



New Haven Food Policy Council (NHFPC)

Meeting Minutes January 15th, 2014

Items Voted on:

1. NHFPC approval to adopt Policy Advancement Committee Policy Priorities document.
(ITEM VOTED ON BY NHFPC MEMBERS SUBSEQUENT TO MEETING VIA EMAIL – APPROVED BY NHFPC.)

Attendees:

Council members: Tagan Engel, Frank Mitchell, Diana Richter, Alycia Santilli, Anika Thrower

Affiliate and community members: Catherine Bradshaw, Billy Bromage, Hannah Croasmun, Elizabeth Donius, Caitlin Aylward, Mark Firla, Abigail Shelton, Augusta Mueller, Pat Wallace, Laura Schultz, Sonja Ahuja, Ellen Pendergast

Plans for NHFPC February annual meeting

- Ellen distributed an outline of Annual Meeting plans to date and provided an overview, including meeting date/time, objective, elements to be included in meeting, proposed schedule, budget, location, food, community/city outreach. Mark outlined logistics of Working Group breakout sessions.
- The group discussed specific items:
 - Schedule – business meeting is currently scheduled for beginning of meeting – do we want the community to arrive when Council members are in a business meeting? Should the business portion of meeting to come first or last? Need to poll council members as to which time is better for their attendance.
 - Budget – agreed that we will use the least amount of funding needed to get the meeting done well and in a short period of time. Suggestions made to approach NewAlliance Foundation and YNNH for funding/sponsorship.
 - Food – Abby volunteered to start soliciting donations for bread, coffee, beverages, napkins, plates, etc. Tagan, Ellen and Hannah volunteered to bring crock-pot items; more needed.
 - Working Group break-out sessions – Mark gave outline of break-out logistics. Agreed that the focus should be moving thoughts into action, less “brainstorm,” more what activities both the groups and individuals will specifically carry out to accomplish their objectives.
 - Child care – Caitlyn volunteered to coordinate (Tom at Common Ground as resource).
- Input/support needed for Working Group break-out sessions. Need facilitators and note-takers, and to identify who needs to be at each session/who will invite them.
- Volunteer assistance needed for event – set up, clean up, communications, cooking, etc.
- **Actions**
 - Ellen to poll Council members as to timing for business portion of meeting.
 - Ellen to approach NewAlliance for funding; Alycia to pursue YNNH.
 - Abby to start soliciting donations from local vendors.
 - Caitlyn to organize child care for event.
 - Tagan to talk to active members of Cooking & Food Ed WG about helping to organize food for the event.
- Next Planning Committee meeting – Friday, January 31st, 12 noon-1pm at The Grove.

Kendall Foundation funding opportunity

Food System Director Position

- Tagan provided background – the Kendall Foundation funded the Food Action Plan. They recently approached the NHFPC again, wanted to know what we are up to. They are interested in moving toward bigger impact.

- The Food System Director is their main interest, by helping to fund the position for the first year. They have in the realm of \$50,000-100,000, to be matched by City or other foundation.
- Tagan updated Kendall on the new Harp administration; Steve Fontana has been named deputy director of economic development. Tagan has arranged a meeting with him for next week. Tagan stated that we want make clear asks to City about the position, e.g., agree to abc with \$xyz amount of funding.
- Nicole advised requesting funding for a transition period – document what has occurred over past years, who our contacts are, get the position ready to go – maybe a six months transition. During transition, prepare other city departments to deal with this new position – how reporting structure will work, etc.
- Diana recommended asking for unrestricted funds for administrative position to support transition team. Catherine agreed that is not just an individual person; the position will need support. There will have to be buy-in from other departments; there may be staff overlap from existing departments.
- Pat Wallace advised appealing to Mayor Harp directly; during the campaign she talked about hunger among seniors and other important food issues. Pat also suggests one-on-one conversations with key people in the administration to integrate the FSD into the administration; buy-in is fundamental and time well spent. Spend time on relationship-building, make efforts to develop a sense of ownership of the position within the administration. Divide these tasks between Council leadership and begin communications and engagement efforts.
- Alycia noted that we'll be taking direction from economic development. Do we need to have a letter of intent from the City in order to apply for Kendall grant? Diana suggests moving ahead with Kendall. Tagan stated that we need a sense of the timeline from the Harp administration, which she will discuss with Steve Fontana at their meeting next week, and we plan to ask Mayor Harp to speak at the Annual Meeting. Pat suggested working with Jorge Perez to get with the Mayor about a timeline – this is a good time to ask for a meeting with the Human Services Committee and get on their agenda.
- Augusta noted that this could be viewed as a positive accomplishment for the Mayor's first 100 days. Pat will let Ron Manning, key person, know about this effort.
- **Actions**
 - Alycia will invite Mayor Harp to attend the Annual Meeting and request that she make welcome remarks and an overview of her vision for New Haven's food system at the meeting.
 - Tagan to ask Kendall Foundation for something in writing on the FSD position.

Current Support for Working Groups

- Tagan initiated the discussion. It's been over a year since the WGs were launched and there have been many successes but some of the groups are struggling. We need strong leadership for the groups. Alycia stated that she's not sure we have capacity to lead these groups. Tagan agreed that it is a challenge with open council member seats; there needs to be more active engagement in the WGs.
- Tagan noted that some of our chairs are passionate activists, but they need support in how to lead, how to be effective in leading larger city-wide group. How to build coalitions – this is something the FSD would do but we don't have that now.
- Billy asked about engagement from Council members – there is not enough on-the-ground support from all members. Lots of work has fallen to WG chairs – Billy gets paid to do this work but others don't. Getting people with jobs that allow them to do the work and who have the necessary skills was the original idea, but not necessarily feasible. Alycia agreed that the Council member assigned to each WG is not happening consistently. Ideally there would be a balance between co-chairs who have the necessary skills and time.
- Mark suggested that the co-chairs meet amongst themselves in a workshop-type, peer-to-peer format. Not about the work, but how the groups are working, to create a support network that council people could plug into. Catherine stated that hinges on the individuals who are chairs – there has to be intentional training for that. Extra time for peer-to-peer meetings may not be feasible.
- Tagan suggested that we decide what we are asking council members to do, what the requirements are – commitment to one WG, six hour monthly commitment minimum. Catherine suggested that we think through the process – recruitment, workshop, how much time it will take, training. Need ongoing support for WGs.
- Mark suggested leadership development for council members and WG chairs.

- Pat noted that the entire community needs real, on-going leadership development training, perhaps through resources such as GWCC, SCSU, social work and community organizing training. People expect stipends for this kind of work.
- Maybe five WGs are unrealistic? Alycia noted that we could develop a leadership strategy but who has capacity to oversee it and keep it going? Catherine suggested that funding can be requested to support it. Tagan noted that the FSD is the key role in relationship building and coalition development, with the content vision to keep it all on track.
- Mark suggested that we survey the existing WG chairs to see where holes are. He will talk to them to get feedback on the idea of holding workshops, and help put it together. Include previous chairs, Jamilah and others, in the conversations.

Policy Advancement Committee (PAC)

PAC priorities

- Alycia noted that the Policy Priorities document was approved by Council
- PAC is meeting with key people to discuss zoning changes. There is a meeting with several alders tomorrow at 9:00am to discuss how to move forward.
- Tagan noted that we may need to amend the PAC Priorities for the Economic Development WG to include creation of food business specialist and infographics for food business start-ups. Noted that economic development is a good “hook” for the new administration – translates into jobs. Tagan will roll this topic into the meeting with Steve Fontana next week.

NHFPC Administration – 10 minutes

Annual Report

- Anika reviewed the outline for the Annual Report; reported that Caty has done a lot of work on it. Report is due to City at the end of January.
- Council members’ demographics are important to demonstrate the Council’s diversity. The only stated requirement from the city is political affiliation. Determined that we will report each member’s political affiliation, age, race, food affiliation(s), other community affiliations.
- Catherine noted that we need data to measure impact -- how can we measure the impact we’re having on people’s behavior, lives, etc.
- Alycia stated that Get Healthy CT is helping us with evaluation aspect.
- **Actions**
 - Ellen to gather demographic information from council members.
 - Ellen to review/edit current draft of annual report and forward to Tagan and Alycia.

Update of NHFPC Youth Internship Program

- Caitlin distributed a draft of the Youth Internship application flyer she has developed; she will send it out to Council members for approval.

Working Groups

- (Meeting adjourned due to time limitations before chairs could update.)

COMMUNITY ANNOUNCEMENTS & EVENTS

- CEIO workshops are being scheduled – contact Sonja for current flyer.
- Lizzy Donius noted that Festival of Arts & Ideas is planning a Food Expo on the Green during Festival weekend of June 21st, broadening the pop-ups they had last year. They will provide infrastructure; looking for ways to include NHFPC, restaurants, businesses, Urban Ag, etc. Will put agenda to discuss at March meeting.

Next Food Policy Council Meeting
Wednesday, February 19th – 8:00-9:45am
City Hall Meeting Room #1
Contact: Staff@NHFoodPolicyCouncil.org

Upcoming Meeting Dates for Working Groups:

Cooking & Food Education	TBD	6:00pm-7:30pm	City Hall
Economic Development/Food Business	Meet w/ Urban Ag Working Group		
Food Assistance	Friday, February 7th	9:00pm-10:30am	Community Action Agency 419 Whalley Avenue
School Food	Monday, February 24th	3:30pm-5:00pm	Neighborhood Housing Services 333 Sherman Avenue
Urban Agriculture	Thursday, February 13 th	8:30am-10:00am	City Hall