the current County provided version. Also raised by Allison was the question to clarify with the Attorney whether we put the COI in the By-Laws, Charter, and as a stand alone document. Should there be overlapping verbiage and if so which documents should have the language.

Greater Buffalo Urban Growers (GBUG) update provided by Joe (*see recording 1:22.45*) Goals for 2021, expanding reach of GBUG growers to include additional twenty, exploring how to collaborate more with Rochester and other areas. Grant with Buffalo Public Partnership– Buffalo Public Schools, not exactly sure how funds will be used but leaning towards spending the monies on translation of tools for other languages. Also looking to set up a Meet & Greet event March 19th at 4pm with USDA NRCS event. Meeting minutes can be made available by Joe at request, and/or found on the [Google Drive](#).

Unfinished Business:



N/A

New Business:

Dan brought up that it is Erie County's Bicentennial year (200 year) and celebrating virtually. Looking at various social media ideas, so if there are any ideas amongst this group related to food, growing local, agriculture, and the future Dan would be

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happy to facilitate the idea back to the group. Urban farming and/or other themes are welcomed. Planned date is April 4th but looking at different events throughout the Year. Great idea/opportunity to get the FPC name out there.

Della shared about the Clean Air Coalition. Della has been a member of the Clean Air Coalition for some years. Similar to the Tonawanda Coke, Delavan-Grider American axle plant, are both well known in WNY for polluting the air/water/soil. Chemicals are being leached into the area, causing people to die/become ill from growing food in these contaminated soils. The Tonawanda Coke council was first approved and after additional deliberation the Delavan-Grider council request was eventually approved by the government. Originally Tonawanda was given green light to create council but unapproved in Delavan-Grider (some would infer that the government was more interested in the affluent area over the marginalized eastside (less affluent community). Della was also approached by community members regarding the safety of soil on the east side. Della didn't mention her involvement with the FPC but asked for clarification from GBUG on the process of soil testing as part of the Farmer pledge membership. Members will be testing soil once every five years and done by Cornell. Pledge will be signed annually, if farmers have acceptable soil safety levels (per Cornell testing) then the farmer is allowed to sign GBUG Pledge. Additional edits are occurring with the Pledge, Della requested GBUG provide some additional updates on the pledge as it evolves so she may update the community members with soil safety concerns.

Sarah H. Makes motion to adjourn, Della seconded. Meeting adjourned at 5:58pm



Feb 2021 Agenda

Food Policy Council of Buffalo and Erie County Agenda

When: February 24, 2021, 4:00-6:00pm

Where: **Please note this meeting will be via Zoom.**

4:00 - 4:10 **Welcome**

Roll call

Approval/Acceptance of January Minutes will be reviewed for a vote at the March meeting

Agenda considerations – open public

4:10 – 4:30 **Officer Updates (X)**

Intern – Maggie, discuss a gift for her/Search for new Intern (Allison)

Academic Seat – Lucia will recommend, and Dr. Samina Raja will recommend as well (Allison)

Buffalo Sewer Authority – Rain Check 2.0 – Green Infrastructure – Stacy Collins (Allison)

4:30 – 5:00 **Guest Speaker**

Beth Gosh WNY Foundation – Presentation on WNY Regional Food System’s Project

5:00 – 5:15 **Unfinished Business**

Food Action Plan – Forward to Dignitaries & (Allison, Sara & Dan)

5:15 – 5:45 **Committee / Working Group Reports (x)**

Governance – (Dan)

Recruitment and open seats - City of Buffalo – Robert Myer (Allison)

Community and Outreach Committee – assign council members (Allison)

5:45 – 5:50 **Special Orders**

Wallace Center update (Allison)

5:50 – 5:55 **Unfinished Business**

5:55 – 6:00 **New Business**

Agenda Considerations and Adjourn.



Feb 2021 Meeting Minutes

Meeting Minutes

<p>Roles</p> <p>Chair: Allison Dehonney Vice Chair: Antonina Simeti Recording Secretary: Sarah Herbst Corresponding Secretary: OPEN SEAT Treasurer: Rob Free</p>	<p>Meeting Attendees</p> <p>Allison Dehonney, Antonina Simeti, Beth Machnica, Dan Castle, Della Miller, Sarah Gatti, Tanya Carney, Brandyn Berry, Sheila Bass, Patricia Watson, Rob Free, Sarah Herbst, Elias Martinez, Julia Gruspier, Bryan Strzelec, Xylina Ulloa, Joseph (Joe) Kurtz <i>Not in attendance: James (Jim) Strusienski, Kathy Peterson</i></p> <p>Guest(s): Beth Gosh, WNY Foundation</p>
<p>Date/Time: February 24th, 2021 from 4-6 PM</p>	<p>Location: Zoom</p>

Motion Log			
Motion:	Passed:	How to Implement:	Brought to motion/seconded:
N/A			

February 24th, 2021

Action Log				
Who:	Action:	Carry-over action: (Y/N)	Due Date:	Date Completed:
Joe Kurtz	One pager breaking down the pledge and how urban growers interact with FPC	Y	May 2021	
Allison	Purchase gift certificate for Maggie		March 2021	
Dan	Purchase syrup from		March	
Governance Committee	Decision regarding the academic seat		May	
Joe	Connect Beth with Nathaniel Meech in Rochester	Y	April 2021	
Allison	Get the status of the Rochester FPC and how we may be able to work together to support implementation of the WNY Regional Plan	y	May 2021	

Public Comments:

- No agenda considerations from the public (N/A)

Special Orders:

- No special orders

Committee Updates:

- GBUG Update – given by Joe Kurtz - at the January meeting Della Miller brought up that there was a complaint regarding urban soils.

There is a conflict resolution procedure and a form which was agreed to back in 2019 by FPC. Discussed the Interaction between the GBUG and FPC. Joe will send around the FPC information from 2019 so that everyone is

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aware of what was approved and the procedures if there is a complaint from a community member. Allison questioned – is the FPC still going to house any complaints received? FPC secretary will connect the complainant and the farm in question. We will need to update the website so that the community knows how to submit a complaint. We will review in more detail at the next meeting when there is more time.

Allison – do we have a one pager to provide to community members if they have questions regarding urban ag? Joe responded that there is an FAQ that he will share with the FPC as it answers questions regarding ag and produce in general. The FAQ breaks down what is in the pledge. There is a lot of education in the document. Dan – is this something that should be posted on the website or is this a case-by-case basis. The information should be housed on the website. Joe – reviewed the website and the pledge is housed under the resource tab. No FAQ on the website regarding urban soils. Dan – once the doc is finalized, we can get it up on the website. Joe will work on finalizing the document. Allison – if members are in the community and get questions, we can refer them to the website. Della – are we discussing the pledge, the pledge needs to be updated, Joe – agreed that there should be some updating regarding urban soils. Della the whole document needs to be updated from the top to the bottom. Marketing needs to be included. Each farmer should post the document so that consumers can see it and have a phone number to call if they have issues. Allison – there is a poster that all the farmers did get to post at their locations.

Unfinished Business:

- Pat suggested at the January meeting that we buy something nice for Maggie the Intern, Della suggested gift certificate or a visa card so she could buy whatever she likes. Dan suggested he could get some maple syrup down in Sardinia, just so everyone knows it is for sale at the county parks department. Sarah G. suggested a co-op membership. Allison checked her address, she lives in Clarence, some farms are giving gift cards for farmers markets. Dan said there is a new co-op in Williamsville they are in the early stages. Allison – online cards that Sarah sent awhile ago that we could all sign. Allison will look for the website. Sarah would like to know the duties of the intern. Any suggestions of what duties we want the intern to perform.
- Allison sent around a link from the Sewer Authority, please take the survey regarding Rain check 2.0 please review the report as there are a lot of demographic and interesting information in the report. Sydney Collins will give the council a presentation at the March meeting.
- Allison – we still have the academic seat open. Any suggestions as the prior seats were filled by Dr. Raja and Dr. Leone. Do we need a PhD to fill the seat? Antonia – what is the role of the academic seat? Do we need evaluation for our work? Allison – now that we are going to do work in the community, I think it would be important to have data collected for the work that we are doing. Dan – what capability do we need that we don't have now? We have a lot of capability on the council and bringing someone on with the same capabilities does not really bring anything of value to the council. Sarah G. stated that Daemen



College has a sustainability master's program (classes on food

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systems) so we don't only have to rely on UB. Joe – suggested Cameron Herman he is an assistant professor at Buff State in Sociology he was di h

the seeding resilience meetings, focus on race ethnicity social inequities he seemed knowledgeable he did not have a focus on food systems. Allison – to Dan's point if we do not fill the open seat with an academic what do we want to consider.

Guest Speaker:

Beth Gosh – Food Future WNY

All council members introduced themselves.

Beth gave a high level of the history of the initiative – there is a website to allow for a lot of community interaction. Welcome input about the food system. Food Future WNY – covers 9 counties. 9 counties and not 8, we thought it was important to bring in Monroe county as that would be the two urban areas of our region. Hoped that this helps with future policy development. The initiative came out the WNY COVID response fund. We thought the funds raised would be for a few months and not into another year. 13.1 million dollars was raised which has all been awarded to over 400 not for profits in 8 counties. The fund is supported by over 40 corporations and foundations and 40 community leaders and over 2000 individual donors to help position WNY if the state wants to do a statewide plan to in act policy. Out of this fund “Moving Forward Together” was established in June 2020 to address long term collaborative systemic work to address persistent needs in our community, support a series of initiatives, Food future WNY equity and inclusion public policy and advocacy. In addition, Ralph C Wilson and WNY Foundation have contributed additional dollars for this initiative. The pandemic has revealed a lot of issues and challenges in the food system, food chain and bottlenecks. Focus on food and developing a more resilient food system, align supply and demand. Goals of the initiative will continue to be defined as the project develops and as the consultantsurveys and interviews community members across the region. UB food lab will do a regional mapping screen of all 9 counties. We are looking for community feedback on what needs to be mapped. Dr. Raja has a good idea but there may be some areas where we need additional feedback. An RFP was created to find a consultant, there were 9 respondents, 5 were moved forward and we decided on SCALE Inc. the team is what is most attractive. The background information can be shared with anyone who is interested. The leader of the team assembled a team from across the country to address the work that we are looking to do. Anthony, who is the leader, is a farmer in the Appalachian Mountains. He was instrumental in helping farmers transition from tobacco to vegetable production. The rest of the team is very impressive, and their bios are on the website. We are hoping there will be some creative financing to leverage dollars from outside the area to help us implement the findings of the study. The consultant will design recommendations that we hope to follow through on, get a better understanding of the connectivity in our region. This is something that our regionhas never engaged in the past. Thank you and I encourage questions and thoughts. Dan asked if there are pockets where they are struggling to get more buy in than others. There is



enthusiasm from across the 9 counties. COVID has changed a lot of people's perspectives regarding food and food systems. Beth stated that we are trying to ride that fact the heighten awareness of the food system. Joe asked about

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supply chain issues, transportation, truck routes etc. Can Joe help identify folks in these areas that should be at the table. This is designed to be as inclusive as possible and we do not want it to be so Erie County centric, we need geographic diversity and representation. Joe stated that he may be able to direct Beth to Nathaniel Meech he is involved in urban ag in Rochester and knows folks in Syracuse and Binghamton. Allison – we need solutions in distribution especially for small farms. Dan, what can the food policy council do to help? There will be strong connection but for now Beth is trying to stay out of the way of the consultant. Anyone who wants to share or comment they can reach out to Beth at any time. We are in a great position as a region to learn, educate and evolve. WNY foundation can play a separate role in supporting the FPC. We will be tapped when it is time to support this initiatives effort. Allison - one thing that we may be able to do is our FPC can join with other FPCs to make sure implementation takes place. Funders want to support these types of collaborations.

Unfinished Business:

Governance – committee will recommend what to do about the academic seat. Allison -nowhere with the Forward and the Mayor's office will continuing to try. Sarah concerned about a request for edits from the Mayors office. Antonia – update on Wallace Center application. Dan – By-laws and code of conduct review and change for vote at the next meeting. Meeting adjourned



Mar 2021 Agenda

Food Policy Council of Buffalo and Erie County Agenda

When: March 31, 2021, 4:00-6:00pm

Where: **Please note this meeting will be via Zoom.**

4:00 - 4:10 **Welcome** (x)

Roll call

Approval/Acceptance of January and February Meeting Minutes

Agenda considerations – open public

4:10 – 4:15 **Officer Updates** (X)

Intern – (Allison)

Social Media (Allison & Joe)

4:15 – 4:45 **Unfinished Business** (X)

Food Action Plan – Forward to Dignitaries & Next steps for press release (Allison & Dan)

By-Laws – update and vote (Governance Committee)

Conflict of Interest – update (Governance Committee)

Open Seat – Corresponding Secretary

4:45 – 5:00 **Committee / Working Group Reports** (x)

GBUB- updates (Joe)

5:00 – 5:45 **Guest Speaker** – Sydney Collins, Buffalo Sewer Authority – presentation on Rain Check 2.0

5:45 – 5:50 **New Business** - Schedule a meeting with the outreach committee

5:50 – 6:00 **Agenda Considerations and Adjourn.**



Mar 2021 Meeting Minutes

Meeting Minutes

<p>Roles</p> <p>Chair: Allison Dehonney Vice Chair: Antonina Simeti Recording Secretary: Sarah Herbst Corresponding Secretary: OPEN SEAT Treasurer: Rob Free</p>	<p>Meeting Attendees</p> <p>Allison Dehonney, Antonina Simeti, Beth Machnica, Dan Castle, Della Miller, Sarah Gatti, Kathy Peterson, Tanya Carney, Brandyn Berry, Patricia Watson, Rob Free, Sarah Herbst, Elias Martinez, Julia Gruspier, Xylina Ulloa, Joseph (Joe) Kurtz <i>Not in attendance: James (Jim) Strusienski, Sheila Bass, Bryan Strzelec</i> Guest(s): Sydney Collins--Buffalo Sewer Authority</p>
<p>Date/Time: March 31st, 2021 from 4-6 PM</p>	<p>Location: Zoom</p>

Motion Log			
Motion:	Passed:	How to Implement:	Brought to motion/seconded:
Motion to approve Jan. 2021 meeting minutes	Y	Upload to Google Drive	Sarah H. made motion Kathy P. made motion to second
Motion to approve the By-laws (Operating Procedures)	Y	Edits made version 6 to follow	Antonina S. made motion and Dan C. seconded, motion passed
Motion to approve the Conflict Of Interest Policy	Y	Uploaded to Google Drive	Antonina S. made motion and Sarah H. seconded, motion passed

March 31st, 2021

Action Log				
Who:	Action:	Carry-over action: (Y/N)	Due Date:	Date Completed:
N/A				

Committee Updates:

Governance Committee: By-laws, Charter, and Conflict of Interest Policy adopted. The Charter was adopted from Consultant's Resources Tools it is a clear template that should be adopted by all other committee's and Working Groups.

Allison and Dan to coordinate the gift for Maggie.

Social media update from Joe and Elias: working to build the social media presence. Joe met with a peer in the social media realm and brainstormed some ideas. Such as join twitter, link Facebook to Instagram, and join [clubhouse](#).

Bio's due as soon as possible to Allison. Mary Jo Carlo – Coordinator of Public Health at Erie County – email: Mary.Carlo@erie.gov

FPC website updates can be made by Sarah G. and Mary Jo Carlo. Requesting all FPC members to view the FPC website to share edit suggestions as soon as possible.

Members to sign the Conflict of Interest Policy.

Pending corresponding secretary position, please reach out to Beth should you have questions on the requirements. Otherwise please self-nominate and let Allison know by next meeting.

Unfinished Business:

Recruitment of intern to replace Maggie, with focus on notes and social media. Description of roles and responsibilities to be shared.

Governance committee shared edits to Charter and Bylaws.



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New Business(Second half of meeting)

Sydney Collins from Buffalo Sewer Authority contact information below and Raincheck Opportunity report can be found at [link](#). Extra resources below:

Schedule a One-on-One interview at
Scollins@BuffaloSewer.org

Fill out our Climate Change survey at
RainCheckBuffalo.org/Climate-Change

Share the survey amongst your networks
and on social media (Tag [@BuffaloSewer](#) !)

Public Comments:

N/A

Special Orders:

N/A



Apr 2021 Agenda

Food Policy Council of Buffalo and Erie County Agenda

When: April 28, 2021, 4:00-6:00pm

Where: **Please note this meeting will be via Zoom.**

4:00 - 4:10 **Welcome** (x)

Roll call

Approval/Acceptance of February and March Meeting Minutes

Agenda considerations – open public

4:10 – 4:15 **Officer Updates** (X)

Collection of Bios and Conflict of interest forms – (Sarah H)

Website – Sarah H does monitor, update (Sarah Gatti)

4:15 – 4:50 **Unfinished Business** (X)

Food Action Plan – Roll out of plan with the county (Allison & Dan)

By-Laws – (Allison)

Open Seat/Committee and Working Groups (Allison and Sarah H)

Open Seat – Corresponding Secretary

Social Media (Joe)

4:50 – 5:30 **Committee / Working Group Reports** (x)

GBUB- updates (Joe)

Outreach Committee (Allison)

Development Committee (Antonina)



5:45 – 5:50 **New Business**

5:50 – 6:00 **Agenda Considerations and Adjourn.**



Apr 2021 Meeting Minutes

Meeting Minutes

<p>Roles</p> <p>Chair: Allison Dehonney Vice Chair: Antonina Simeti Recording Secretary: Sarah Herbst Corresponding Secretary: OPEN SEAT Treasurer: Rob Free</p>	<p>Meeting Attendees</p> <p>Allison Dehonney, Antonina Simeti, Beth Machnica, James (Jim) Strusienski, Dan Castle, Della Miller, Sarah Gatti, Kathy Peterson, Tanya Carney, Brandyn Berry, Sheila Bass, Patricia Watson, Rob Free, Sarah Herbst, Elias Martinez, Julia Gruspier, Bryan Strzelec, Xylina Ulloa, Joseph (Joe) Kurtz <i>Not in attendance: Xylina Ulloa</i></p> <p>Guest(s): None</p>
<p>Date/Time: April 28th, 2021 from 4-6 PM</p>	<p>Location: Zoom</p>

Motion Log			
Motion:	Passed:	How to Implement:	Brought to motion/seconded:
Passed February 2021 minutes	Y	Dan made motion and Antonina seconded	Y
Motion to Adjourn	Y	Dan made motion	Y

April 28th, 2021

Action Log

Who:	Action:	Carry-over action: (Y/N)	Due Date:	Date Completed:
All who have not done it	Submit COI's and Bio's for FPC	Y	ASAP-May	
Sarah G (/Julia)	Create outlook rule to forward emails from .gov to buffaloeriefpc@gmail.com and look into other options for email access	Y	ASAP-May	
Development Committee	Decide on community impact project that falls purview of SPARK grant and apply for grant	Y	May 31, 2021	
Outreach Committee	Decision on event/press conference for Food Action Plan rollout	Y	May 5, 2021	
Allison	Card going out to Maggie, former intern	Y	May 2021	
Joe	Connect Beth and Nathaniel Meech	Y	May 2021	
Sarah G	Add Food Action Plan to website	Y	ASAP-May	



April 28th, 2021

Public Comments:

- No agenda considerations from the public (N/A)

Special Orders:

- No special orders

Committee Updates:

- FPC potentially found an intern—interview is next week
- Dan—Erie County Department of Environment and Planning looking for food and agriculture/social media intern
- Sarah G.—New website roll out (erie.gov/fpc)
 - o Declaration of support available at erie.gov/dos
 - o Send updates or potential links for FPC page (include picture, link, and description) to Joe/Sarah G
- Email on erie.gov/fpc was changed to FPC@erie.gov due to IT rules regarding Erie County Servers
 - o Discussion on how we are going to manage that, as Executive Committee needs access to emails

Unfinished Business:

- SOTC
 - o Dan was talking to CE's office this morning—SOTC will be virtual. Unclear when it will be released.
 - o May want CE to go to urban farm and discuss Food Action Plan (press conference)—discussion tabled
- Mayor's Office
 - o Looking to have a second seat from the city and mayor's office requested copy of bylaws where he has authority to appt 2nd seat
 - o Kathleen to refer bylaws to her contact to provide to the mayor's office

April 28th, 2021

- Committee and working group discussion
 - o All members must be part of working group—several with zero, but this was resolved during meeting
 - o Discussed status of all working groups
 - o All groups rearranged as needed
- One Region Forward—spark grants (bnmc.org/spark)
 - o Can figure out as a wraparound program for the fruit belt and do impact project
 - o Development Committee to follow up on this
- Social media
 - o Passwords in marketing folder in FPC folder
- o Ideas for adding in old members on social media

New Business:

- Ideas for Food Action Plan rollout
 - Press conference option at urban/rural farm (perhaps one with mayor, one with CE)
 - Suggested plan be posted to website and MAP helped with process so may be nice to unveil FAP with them
 - Suggested gathering of urban/rural farms
 - Suggested development committee find a fundraiser
 - Farmer/grower event
 - Suggested restaurants/farms collaboration
 - Discussed location for event
 - o Outreach Committee set a meeting

Meeting adjourned: 5:47 PM



May 2021 Agenda

Food Policy Council of Buffalo and Erie County Agenda

When: May 26, 2021, 4:00-6:00pm

Where: **Please note this meeting will be via Zoom.**

- 4:00 - 4:10 **Welcome** (x)
Roll call
Approval/Acceptance of April Meeting Minutes
 Agenda considerations – open public

- 4:10 – 4:15 **Officer Updates** (X)
 Intern – (Allison) Claire Finnerty
 Social Media (Allison & Joe)

- 4:15 – 4:45 **Unfinished Business** (X)
 Erie County Climate Action Plan (Sarah G)
 Conflict of Interest forms turned in – update (Governance Committee)
 Filled Corresponding Secretary Seat

- 4:45 – 5:25 **Committee / Working Group Reports** (x)
 GBUB- updates (Joe)
 Community Outreach (Pat)
 Food Action Plan (Sarah H)

- 5:25 – 5:50 **New Business** – Training for the full council

- 5:50 – 6:00 **Agenda Considerations and Adjourn.**





May 2021 Meeting Minutes

Meeting Minutes

<p>Roles</p> <p>Chair: Allison Dehonney Vice Chair: Antonina Simeti Recording Secretary: Sarah Herbst Corresponding Secretary: Julia Gruspier Treasurer: Rob Free</p>	<p>Meeting Attendees</p> <p>Allison Dehonney, Antonina Simeti, Beth Machnica, James (Jim) Strusienski, Dan Castle, Della Miller, Sarah Gatti, Kathy Peterson, Brandyn Berry, Sheila Bass, Patricia Watson, Sarah Herbst, Julia Gruspier, Bryan Strzelec, Joseph (Joe) Kurtz <i>Not in attendance: Tanya Carney, Rob Free, Elias Martinez, Xylina Ulloa</i></p> <p>Guest(s): N/A</p>
<p>Date/Time: May 26th, 2021 from 4-6 PM</p>	<p>Location: Zoom</p>

Motion Log			
Motion:	Passed:	How to Implement:	Brought to motion/seconded:
Motion to pass April 2021 meeting minutes	Y	Pat made motion	Dan seconded, all in favor
Motion to adjourn meeting	Y	Sarah H. made motion	Della second, all in favor

May 26th, 2021

Action Log				
Who:	Action:	Carry-over action: (Y/N)	Due Date:	Date Completed:
All who have not done it	Submit COI's and Bio's	Y	ASAP - May 2021	
Sarah G/ Julia	Create outlook rule to forward emails from FPC@erie.gov to buffaloeriefpc@gmail.com and look into other options for email access	Y	ASAP - May 2021	
Development Committee	Decide on community impact project that falls under purview of SPARK grant and apply for grant	Y	May 31, 2021	
Outreach Committee	Decision on event/press conference for Food Action Plan rollout	Y	May 5, 2021	
Allison	Card going out to Maggie, former intern	Y	May 2021	

Public Comments:

- No agenda considerations from the public (N/A)

Special Orders:

- No special orders

Committee Updates:

Pat provide outreach committee update. Survey drafted with Resources Guide. Sarah G. and Joe K. have compiled a resources link. Those on the list will be provided with a Link to the survey. Feedback to make the survey questions "closed-ended" to reduce resources/time needed to assess the answers & analyze.

Dan C. gave update on State of the County update and social media outreach around FPC's top 3 – 4 priority areas.



May 26th, 2021

Sarah G. Senior Service Caitlyn Tucker (CCE) and Matt Kaufman (5loafs) to meet with senior service course (University Express) to speak about science/ urban farming, Bryan Strzelec to come and speak about pasteurization and possibly a third course with Alex Wright. Looking to recruit FPC member to attend each of these Senior Sessions. Jim was asked if he could provide some farmer market coupons for the Senior sessions. **Senior University could be an ongoing engagement opportunity for the outreach committee to facilitate 2-3 training sessions per year moving forward in the community.**

Dan made the suggestion that the FPC should engage back with the Board of Health as part of our Outreach efforts and give the Board of Health an update (i.e. FAP, Strategic Efforts, Brough on new Members, etc.). Check with Rob to see when the next Board of Health meeting is and possibly have the Executive Committee attend to provide a high-level presentation update (10-20 min.). **EC to discuss this and devise a plan to update Board of Health.** Suggestion made that this engagement with the Board of Health to ask for financial support.

Sarah G. provided update on community climate action plan (CCAP) task force recruiting FPC members to join the working group or reviewer. Working group members will require at least monthly meetings for 1 year. Reviewers will review documents that are created (less in-kind commitments). Sarah G. to share document outlining roles and responsibilities to join. Potential to embed FAP into the CCAP as a way to assimilate. No limit to number of FPC members that are interested in participating. FPC members are invited to share this with other community leaders that might be interested and able to support other working groups/chapters, send Dan and/or Sarah G. a request. Interested members to email Sarah G. by July 4th

Working Groups:

- Climate Justice Commercial Energy Conservation and Renewable Energy –
- Supply, Distribution, and Buildings Transportation Consumption and
- Waste Reduction Climate Resiliency Nature Based Solutions Housing and
- Neighborhood Resiliency Economic and Workforce Development
- Agriculture and Food Systems Communicating Progress

<https://www3.erie.gov/climateaction/get-involved> OR <https://www3.erie.gov/climateaction/>

Intern to start June 7th and will be shared resource with Erie County Health and FPC. Julia, Sarah G., and Dan will have initial meeting with intern to share expectations of Health Department and FPC.

3

All COI due no later than June Meeting. Send along signed COI **ASAP**.

Julia has filled the remaining role – corresponding secretary



May 26th, 2021

GBUG, no major updates, will meet mid-summer and will have update

Suggestion to use some of the grant monies to be used as a donation/gift raffle for the survey respondents.

FPC members to send Allison any 'training idea's' for the full council. Possible training themes: Policy Writing & Advocacy, Outreach & Community Engagement, grant writing 101, communication/technical, what is the path to become a 501c3, infrastructures the FPC could model, that could be beneficial for members. John Hopkins will be providing training (Karen Bassarab, Anne Palmer, Raychel Santo, etc. al.). Grant money available for this training.

Unfinished Business: N/A

New Business:

Julia received email request from lady to contact gbugrowers@gmail.com

Meeting adjourned 5:28 pm



June 2021 Agenda

Agenda

When: June 30, 2021, 4:00 - 6:00pm

Where: **Please note this meeting will be via Zoom.**

4:00 - 4:10 **Welcome**

- Roll call
- Approval/Acceptance of May Meeting Minutes
- Agenda considerations – open public

4:10 – 4:15 **Officer Updates**

- Intern – Claire Finnerty (Allison)
- Social Media (Allison & Joe)

4:15 – 4:30 **Unfinished Business**

- Erie County Climate Action Plan (Sarah G)
- Conflict of Interest forms turned in – update (Governance Committee)
- United Way Pass-Through (Allison)

4:30 – 5:00 **Presentation**

- Erie County Department of Environment and Planning (Andrew Goldstein--Senior Recycling and Composting Specialist)

5:00 – 5:25 **Committee / Working Group Reports**

- GBUG- No meetings during the summer growing season (Joe)
- Community Outreach (Pat)
- Food Action Plan (Sarah H)



- Development Committee (Julia)

5:25 – 5:50 New Business

- FPC Survey results document (Claire/Julia)
- Training for the full council (Allison)
- On-Boarding Packet (Claire/Julia)
 - By-laws + working group
- Board of Health presentation (Rob)
 - 7/6/21 at 3 PM (virtual)

5:50 – 6:00 Agenda Considerations and Adjourn.



June 2021 Meeting Minutes

<p>Roles</p> <p>Chair: Allison Dehonney Vice Chair: Antonina Simeti Recording Secretary: Sarah Herbst Corresponding Secretary: Julia Gruspier Treasurer: Rob Free</p>	<p>Meeting Attendees</p> <p>Allison Dehonney, Beth Machnica, James (Jim) Strusienski, Della Miller, Sarah Gatti, Kathy Peterson, Brandyn Berry, Sheila Bass, Patricia Watson, Sarah Herbst, Julia Gruspier, Bryan Strzelec, Joseph (Joe) Kurtz, Claire Finnerty <i>Not in attendance: Tanya Carney, Rob Free, Elias Martinez, Xylina Ulloa</i></p> <p>Guest(s): N/A</p>
<p>Date/Time: June 30th, 2021 from 4-6 PM</p>	<p>Location: Zoom</p>

Motion Log			
Motion:	Passed:	How to Implement:	Brought to motion/seconded:
Motion to pass May 2021 meeting minutes	Y	Pat made motion	Kathy seconded, all in favor
Motion to adjourn meeting	Y	Sarah H. made motion	Della second, all in favor

June 30th, 2021

Action Log

Who:	Action:	Carry -over action: (Y/N)	Due Date:	Date Completed :
Pat, Kathy, Rob, Tanya, Brandyn, Bryan, Jim, Beth	Submit COI's and Bio's	Y	ASAP - May 2021	
Sarah G/ Julia	Create outlook rule to forward emails from FPC@erie.gov to buffaloeriefpc@gmail.com and look into other options for email access	Y	ASAP - May 2021	
Development Committee	Decide on community impact project that falls under purview of SPARK grant and apply for grant	Y	May 31, 2021	
Outreach Committee	Decision on event/press conference for Food Action Plan rollout	Y	May 5, 2021	
Allison	Card going out to Maggie, former intern	Y	May 2021	
Julia	Send out a poll for training topics	N	July 2021	
Allison and Sarah Herbst	Pricing for Johns Hopkins Training	Y	July 2021	
1. Tanya 2. All 3. Joe 4. Allison and EC 5. FAP group	Feedback Survey for the FAP 1. finalize the survey 2. provide feedback and approve 3. send out to contact list serve 4. determine if Survey Monkey monthly membership can be funded 5. analyze the survey results	N	July 5th, 2021	
1. Pat 2. Jim	1. design FPC business/palm cards 2. print cards	N	July 2021	
Executive Committee	Confirm that Sarah Gatti can stay on council without appointed seat	N	July 2021	



Development Committee	Create a list of organizations to house funds with	N	July 2021	
1. Allison and Sarah Herbst 2. Julia	Presentation to the Board of Health 1. Create and Present 2. Send out link to join	N	July 6, 2021	

Public Comments:

- No agenda considerations from the public (N/A)

Special Orders:

- No special orders

Officer Updates/Unfinished Business:

- Claire Finnerty gave an quick introduction
- Sarah Gatti will be leaving her position at the county, would like to stay on the council
 - Sarah serves on the Climate Action Plan- Ag working group. We will partner with Tracy Skalski in future
 - Open seat for the Academic seat- considering Derek Nichols from UB Sustainability and adjunct professor of Food Systems Planning course
- United Way Grant: Rob reached out to Buffalo Bisons to be our pass through for the money, they said yes. United Way will write a check to them and we will invoice them when we spend the money. That issue is resolved.
- Training with John Hopkins
 - <https://www.foodpolicynetworks.org/events/the-power-of-food/index.html>
 - <https://www.foodpolicynetworks.org/>
 - Equity leadership training, DEI
 - Best practices for governance and policy advocacy/implementation
 - Grant/policy writing
 - Recruitment and engagement
 - Check with Antonina
- Presentation by Andy Goldstein

June 30th, 2021



- Andy came to give some feedback on the food scrap element, seems like we can collaborate on education food producers to “donate” waste to avoid landfill. Second way FPC could support is education/data capture. Who are the main food waste contributors, local drop off’s, other contacts – to build a great central knowledge database.
- https://www.amherst.ny.us/pdf/highway/refuse/200609_organics_recycling.pdf
- https://www.amherst.ny.us/pdf/highway/refuse/200609_food_scrap_pr.pdf
- https://www.dec.ny.gov/docs/materials_minerals_pdf/dfsglistfinal.pdf

Committee Updates:

- GBUG: will start back up again in August
- Community Outreach:
 - Working on survey for the FAP and distributing it, will analyze results- Survey Monkey is \$30/month ○ Joe put together an email list
 - Went through all township council people, hospital members, and other intersectional organizations ▪ Sarah Gatti will share municipality contact list
 - Working on outreach at farmers markets at a table with the county- Pat will design business cards, Jim will print
 - Big events: for next month- suggestions and brainstorming. We want to do something before the end of the harvest season- September
- Food Action Plan:
 - Completed the charter
 - Sarah Gatti is the current chair: EC will confirm that Sarah can stay on as chair even though she is not in appointed County seat
- Development
 - Housing funds- thinking about approaching Partnership for Public Good, Buffalo Bisons
 - Create a list of possible organizations for the future
 - Ideas for applications to grants
 - Process: present to the executive committee, then bring to the full council
 - Using existing outreach list, approach executive committee before making a partnership

New Business:

- Onboarding packet for new members- push to July
- Presentation at the Board of Health- July 6
- Bylaws do not match the working groups and standing committees
 - Allison: That is ok because they are fluid

Meeting adjourned 5:28 pm

Jul 2021 Agenda

Food Policy Council of Buffalo and Erie County Agenda

When: 7/28/2021, 4-6PM

Where: **Please note this meeting will be via Zoom.**

4:00 - 4:10 **Welcome**

- Roll call
- Approval/Acceptance of June Meeting Minutes
- Agenda considerations – open public
- Intro- Derek Nichols (observance only)

4:10 – 4:30 **Officer Updates**

- Members who have resigned: Jim Strusienski, Bryan Strzelec (Antonina)
- PPG and Johns Hopkins Trainings (Antonina)
- No FPC meeting in August but we could have a casual meet up - discuss (Rob)

4:30 – 4:45 **Unfinished Business**

- Big outreach event brainstorming (Pat)

4:45 – 5:15 **Committee / Working Group Reports**

- GBUG- return in August
- Outreach
- Food Action Plan
- Development

5:15– 5:50 **New Business**

- Claire Closing Internship (20 minutes)
 - [New member packet](#)
 - [Outreach List](#)
 - [Existing Food Policy](#)
 - [FPC Structures](#)
- Erie County Community Climate Action Plan--Ag & Food working group (Julia, Dan, Rob)



- Creating agendas (Julia)
- Development committee question (Julia)
- Email forwarding (take it to the EC?)
- American Rescue Plan

5:50 – 6:00 **Agenda Considerations and Adjourn.**



Jul 2021 Meeting Minutes

Meeting Minutes

<p>Roles</p> <p>Chair: Allison Dehonney Vice Chair: Antonina Simeti Recording Secretary: Sarah Herbst Corresponding Secretary: Julia Gruspier Treasurer: Rob Free</p>	<p>Meeting Attendees</p> <p>Antonina Simeti, Dan Castle, Della Miller, Sarah Gatti, Tanya Carney, Brandyn Berry, Sheila Bass, Julia Gruspier, Joseph (Joe) Kurtz, Rob Free, Elias Martinez, Claire Finnerty <i>Not in attendance: James (Jim) Strusienski, Kathy Peterson, Allison Dehonney, Patricia Watson, Bryan Strzelec, Beth Machnica, Sarah Herbst, Xylina Ulloa</i></p> <p>Guest(s): Derek Nichols</p>
<p>Date/Time: 7/28/2021</p>	<p>Location: Zoom</p>

Motion Log			
Motion:	Passed:	How to Implement:	Brought to motion/seconded:
Motion to pass June 2021 meeting minutes	Y	Julia made motion	Rob seconded, all in favor
Motion to endorse the Community Food Security section of the City of Buffalo's American Rescue Plan Spending Proposal and propose a Food Policy Director for \$50-\$70K per year for 3 years	Y	Antonina made motion	Sarah G seconded, all in favor

July 28th, 2021

Action Log				
Who:	Action:	Carry-over action: (Y/N)	Due Date:	Date Completed:
Dan and Julia	Fill Food Assistance Seat	N	September 2021	
Governance Committee	Start a recruitment sub-committee and begin filling open seats in the late fall	N	December 2021	
Executive Committee	Book trainings with PPG	N	September 2021	
Julia	Fix this link: erie.gov/foodactionplan	N	August 2021	
Outreach Committee	-video of urban and rural farmers - Elias: bring FPC pamphlets to Urban Farm Day	N	September 2021	
Dan	Will send out information on Erie County Community Climate Action Plan--Ag working group	N	August 2021	
Rob	Send out reminders for August meetup (August 25th 4-6PM at Resurgence)	N	August 2021	
Joe	Put together comments for the American Rescue Plan for all council members to send	N	July 29th, 2021	

1. Welcome

- Roll call
- Approval/Acceptance of June Meeting Minutes
 - Bisons can hold grant funds indefinitely
 - Outlook task- cannot be forwarded directly to gmail
- Agenda considerations – open public
- Intro- Derek Nichols (observance only)

2. Officer Updates

- Members who have resigned: Jim Strusienski, Bryan Strzelec (Antonina)
 - Positions to fill: EC will discuss, push to recruitment committee
 - Jim was in senior services slot, Bryan was in farmers spot (*[Correction](#): Jim was the Food Assistance Seat Representative, Bryan was in an open seat)
 - Senior Services- Dan and Julia will fill
 - Nominating/Recruitment sub-committee under the Governance Committee is supposed to fill these roles but has not been started yet, will begin in the late fall
- PPG and Johns Hopkins Trainings (Antonina)
 - PPG offers:
 - 2 policy advocacy trainings, within the county
 - Working with the media
 - Grant writing and development
 - Asks for an in kind donation
 - Can bring in more food policy council specific speakers
 - Build it into 1 hour of FPC monthly meetings
- No FPC meeting in August but we could have a casual meet up - discuss (Rob)
 - Up to each committee whether they will meet
 - Booked **Resurgence for August 25th 4-6PM**

3. Unfinished Business

- Outreach Committee (Joe)
 - Erie County Fair on August 15th, 10:30AM-10PM
 - 2 postcards- 1 specific to FAP, 1 specific to FPC
 - Morning- Joe, Sarah H. Evening- Elias, Brandyn, Julia
 - [Outreach List](#)
 - Direct and indirect list of contacts- can sort by different food system actors

- Have 500 names so far, mostly farmers so far and in the city of Buffalo mostly
 - Will use this list to send LFAP, survey, website via email
 - Julia needs to fix link to erie.gov/foodactionplan
 - Email
 - For the future: Mail chimp for scheduling emails- through gmail
 - Outlook emails cannot be forwarded entirely to the gmail account- only from certain senders
 - Survey is done: erie.gov/foodsurvey
 - LFAP Survey answers goes to Allison, Pat and FPC email
 - Outreach Idea- video of urban and rural farms
 - Urban Farm Day- Saturday, August 28th (<https://www.gardensbuffaloniagara.com/urban-farm-day-tour>)
 - We should bring FPC pamphlet to this (Elias)
- Erie County Community Climate Action Plan--Ag working group (Dan)
 - One chapter is Ag and Food Systems working group for 6-9 months
 - A good place and opportunity to craft policy for the food system
 - Dan will send out information on how to get involved - range of involvement
 - Julia and Sarah G are involved
 - Antonina and Joe are interested
 - Next meeting in the fall

4. Committee / Working Group Reports

- GBUG- return in September
 - Funding coming in for \$2M for soil testing from the American Recovery Plan
- Outreach (see unfinished business)
- Food Action Plan
 - Will meet in August, No updates
 - Need to prioritize implementation based on LFAP survey results
- Development
 - Bryan and Jim both resigned
 - Looking for grants for capacity building and implementation
 - Each member will find 1-3 grants per month, propose to EC
 - Could use helps from new members or anyone with grant writing experience

5. New Business

- Claire Closing Internship (20 minutes)
 - Will wrap up all information and put it into one document [here](#)

- [New member packet](#)
- [Outreach List](#)
- [Existing Food Policy](#)
- [FPC Structures](#)
- EC Fair outreach (Julia)
- Creating agendas (Julia)
 - Send to gmail account if you have something to that will take up a large amount of time
 - EC makes agenda 2 weeks prior to FPC
- [American Rescue Plan](#)
 - 2 days to [comment to City of Buffalo](#)- \$100 million to replace revenues lost due to the pandemic
 - Can only make comments as an individual, not as an organization
 - Community Food Security Section (page 10)- FPC should support and endorse community partners requests
 - GGWNY- funding to build a community land trust
 - MAP will also be sending in comments
 - GBUG- asking for funding for soil testing, irrigation and water testing- ground wells etc. (relating to climate change); Asking for a liaison for urban ag and Buffalo Green Code in the government; GBUG is submitting comments as independent growers
 - EV vehicle may be limiting to food systems work because of refrigerated gas trucks
 - To recommend: funding a Food Policy Council Director- give a specific salary and time frame
 - Our strategic plan is 3-years so we can start there, LFAP is through 2024
 - Antonina suggests 60-70\$K
 - Joe suggests 5-year position staff for FPC \$40,000-\$55,000
 - May be hired on more as a consultant
 - \$66-75K is average for Food Policy Directors on the East coast
 - Or \$30-\$40 per hour for consulting
 - Final Proposal: Food Policy Director \$50-\$70K per year for 3 years
 - Only 100 people were at the outreach event for the American Rescue Plan

6. Agenda Considerations and Adjourn.



Sept 2021 Agenda

Food Policy Council of Buffalo and Erie County Agenda

When: September 29th, 2021, 4-6 PM

Where: **Please note this meeting will be via Zoom.**

4:00 - 4:10

Welcome

Roll call

Approval/Acceptance of July Meeting Minutes

Agenda considerations – open public

Guest – potential council member – Lisa Neff of the American Heart Association

4:10 – 4:15

Officer Updates

Executive Committee Meeting with NY Health Foundation– (Allison & Antonina)

Dan Castle – Congratulations on his promotion to Commissioner

Sarah Gatti – Welcome back to the County and the Council (never really left)

Our written submission regarding the “Cares Act Investment” (Allison)

4:15 – 4:30

Unfinished Business

Open seat consideration

4:30 – 5:30

Council Training

Partnership for the Public Good Presentation – Erie County Government

5:30 – 5:55

Committee Updates/ New Business

Outreach Committee – (Pat)

Governance Committee

Development Committee

Sarah G--[implementation matrix](#)

5:55– 6:00

Agenda Considerations and Adjourn.



Sept 2021 Meeting Minutes

<p>Roles</p> <p>Chair: Allison Dehonney Vice Chair: Antonina Simeti Recording Secretary: Sarah Herbst Corresponding Secretary: Julia Gruspier Treasurer: Rob Free</p>	<p>Meeting Attendees</p> <p>Allison Dehonney, Antonina Simeti, Tanya Carney, Brandyn Berry, Sheila Bass, Patricia Watson, Rob Free, Sarah Herbst, Elias Martinez, Julia Gruspier, Xylina Ulloa, Joseph (Joe) Kurtz, Jim Strusienski, Kathleen Peterson, Sarah Gatti, <i>Not in attendance:</i> Beth Machnica, Dan Castle, Della Miller, Bryan Strzelec Guest(s): Heike Jacob, Derek Nichols, Lisa Neff, Tanvier Peart, Andrea O Suilleabhain</p>
<p>Date/Time: 9/29/21/4-6:06 PM</p>	<p>Location: Zoom</p>

Motion Log			
Motion:	Passed:	How to Implement:	Brought to motion/seconded:
Motion to pass July 2021 Minutes	Yes	Julia made Motion	Kathy Seconded Motion
Motion to end meeting	Yes	Pat made Motion	Antonina Seconded Motion

Sept-29-21

Action Log				
Who:	Action:	Carry-over action: (Y/N)	Due Date:	Date Completed:
Joe	Connect with MAP and Owles Farm to see if they are willing/able to support our Oct. Outreach event	N	ASAP	
Jim	Checking with Feedmore to have 500 paper bags donated	N	ASAP	
Kathy	Help with advertising at City Hall, Broadway Market, Radio, etc. of upcoming outreach event (Oct. 16th)	N	ASAP	
Sheila	Reach out to Ebinay with Healthy Corner Store and/or CCE to see if there are options for demonstrations	N	ASAP	
Everyone	Send Pat your shirt size	N	ASAP	

4:00 - 4:10 **Welcome**

- Roll call
- Approval/Acceptance of [Last month's] Meeting Minutes - no edits
- Agenda considerations – open public

4:10 – 4:30 **Officer Updates**



- Dan will be looking to step back and pass the seat to Sarah G.

4:30 – 4:45 **Unfinished Business**

- Open seats need to be filled, Governance Committee will re-group with new Chair - Sarah G. December/January is when we welcome new members

4:45 – 5:15 **Committee / Working Group Reports**

- If not objections, Sarah G. will take on Chair of Governance Committee
- PPG provided training: You can access our profiles of each County Legislator here: <https://bit.ly/PPGErieCountyProfiles>. Deck shared by PPG on drive.
- Outreach soliciting all hands on deck, check emails after meeting for urgent to do's which will be shared by Brandyn - Event is on **Oct. 16th 10am - 2pm**
 - This meeting has been postponed (SH 10.18.21).
- Allison offered her mobile market as a resource to pick up veggies on Friday

5:15 – 5:50 Sarah G--implementation matrix

https://docs.google.com/spreadsheets/d/1F_R_Rt45PjZMNaMpycDaikq3-IKwrFn/edit#gid=932986587

5:50 – 6:00 **Agenda Considerations and Adjourn.**

October 2021 Agenda

When: 10/27/21 at 4 PM

Where: **Please note this meeting will be via Zoom.**

4:00 - 4:15 **Welcome**

- Roll call
- Approval/Acceptance of [Last month's] Meeting Minutes
- Agenda considerations – open public
 - For consideration: Challenges of fish processing (*cancelled*)
 - November/December meeting

4:15 – 4:30 **Officer Updates**

- Julia--creating Conflict of Interest running list
- Julia--in-kind spreadsheet

4:30 - 5:30 **Food Action Planning Committee Updates**

- Food Action Plan Key Actions:
<https://docs.google.com/document/d/1Yo5Z9hi95j2DBkiROfwPtV0dgnYR1O7J/edit?usp=sharing&ouid=102584306587056957901&rtpof=true&sd=true>
- Implementation Matrix:
https://docs.google.com/spreadsheets/d/1F_R_Rt45PjZMNaMpycDaikq3-IlKwrFn/edit?usp=sharing&ouid=102584306587056957901&rtpof=true&sd=true.

5:30 – 5:40 **Unfinished Business**

5:40 – 5:50 **Committee / Working Group Reports**

- Development
 - WNY Foundation Grants
 - Drafting charter



- Governance
 - Recruitment
- Outreach

5:50 – 5:55 **New Business**

5:50 – 6:00 **Agenda Considerations and Adjourn**

October 2021 Meeting Minutes

<p>Roles</p> <p>Chair: Allison Dehonney Vice Chair: Antonina Simeti Recording Secretary: Sarah Herbst Corresponding Secretary: Julia Gruspier Treasurer: Rob Free</p>	<p>Meeting Attendees</p> <p>Antonina Simeti, Beth Machnica, Della Miller, Sarah Gatti, Patricia Watson, Rob Free, Sarah Herbst, Elias Martinez, Julia Gruspier, Xylina Ulloa, Joseph (Joe) Kurtz, Kathy Peterson</p> <p><i>Not in attendance: Allison Dehonney, Sheila Bass, Dan Castle, Tanya Carney, Brandyn Berry, Bryan Strzelec, James (Jim) Strusienski</i></p> <p>Guest(s): Heike Jacob, Lisa Neff</p>
<p>Date/Time: Oct. 27, 2021 4-6pm</p>	<p>Location: Zoom</p>

Motion Log			
Motion:	Passed:	How to Implement:	Brought to motion/seconded:
Motion to pass Sept. 2021 Minutes	Yes	Kathy made Motion	Pat Seconded Motion

Date of Meeting

Action Log				
Who:	Action:	Carry-over action: (Y/N)	Due Date:	Date Completed:
All Members	<p>implementation matrix (link below) must be filled in with your organizational information by November 5th</p> <p>https://docs.google.com/spreadsheets/d/1F_R_Rt45PjZMNaMpycDaikq3-llKwrFn/edit?usp=sharing&ouid=102056097554862371328&rtpof=true&sd=true</p>	N	Nov. 5th	Pending

- Roll call
- Approval/Acceptance of [Last month's] Meeting Minutes
- Agenda considerations – open public - Agenda consideration - cancel November as the meeting falls right before Thanksgiving holiday. Will combine Nov. and Dec. meeting mid-Dec. Dec. meeting is also canceled due to holiday.

Officer Updates

- Nominations are to be done at Nov/Dec meeting and elections at January mtg
- Antonina--Confirm 12/15 date for meeting with EC
- Sarah G. to follow-up with Beth Gosch to talk to her and see if she thinks we are a good fit for the Capacity Building Grant Program and/or iCAP. <https://www.wnyfoundation.org/grant-programs>

Unfinished Business

- n/a

Committee / Working Group Reports

- Outreach committee - looking for outreach ideas, 2021 event got canceled
- Reimbursement/funds and stuff to be addressed at upcoming EC meeting
- Governance is in process of updating charter
- Filled in implementation matrix
- Julia to send out docs for people to fill in later + COI and In-Kind docs
- Outreach—gleaning postponed until sept 2022

Food Action Plan Committee update:

- [Implementation Matrix](#)
 - 2022 Timeline (Proposed): Based on work done at October FPC meeting
 - Follow-Up Items: Based on work done at October FPC meeting
- Survey
 - One more response (total up three responses)

New Business

- n/a

Agenda Considerations and Adjourn.

Working meeting session from 5-6



December 2021 Agenda

Food Policy Council of Buffalo and Erie County Agenda

When: 12/15/2021, 4 PM

Where: **Please note this meeting will be via Zoom.**

4:00 - 4:10 **Welcome**

- Roll call
- Approval/Acceptance of October Meeting Minutes
- Agenda considerations – closed meeting today

4:10 – 5:00 **Officer Updates**

- Allison and Julia announcements
- Sarah G–Voting for stakeholders
- Newest version of LFAP
- Reminders
 - Review Strategic plan in time for Jan 2022 meeting
 - Committee “Elevator Pitch” for Jan 2022 meeting
 - Committee Charters and Chair–Due by FPC meeting in Feb 2022

5:00 – 5:10 **Unfinished Business**

5:10 – 5:30 **Committee / Working Group Reports**

- Executive Committee–policy-review role in interim of creation of Advocacy Committee
- Development committee
- Governance committee
- Outreach committee
 - Pat
- Food Action Planning Committee

5:30 – 5:50 **New Business**

5:50 – 6:00 **Agenda Considerations and Adjourn.**



December 2021 Meeting Minutes

<p>Roles</p> <p>Chair: Allison Dehonney Vice Chair: Antonina Simeti Recording Secretary: Sarah Herbst Corresponding Secretary: Julia Gruspier Treasurer: Rob Free</p>	<p>Meeting Attendees</p> <p>Allison Dehonney, Antonina Simeti, Beth Machnica, Dan Castle, Della Miller, Sarah Gatti, Brandyn Berry, Sheila Bass, Patricia Watson, Rob Free, Sarah Herbst, Elias Martinez, Julia Gruspier, Xylina Ulloa, Joseph (Joe) Kurtz, James (Jim) Strusienski, Kathy Peterson</p> <p><i>Not in attendance: Tanya Carney, Bryan Strzelec</i></p> <p>Guest(s):</p>
<p>Date/Time: 12/15/2021 @ 4 PM</p>	<p>Location: Zoom</p>

Motion Log			
Motion:	Passed:	How to Implement:	Brought to motion/seconded:
Approve Oct. Meeting minutes	Yes	Pat made motion,	Kathy seconded
All in approval of new members slated to start in January 1, 2022	Yes	Pat made motion	Della seconded
Adjourn meeting	Yes	Della made motion	Elias seconded

Date of Meeting

Action Log				
Who:	Action:	Carry-over action: (Y/N)	Due Date:	Date Completed:
EC	Invite Katie Morris to the January meeting Katherine Morris MS, RDN...kmorris@feedmorewny.org	N	January	January
All	Provide outreach committee with community members to invite to the three proposed focus groups and what questions we would like to ask	N	Feb.	

4:00 - 4:10 **Welcome**

- Roll call
- Approval/Acceptance of October Meeting Minutes
- Agenda considerations – open public

4:10 – 4:30 **Officer Updates**

- Allison announcement - will be stepping down from Chair role and will transition role to Antonia. Allison will continue to support the GBUG group.

- Julia G. announced she is also stepping down from the Corresponding Secretary Role, due to additional responsibility at County. Julia is not leaving, just stepping down from EC.
- Sarah G. brought forth the motion to approve slate of new members. We are in need of filling / nominating Corresponding Secretary and Vice Chair as Antonina is being nominated to become interim chair. EC strongly suggests/approves Antonina to Chair, assuming there are no objections. EC is proposing we hold off on EC nominations until Feb. or email vote to allow new members the option to nominate for the EC open positions (Vice Chair and Corresponding Secretary). Nominations to be submitted to the FPC.gmail account. As Vice Chair, you are expected to attend EC meetings and prep for those EC calls and sit-in where the Chair is unable to lead the meeting. Corresponding Sec. is responsible for community facing communication and helping to create and send out Agenda's.
- Pat W. spoke with Katie Morris and is interested in attending the January meeting.
- Newest version of [LFAP](#) - reminder to everyone that we must have prior permission to use photos = must have credit to use photos. Please make sure to use the current version found on google drive. Version Sept. 14th.
- Reminders
 - Review Strategic plan in time for Jan 2022 meeting
 - Committee "Elevator Pitch" for Jan 2022 meeting
 - Committee Charters and Chair–Due by FPC meeting in Feb 2022
 - Need charter and chair for each committee and working groups

4:30 – 5:00 **Unfinished Business**

- Allison to work on the training and finalizing the funding via the Bison Foundation via Rob.

5:00 – 5:20 **Committee / Working Group Reports**

- Executive Committee–policy-review role in interim of creation of Advocacy Committee. Building our Advocacy platform/process has been identified in our Strategic Plan. So far the EC has managed the 'rapid response' requests we would look to push this and other tasks to the Advocacy role. Suggested to wait for the Training in Feb. and then outline the needs of what an Advocacy group could contribute and vote to update / create a committee at that time.
- Governance committee - covered earlier
- Development committee -
- Outreach committee - outreach activities were challenged due to COVID. Working to produce a charter. Pivoted from in-person meetings to possibility of conducting focus groups. Suggesting in March/April conduct 3 focus

groups (in person or zoom). Outreach is looking for input from full council, and if we have 3 focus groups, ideally like to have 8-10 people included. Need help on what community groups we would like to include and what questions we would like to be asking during these focus groups. Pat/Xylina have been brainstorming how to be most effective and are looking to solicit the FPC members input - please share. Antonina suggested that the focus groups align with the 6 themes in the Food Action Plan. Three groups focused on two topics each.

- Della made the suggestion that we may want to nominate existing members to the EC versus new members as it could help with continuity.

5:20 – 5:50 **New Business**

- N/A

5:50 – 6:00 **Agenda Considerations and Adjourn**