

**Detroit Food Policy Council
Meeting Minutes
Tuesday, March 23, 2010 5:30 p.m.
Eastern Market Corporation – Detroit, MI**

Meeting called to order at 5:40 p.m. by Chairman, Malik Yakini

1) Welcome and Introductions

Members in attendance: Ashley Atkinson, Marilyn NeferRa Barber, Dan Carmody, Patrick Crouch, Charity Hicks, Phil Jones, Minsu Longiaru, Anntinette McCain, Kami Pothukuchi, Taja Sevelle (phone), Dr. Calvin Trent, Kathryn Underwood, Charles Walker, DeWayne Wells, Malik Yakini,

Members absent: Joe Gappy, Ricardo Guzman, Charles Simmons, Pam Weinstein, Olga Stella, Dwight Wilson

Public in Attendance: Rod Toneye, Denise Miller-Ndiaye, Edith Steanhouse, Lila Cabbil, Aldonna Smith, Oneka Lemurian

2) Approval of minutes from meeting on 2/23/2010

Group read and approved by consensus the record of the 2/23/10 meeting with the following corrections: correct spelling of Ricardo Guzman's name.

3) Report on Food Justice Task Force – Discussion tabled until next meeting when a representative can be present.

4) Inactive Member and Letter to Charles Simmons – Malik submitted a copy of the letter he emailed to Charles Simmons today requesting that he resign from the DFPC due to a long-term absence. This month Malik also contacted Dr. Calvin Trent (who is at today's meeting), Joe Gappy (who elected to give up his seat), and Dwight Wilson (who he is waiting for a response from).

5) Budget for MOU – Ashley submitted a three-year budget to Gleaners with the revised MOU based on feedback from Council members at our last meeting. Malik has the final MOU from Gleaners. He will review it and sign it before our next meeting.

6) Fiduciary Contract – Kami received a sample fiduciary contract from DeWayne. She will work on drafting a contract between DFPC and The Greening of Detroit based on this document between now and the next meeting. Malik will work with Executive Committee to get finances in order including getting a bank account opened and putting check signing procedures and finance policies in place before the next meeting so we are able to receive and use funds as they become available.

7) 501(c)3 Status – Kami prepared and presented a summary of answers to frequently asked questions relating to 501c3 organization's involvement in advocacy and policy work. Some of the activities that are NOT allowed include supporting or opposing a particular candidate and distribution of materials endorsing a specific candidate. The bottom line is that advocacy and lobbying are allowed on a limited basis. Based on these findings, DFPC members agreed to move forward in establishing the DFPC as a 501c3 organization by consensus. The Executive Committee was given the go ahead to move

forward with incorporating the DFPC as a 501c3. Ashley provided Malik with copies of the documents that will need to be completed and filed including IRS form 1023.

Kami also summarized answers provided by The Greening of Detroit to our questions for potential fiscal agents.

Q: What are potential administration fees?

A: The administration fee will be between 4% and 5%.

Q: Can we review most recent financial audit?

A: Yes. This was given to Charles to review.

Q: What other organizations have you acted as fiduciary for?

A: None on this scale.

Q: What will be the process for financial reporting?

A: We can provide monthly Profit & Loss statements for the policy council by the 15th of each month.

Q: What will be the check request procedures/expected turn around time?

A: Checks should be requested in advance on the Greening's existing voucher/check request forms. Checks are turned around within a couple of days. Accounts payable invoices will go into the Greening's existing schedule for payment. We do a weekly check run.

Q: What's included in your benefits package?

A: Medical, vision, dental. Detailed information was given to Charles to review.

DFPC members empowered the Executive Committee to review these answers and bring a recommendation to body at next meeting.

8) Committee Reports –

a. Food System Report and Program Coordination (Kami, Ashley, Minsu, Taja) - Kami summarized this committee's progress after two meetings. The suggested purpose of the asset map and annual report is to provide the public with info on activities in food system (especially exemplary), to help track trends, outputs, outcomes, and to identify gaps from year to year.

This committee is starting with the creation of an asset map. Asset map categories were narrowed to: Sustainable Agriculture, Retail Food Stores, Wholesale Food Distributors, Food Processors, Farmers Markets, Nutrition and Wellbeing (non-governmental), Colleges and Universities, K-12 Schools, Emergency Food Provide. Some of the guiding principles for the map include: embodying work and principles of Detroit Food Security Policy, meeting healthy food needs plus, and embodying food justice principles

Committee's next steps include looking at resources to help develop the criteria for assets to be mapped, populating a list of assets for each category, and creating an assessment framework.

b. Policy Implementation and Monitoring (Dan, DeWayne, Malik, Pam) - Dan presented a summary of findings from this committee meeting including a matrix of 42 different activities in 8 different categories. The committee will use this matrix to determine the following: 1) What are actions that have been done in last two years, 2) What has been started, 3) obvious gaps. Taja would like to join this committee's next meeting.

c. Annual Conference (Phil, Anntinette, Kathryn) – Phil summarized this committee's recommendations including planning a teambuilding retreat for DFPC members and hosting a forum designed to increase awareness and collaboration between and among diverse groups working in the food system. Phil will send out a meeting wizard to begin identifying a date for the DFPC teambuilding event. Charity, Lila, and Rod will join this committee.

d. DFPC Flier (Pam and Kathryn) – A draft flyer for the DFPC created by Pam was presented. Kathryn and Pam will work together to finish brochure and/or flyer. Antinette will work to connect this committee to students in design/marketing vocational programs at DPS who may be able to assist. Dr. Trent will join this committee.

Kami suggested committee reports be placed on next month's agenda in order of relevant DFPC goals.

9) Weekly Column in Michigan Citizen – Members of the DFPC have been asked to write a monthly Food Policy column for the Michigan Citizen beginning in April 2010. This column will not represent the official view of the DFPC; instead columns will represent the views of the individual Council Member who writes and submits columns on behalf of the DFPC. Malik will write the column for April and will assign the column for May based on responses to his request for contributions. We will re-evaluate this process after two months.

10) Next Meeting – Tuesday May 11th, 5:30PM at the Eastern Market offices.

11) Announcements

Kathryn reported that the Urban Agriculture Workgroup's (UAW) draft policy recommendations were shared with the City Council as a status report and have been picked up and distributed to many news outlets. Listening sessions will be organized in the community when we have more info on Code (summer).

Kami reported that the Wayne State Market will be starting June 9th!

Charity reminded us that the US Social Forum will be coming to Detroit this summer. (This should be an agenda item at our next meeting)

12) Adjournment – The meeting was adjourned at 7:43PM