



Bridgeport Food Policy Council – January 17, 2018
Burroughs Community Center, 2470 Fairfield Avenue
The Learning Center Room

Members in attendance: Margot Gotterer, Christine Stafstrom, Anna Greer, Raquel Rivera-Pablo, Jacob Robison (OPED), and Jessica Zielinski Meffert (BDHSS)

Guests in attendance: Ellie Angerame (GVI), Taylor Edelmann (Optimus), Marcella Lawson (New Level Academy), Landon Horan (FEED Center - CCGB), Misharo Fraser (Student - UB), Mary Green (Park City Initiative), Alanna Gilbert (Farm-to-Pantry VISTA), Juniper Renee (AmeriCorps Vista), Jill Parsh (Stone Barns Center), Jessica Dassori (Fresh Connections)

Staff in attendance: Jessica Zielinski Meffert (BFPC Coordinator)

Welcome and Introductions

The meeting began at 6:05 pm.

Maggie explained that tonight's meeting will serve as the annual meeting, and once the council by-laws are approved, October will serve as the annual meeting to coincide with annual reporting to City Council. Maggie provided an overview of how tonight's annual meeting will proceed, and advised that detailed sub-group updates be tabled until the February council meeting.

Meeting attendees introduced themselves.

Meeting Minute Vote

The council held a vote to approve the meeting minutes from December 2017. Anna motioned to approve the meeting minutes. Christine seconded the motion. All members voted in approval of the December 2017 meeting minutes.

Annual Meeting – Council Business

Election of Officers

Maggie explained the officer positions, which are Chair, Vice Chair, Secretary, and Treasurer. Maggie also explained the position responsibilities and shared that the official language explaining these positions will be finalized once the by-laws are approved and adopted.

There was discussion that per the draft by-laws, any of the officer positions can only be held by one person for 3 terms of 1 year each, afterward the position would have to be held by a new officer.

The current officers holding positions on the Council are: Maggie as Chair, Christine as Vice-Chair, and currently there is not an elected officer holding either the Treasurer or the Secretary position. It was

discussed that currently Jess's role provides many of the services of the Secretary's position, but not all, and Jess shared that she will be leaving her position in May 2018. The Health Department will be providing a replacement Food Policy Council Coordinator, so this may be a good time to consider reviewing the roles to be shared between the Council's elected Secretary and the Council Coordinator.

Marcella asked what the weekly time commitment is for fulfilling the role of Council Chair. Maggie explained that on average the Chair should be expected to spend about 2 hours per week on Council tasks outside of the monthly meeting.

Maggie asked if there are any nominations that council attendees would like to put forward. Christine explained that she thinks maintaining Maggie as the Council Chair for the coming year would be best as the Council works to finish its foundational work of adopting official by-laws and submitting its annual report to City Council.

Raquel discussed the opportunity to have new individuals serve as Vice-Chair to ensure several of the Council Members are well-versed in the leadership responsibilities of the Council. Maggie agreed with Raquel and added that it is also a good opportunity for the Council to continue building relationships as newly elected Council members share their networks with the Council.

Anna nominated Maggie to continue as Council Chair. Christine nominated Raquel as Council Vice-Chair. Anna volunteered to be the Council Secretary nominee and Christine volunteered to be the Council Treasurer nominee. Jacob motioned to vote on these nominations, Anna seconded the motion, all voted in favor of the nominations. The new officers for the Bridgeport Food Policy Council are:

Chair: Maggie Gotterer
Vice-Chair: Raquel Rivera-Pablo
Treasurer: Christine Stafstrom
Secretary: Anna Greer

Maggie shared that there are up-coming trainings for Council members offered by the City Attorney's office, including Freedom of Information Act training on January 26th and 27th, and Roberts Rules of Order training, to be scheduled.

Council Appointments

Maggie reported that there are still two seats open on the council, and two applications pending (Mary Green and Clinton Gee, Sr). Maggie shared that these pending applications do not appear to upset the political balance of the Council should they be confirmed, so these applications are moving forward and the Council is looking forward to an update from Angel on this matter.

Council Meeting Schedule

Jess shared the Council's meeting schedule, which is forecast for the next nine months through October 2018. Jess also shared that Bridgeport's libraries are no longer on the meeting location schedule because only one of them is open past 6pm on Wednesday nights (all are open later on Thursday nights), and this one's spaces are already booked for library programming. Jess said that the four locations on rotation for the meeting schedule are evenly distributed across Bridgeport, ensuring the FPC is meeting in different neighborhoods across the city to make the meetings as accessible as possible to residents living in

different parts of the city. Those who would like to suggest a new meeting location to add to the rotation can be in touch with Jess.

Posting of Agenda & Minutes

Jess provided a handout detailing the logistics and timeline of posting meeting agendas and meeting minutes for the Council. Jess explained that she is following the guidance Angel has provided her for the appropriate timing of posting these documents, and that if anyone sees changes that need to be made, they should let her know. Jess also asked those present if the timeline for posting minutes and meeting reminder messages to the listserv provided adequate time for review of the minutes prior to the monthly meeting, and those present agreed the timing worked well. Jess noted that if anyone would like to see a change, they should let her know.

Statement of Goals

Maggie asked each council member to share their goal for supporting the Council in 2018. She stated that her goal for 2018 is to release a report to City Council and the Mayor in October, as well as working to promote the Council's long-term sustainability through succession planning.

Anna stated that her goal for 2018 is to work with others to further the Council's adoption of the food justice principles Chelsea presented and that Juniper is adapting, and to ensure we hold ourselves as a Council and as Sub-groups to those principles.

Raquel stated that her goals for 2018 are to help bring more new faces to the Council and to ensure we make progress toward carrying out the Local Food, Local Places goals.

Christine stated that her goals are to ensure actionable steps are being taken by the Council and by Sub-groups toward the goals they have set out for themselves.

Jacob stated that his goal for 2018 is to support development and implementation the Urban Agriculture Action Plan by working with City Council to have the plan adopted there.

Jess stated that the Health Department's goals for 2018 are to recruit a replacement coordinator to replace Jess and to have Albertina Baptista attend the monthly meeting more often to improve timely collaboration between the FPC and the Health Department.

Annual Meeting – Subgroup Business

Review Membership & Chair Positions

Urban Agriculture: Ellie reported that Cristina is still the Chair of this Subgroup. The other members of the Subgroup are Jacob and Juniper.

Food-Based Economic Development: Landon reported that she is the Chair of this Subgroup, and the other members include Juniper and Michelle McCabe.

Community Outreach: Taylor reported that he is stepping down as Chair of this Subgroup, and a replacement Chair has not yet been decided upon, however Taylor believes the Chair should be someone

who represents the Bridgeport community well. Members of this Subgroup include Juniper, Marcella, Misharo, and Raquel.

School Wellness: Raquel reported that she is the Chair of this Subgroup and the Subgroup members include Juniper, Sharlene, Gina, and members of the GVI School Garden Committee.

Meeting Schedule

Urban Agriculture: Ellie reported that the meetings will be held on the second Tuesday of each month from 4-5pm at GVI.

Food-Based Economic Development: Landon reported that the meeting schedule is to be determined.

Community Outreach: Taylor reported that the meetings will be held on the second Monday of each month from 6-7pm, locations to be determined.

School Wellness: Raquel reported that the meeting schedule is to be determined.

Mission Statements and Goals

Urban Agriculture: Ellie reported that the Subgroup mission statement is, “The Urban Agriculture Subgroup seeks to work with the Bridgeport community and city officials to protect current urban agriculture initiatives within Bridgeport over the long-term and create policies that will allow for new community and commercial agricultural sites.” The goals of the Urban Agriculture Subgroup are:

- Execute the Urban Agriculture Mater Plan

Food-Based Economic Development: Landon reported that the Subgroup mission statement is, “The Food-Based Economic Development Subgroup exists to promote access to food by erasing barriers of entry for food-based businesses in Bridgeport, especially through supporting the entrepreneurial aspirations of residents.” The goals of the Food-Based Economic Development Subgroup are:

- Collect and analyze data from Bridgeport Food Entrepreneurs and businesses to inform recommendations
- Identify and carry out Local Food, Local Places goals that align with Subgroup work
- Ensure sustainability of Subgroup work (receiving and providing resources, collaboration with other organizations, outreach, recommendations)
- Abide by Food Justice Guidelines adopted by the Food Policy Council, and integrate equity into the Subgroup recommendations process

Anna asked if the data collection process for this Subgroup will be reviewed and approved by the Council before it is implemented, to get feedback to ensure data collection proceeds as effectively as possible. Landon agreed.

Raquel asked that the survey process, tools, and results be shared with the Council so that other data collection initiatives do not need to re-invent the process.

Community Outreach: Taylor reported that the Subgroup mission statement is, “The Subgroup works to effectively disseminate and represent the message of the Food Policy Council and to engage the

Bridgeport community in meaningful discussion that seeks to facilitate active participation of individuals within the community.”

Anna advised that the Outreach Subgroup adopt a brand for the Food Policy Council so that our outreach would be more recognizable. Juniper and Maggie shared that they plan to work with UB design students on a Bridgeport Food Policy Council brand and logo.

School Wellness: Raquel reported that the Subgroup mission statement is still in development, and that the Subgroup will have a goal of monitoring the School Wellness Policy while it remains in the review period. The Council discussed that the School Wellness Subgroup should not dissolve as a result of needing to wait on this review period for the School Wellness Policy, but should stay active to ensure the Policy is kept up with during and after the review process.

Maggie asked if there was feedback on the format of this annual meeting. Christine suggested that next year they could include a recap from each council member about their progress on council goals. Raquel suggested that everyone around the table should share what their goals are and what they can bring to the council, not just council members. Juniper suggested we ask at the beginning of each meeting what brings each attendee to the meeting. Raquel agreed with this point that all meeting attendees should be engaged on what brings them to the meeting, and Maggie suggested that a council member could follow up with new-comers after the meeting to find out more about what brought them to the meeting and how they can effectively engage with the council.

New Business and Community Announcements

Food Justice Principals

Juniper reported that they, Anna, and Chelsea have been working on a draft Food Justice Principles Report, and plan to share it at the next Council Meeting.

Local Food, Local Places Initiative

Juniper shared that they have been working on a Bridgeport Food Access Map and a Bridgeport Food Resources Guide, which they will share at the Local Food, Local Places Initiative Launch on 22 January from 5-7pm at B:Hive in Bridgeport, all are invited.

Healthy Corner Store Assessments

Anna reported that she has been working with students and volunteers to perform assessments of Bridgeport’s corner stores to collect data on what foods are being offered where at what cost. Anna shared that they would appreciate more volunteer assistance with these assessments, and volunteers can attend a free training session on January 31st from 6-7:30pm at Sacred Heart University to learn how to do the assessments.

Christine motioned to adjourn the meeting, Raquel seconded the motion.

The meeting adjourned at 7:14 pm. The next meeting will be held on February 21st at the Thomas E. Carroll Nutrition Center, 113 Federal Street, Bridgeport, CT.