



Bridgeport Food Policy Council – March 15, 2017 –999 Broad Street Conference Room A

---

*Members in attendance:* Margot Gotterer, Jacob Robison (OPED), Angel DePara (CAO), Albertina Baptista (BDHSS)

*Guests in attendance:* Mary Green (Park City Initiative Corp), Landon Horan (CCGB), Michelle McCabe (CCGB), Ellie Angerame (GVI), Cristina Sandolo (GVI), Heidi Vanderwal (BFMC), and Chelsea Gazillo (CCGB), Anna Greer (Sacred Heart University), Raquel Rivera-Pablo (A Pinch of Salt), Ronnesha Addison (BDHHS), Helen Malcolm (BDHHS)

*Staff in attendance:* Jessica Zielinski Meffert (BFPC Coordinator)

---

The meeting began at 6:00 pm. Attendees introduced themselves.

## **Old Business**

### EPA Grant

No update at this time.

### Food Policy Council Coordinator Position

The new FPC Coordinator, Jessica Zielinski Meffert, was introduced.

### Food Policy Council Vacancies

Angel reported that background checks and ethics review of Christine, Anna, and Raquel's applications are complete and the next step is to be reviewed by the Miscellaneous Matters sub-committee. The City Legal department needs to clarify if Jeanette's application to join as a voting member and City Council liaison is possible. Mary's application is still under background check.

### Location of FPC Meetings

Chelsea reported that in response to previous requests to host FPC meetings at different community locations, she will create a calendar for the next 6 months to be voted on at the April Council meeting and will post the information online via Facebook and the FPC website. She requested suggestions for meeting locations; suggestions included the 5 library branches, Hall Neighborhood House, the Ralphola Taylor Center in the East End, and Burroughs Community Center in Black Rock.

Chelsea also requested suggestions for promoting the meetings to encourage broader community attendance. Suggestions included posting the meeting locations in the local newspaper, coordinating with existing flyering efforts (such as through GVI), and posting in existing newsletters/community event calendars (such as the libraries).

Angel noted that meeting dates and location should be posted annually. Michelle asked if the meeting time could be shorter in order to encourage more people to attend. Angel clarified that there was no required meeting duration.

### FPC Event

Ronnesha explained that the funding available is limited to “materials,” which can include daycare, face-painting, and printed materials. It does not include the cost of food and drinks. Maggie asked if the funds can be used for community outreach and/or swag materials. Funds must be spent by September 2017.

Chelsea suggested forming a sub-committee to plan the event. Chelsea will send an invitation through the listserv seeking volunteers, and will communicate interest to Raquel who will coordinate a planning meeting.

Suggestions for the scope of the event included:

- BFMC will co-lead planning the event if it is held before June 10<sup>th</sup> to promote the launch of farmers market season
- Invite community organizations to table/display and give a short talk to promote local initiatives aligned with the Council’s mission
- Location possibilities include the Arcade, HSW, B:Hive, and New Vision Ministries
- Serve food, perhaps soliciting food donations from local restaurants
- Anticipated guest count of about 75-100 attendees

The planning committee will meet to confirm the details, including event time and event name

### **Vote to Adopt 2017 Policy Report**

Maggie suggested the Council vote to adopt the report pending the minor changes communicated via email and excluding the mission statement, which will be revised separately from the report.

- There was not a full quorum present at the meeting, so the vote is postponed
- This vote is time-sensitive; Maggie suggested coordinating a special meeting for a vote before the April meeting and asked if it could happen via conference call or in-person meeting
- Angel recommended an in-person meeting unless it was stated in the Council rules that conference calls are acceptable
- Maggie noted that the Council does not have established rules and that they need to be created, and agreed to coordinate an in-person meeting, with a conference call option as a backup
- Maggie asked if majority rules are based on total Council size or current number of active members; Angel clarified that a simple majority of active members is needed to pass the vote (half the voting members plus 1)
- Maggie agreed to follow up with Angel to clarify requirements for Council rules and ensure they are drafted and approved by the Council going forward

A call was placed to Christine so she could vote by phone, but she wasn’t available. Angel noted that the Enabling Ordinance details council voting procedures and that if this ordinance does not specify, then Robert’s Rules apply.

Michelle suggested tabling the vote until pending Council applications (e.g. for Anna and Raquel) are confirmed as active members. April 3<sup>rd</sup> is the date of the Miscellaneous Matters sub-committee meeting where Anna and Raquel would be vetted to join the Council.

Maggie will review previous meeting minutes to confirm if a previous vote was valid concerning the renaming of “Healthy Food Retail” to “Food-Based Economic Development.” If not, the issue will be included in the vote to approve the report.

At 7:04 pm Jacob departed the meeting.

### **Policy Report Dissemination Plans**

Maggie asked sub-group chairs to share their plans to disseminate the policy report. All three sub-groups agreed to the following common channels:

- Send via social media and newsletters (i.e. FPC and Advisory Board member organizations)
- Share at relevant upcoming trainings and meetings (i.e. GVI gardener meetings)
- FPC to send directly to City officials
- Send directly to other key stakeholders referenced in the report (i.e. School Wellness Policy will send to teacher and principal contacts)

Cristina will send out an email to the Urban Agriculture subgroup to include other ideas for dissemination. Michelle requested standardized language from the FPC for Advisory Board members to send out to their networks, which Maggie agreed to provide.

There will be a school board meeting to discuss the policy report. The meeting is open to the public, but members of the public will only be allowed to listen, not comment. Sharlene will work before the meeting to encourage the report to be passed with its current wording intact. If non-board members would like to comment during the meeting, they need an official invitation from a committee member.

### **New Business**

#### Potential Diversity Officer

Anna reported that the proposed Sanctuary City policy resolution includes a recommendation for Bridgeport to establish a Diversity and Equity Liaison, and the City could seek outside funding for it or incorporate it into an existing job. City Council member Kate Bukovsky supports putting forth an ordinance to create a Diversity and Equity Officer to work across city commissions to make sure their work is producing equitable outcomes. Maggie suggested that Anna bring this topic back to the FPC once there is a clearer opportunity for the FPC to support it or provide input.

### AmeriCorps VISTA Position

Maggie reported that Chelsea's AmeriCorps VISTA position will end in August and the Council must apply this month to hire a new VISTA member for 2017 - 2018. Chelsea's current position is shared with the Bridgeport Farmers Market Collaborative but there is no available funding to support continuing it beyond August. In order to have a VISTA member assigned to support the Council as of the fall, the Council will need to secure funds. Maggie asked if the Council is able to apply for grant funding for half of the position. One potential funder, The New England Grassroots Environmental Fund, would act as fiscal sponsor so the funding would not flow through the Council. Angel said that the FPC would need a memorandum of agreement (MOA) for the funds and will check with Legal about this to confirm there is no other issue. Maggie will follow up with Angel to confirm.

### Announcement

Mary Green talked about Park City Initiative sponsoring the Fight Hunger Walk in New Haven on April 22<sup>nd</sup>. More information can be found at [parkcityinitiative.org](http://parkcityinitiative.org). Mary will circulate this through the FPC listserv and provide fliers to Chelsea to share at the BFMC meeting on Thursday morning.

The meeting was adjourned at 7:31 pm.