

Detroit Food Policy Council Meeting – Tuesday August 10th – Detroit Eastern Market

1. Roll Call

Present: Taja Seville, Ashley Atkinson (by phone), Malik Yakini, Dan Carmody, Phil Jones, Kami Pothukuchi, Nefer Ra, Charles Walker, Charity Hicks, Olga Savic, Pam Weinstein

Guests: Roxanne Moore (Earthworks Ag Training), Lila Cabbil (Rosa Parks), Annette Stephens

2. Approval of Minutes from Last Meeting

This is tabled – we don't have a copy of the minutes from last month's meeting

3. Food Is Life Column Assignments

Decision – Assigning Articles for the Series:

Charity Hicks, article due on August 17th

Dan Carmody, article due on August 23rd

Kami, article due on August 31st

Phil Jones, article due on September 7th

Nefer Ra, article due on September 14th

Minsu, article due on September 21st

Olga Savic, article due on September 28th

NOTE: Columns have been approved for 750 words (instead of 500 words); two pictures are to accompany each article – one of the author and one of some photo that relates to the content of the article

People should email articles to: frontdesk@michigancitizen.com

Please also copy to zjeffries@michigancitizen.com

ALL ARTICLES ARE DUE AT NOON ON THE TUESDAY BEFORE THE PUBLICATION

Note: Kami is available to take head shots of people on the Council – we should have a head shot of everyone

4. Undoing Racism

Patrick is not here – we'll revisit this at the next meeting

5. 501c(3) Status

Report from Ashley Atkinson

Articles of incorporation were mailed yesterday; Malik and Charles will take care of the EIN

6. Fiduciary Agreement

Report from Ashley Atkinson

A copy of the services agreement has been circulated to everyone on the DFPC at the meeting. Through discussions with the executive committee, it's very near completion (95%).

Question: How long will we need a fiduciary arrangement?

- No more than 1 year

Decision – Changes that need to be made to this Agreement:

- General: Every place that says 'grants' in the document, please change the words to 'funds' (to account for donations)
- Disbursement of Council Grants: 5 business days
- Fee for Services: 5% per month, based on the overall amount in the account
 - Do we want to put 5% with a cap?
 - Decision: The annual cap on Greening's fees will be \$10,000
 - Decision: The way that it's drafted does not reflect our intent – which seems to be an annual fee of no more than 5% of the revenues. Ashley will review the language and correct it
- Term 5 – Employee:
 - Decision: Whoever is in touch with Ashley about this agreement will reword this in light of today's discussion and the concerns raised around control, cost efficiencies around benefits, and any legal concerns with DFPC taking on an employee at this time
- Term 6: Add language to this saying that notice will be sent by U.S. Mail (item 11 includes the address). Change this section on the choice of a successor so that DFPC can decide this unilaterally, without Greening's permission. Also, we will add a provision saying this agreement will be reviewed every 6 months. Finally, there should also be a term in here saying that in the event of a change in Greening's position, what will happen with the funds in Greening's account.

Decision – Within the next week, the HR Committee will research what benefits packages (outside of Greening) might be available on the private market. They will report this info to the executive committee. Ashley and Greening will also provide information on what their health insurance policy is. Keep in mind that the goal is to keep things moving and not unduly delay the process.

Decision – Taja's attorney will review the last draft of this agreement. It will then be circulated to the entire group before it's finalized. Plan is to have us sign this agreement by the next meeting.

7. Lease:

Dan Carmody is offering DFPC a cubicle space in Eastern Market. The Executive Committee is recommending that we approve this lease. They would like to find a space and a staff-person as soon as possible.

DFPC went and examined the space. It's a 9' x 15' space on the northeast side of the building.

Lease rate: \$1,800 for the first 12 months and \$2,000 for the next 12 months

DFPC will be responsible for all fax and phone lines. If you want to use our own copier, just write down how much each photocopy is and keep an account. Parking is available anytime for free. Eastern Market has first preference on conference-room space. DFPC can reserve afterwards. 24-7 access.

- *Dan will look into the question of internet access and any charges there may be for that*

Question: If staff increases because of support staff, will that person have space at Eastern Market?

- Response: We can give out as many keys as there are staff
 - *Change the language in the lease to reflect that we can have as many keys and passcodes as there are staff*

Question: What about changes to the lease?

- *Dan suggests putting a line in the lease saying that Eastern Market would be open to negotiating for further space at the rate included in this lease. He wants to avoid month-to-month because of the inconvenience of monthly billing.*

Question: What is the cost of the liability insurance DFPC needs?

- *This is something that the organization is going to need anyway. Guess: Approximately \$500-\$800/year*

Decision – Signing the Lease:

We have consensus that we want to sign this lease by September 1st subject to: (1) as many keys as there are staff; and (2) negotiating a term in the lease that says that if we want additional space, that it will be negotiated at the rate that is already established for this space in the agreement. October 1st is the move-in date.

8. Hiring the DFPC Coordinator

Charity: We're actively posting right now starting today. Resumes will be sent in hard copy to DFPC at Eastern Market and to Ashley by email. All resumes must be received by September 7th. Salary range: \$50k-\$65k + benefits.

Hiring Committee and Executive Committee will meet after 9/7 to short through resumes and conduct interviews. They will be scoring each interview with a rubric.

What we're looking for: Detroit-savvy (public and private entities) as well as knowledge of the food system; food access, public policy, outreach, advocacy. This person will manage the day-to-day as well as implement the food security policy for the city of Detroit. Excellent communication and writing skills. Self-motivated; collaborative. Experience supervising staff and volunteers; ability to work independently and with a team. We're looking for someone who can hit the ground running. Responsible for raising funds.

Question: Do we want to find the person and then have that staff-person find the space and sign the lease?

- Response: Let's just have an office space already available for them at Eastern Market

Question: What if we find the perfect person and they end up needing to start later for example? Do we want to lease right now?

- Response: This rent is so low. Don't even worry about it.

Question: Who is going to supervise this person?

- Action Item: The HR Committee will come up with a proposal for who is going to supervise this person and how
- Action Item: The HR Committee will send out the interview rubric as well as interview questions

Suggestion: Michigan Non-Profit association may have suggestions for human resource structures and how to manage an executive director in the context of a small non-profit

Decision – Circulating the Rubric and Supervision Proposal

The HR Committee will send out the interview rubric tomorrow to the DFPC and will also come up with a proposal for who is going to supervise this person and how

9. Computer Update

By Kami

Exec committee is investigating computer options → WSU can help with getting electronic equipment

Ashley investigated software licensing

Decision – The Executive Committee is empowered to make decision about computer and office furniture with a maximum budget of \$3,000

10. Research Report Committee

Kami introduces Annette Stephens – Urban Planning student (3rd year); volunteering to help with the food system report; she will be contacting DFPC members for the latest data on the food sector that the person is most familiar with. *Be nice to Annette – be responsive!* GOAL: We would like to issue this report before the end of the year.

Annette's email: aa7123@wayne.edu

Suggestion: Catherine – DFPC should be able to help you get in touch with non-responsive people

Kami reviews the draft food system report circulated at the meeting; encourages DFPC members to contact her if they might have information on particular topic areas

Question: Are we doing GIS mapping of urban gardens?

Response - Kami: We made a decision not to include urban gardens on a GIS map. We decided this at a monthly council-wide DFPC meeting. Our mapping will focus on system mapping, not geographic mapping. Grocery stores might be one category that might make sense for a GIS map. Taja Seville expresses interest in revisiting this decision.

Question: Do we have our databases lined up?

Response - Kami: We're working on it. Some areas are tricky – like solid waste, figuring out how much is compostable. Catherine Underwood will look into this. Charity: The Ecology Center and Brad Van Guilder just came out with a report on this question. *Please – anyone who has data, please forward it on to Kami.*

Question: What about water? How does that fit in?

Response - Kami: Water is key. It's so complicated. We need Detroit-specific data. Lila Cabbil → Food and Water Watch may have some resources that are good to look at. I'm willing to think with you about this. (Kami will contact Lila) Catherine Underwood → We're looking at water in the Urban Ag policy

11. Conference Committee

Report by Phil

We're in the process of setting up a committee meeting. If you want to participate, please do contact me right away. I've uploaded my proposal, so I can pass this on to anyone who wants to join. I'll set up a system so that people can view what's going on at all times.

Phil is going to resend his documents – Pam had difficulty opening it

12. Policy Implementation and Monitoring

Hunger Free Communities Grant through the USDA → See Dan's memo; links Eastern Market community kitchen to community kitchens at DPS

Decision: We only have 30-days until we submit this grant. We must go with existing programs. DFPC approves DFPC being included in the proposal. Dan will circulate the final copy of the proposal to DFPC.

13. Next DFPC Meeting:

Tuesday, September 14th at 5:30 pm at Eastern Market

Taja will do a report from the Mayor's Office → this will be monthly

Catherine will do a report from the City Council → this will be monthly

Catherine Underwood Report: Mayor's Strategic Framework Meeting. Meeting convened by Tony Griffin, Kresge Foundation. Marja Winters, deputy director of Planning and Development Dept. They are in the process of gathering information for consultants who've been hired for creating a citywide plan. They had a meeting where they discussed urban agriculture, urban space and land, as well as environmental affairs. Kami, Charity, Gary Wozniak, and Matt Allen discussed the urban ag end of things. Recreation Dept was discussed. Tom Wiwoodie discussed greenways. Donelle Wilkins (DWEJ) and Dept of Env'tl Affairs discussed env'tl issues. Consultants took in all of this information. We'll see what the next step is.

- Kami – Let's continue to keep an eye on this process