

# Vancouver Food Policy Council (VFPC) Meeting Minutes

Tuesday, July 25<sup>th</sup>, 2006

## Present:

**Council Members:** Herb Barbolet, Spring Gillard, Melanie Kurrein (alternate), Sue Moen, Heather Pritchard, Karin Schreurs, Barb Seed, \*David Van Seters

**Co-Chairs:** Carol Ranger, Carole Christopher

**Staff:** Devorah Kahn

**Recorder:** Barbara Joughin

**Regrets:** Aron Bjornson, Councillor Peter Ladner, Shefali Raja, Graham Riches

**Absent:** Corinne Eisler, Stephen Hall, Susan Kurbis, Miriam Palacios

## 1. Introductions

There were four guests.

## 2. Review of Agenda

2.1 Consent Agenda

2.2 Regular Agenda - no additions

## 3. Declaration of Conflict of Interest

## 4. Approval of Minutes

4.1 May 23, 2006

6.1.2 Report back from Waste Committee approved as presented.

4.2 June 27, 2006 approved with correction as follows:

6.1.3 Correct spelling from Jenine to Janine.

## 5. Correspondence

## 6. Business Arising

6.1 *Report back from sub-committees:*

6.1.1 Food Charter:

Carole Christopher reported that the Food Charter Subcommittee is on target with the proposed series of public presentations, and is moving toward a November presentation to City Council. The Committee is working with City Communications staff to develop graphics for the draft food charter document.

6.1.2 Waste:

The draft Waste Report has been sent to a plain language editor prior to general editing. Council members suggested that information be added to the Waste Report about: how pre-order food services help reduce food waste; education of donors and clients in charitable food system; and interagency cooperation. The Committee said that a budget for this Committee has not yet been developed but will include printing costs.

6.1.3 Institutional Food Purchasing Policy:

David Van Seters presented a draft policy brief, Sustainable Food Purchasing for the City of Vancouver, and requested that City of Vancouver staff and VFPC comment on its content, wording and tone. He said that although it is not the right time for the VFPC to be active with this issue, it is important to have a summary position available for use when needed.

**Action:** VFPC members to send comments to David Van Seters by July 31, 2006. David Van Seters to send an updated draft to Devorah Kahn by August 4, 2006 to forward to city staff (including Mario Lee, Tom Osdoba, and Vicky Wakefield). This item will be placed on the September 2006 VFPC meeting agenda.

## 6.2 Review and Follow-up of Action Items from June meeting:

### 6.2.1 Communication Committee:

At the June VFPC meeting, Council members identified the need to develop a communications strategy and media training as priority activities, and asked the Committee to report back with budget recommendations. Spring Gillard received quotes ranging from \$1800 to \$5000 for a four hour media training session, with some key messaging, for up to six people. The Committee is currently focusing on the media training component of an overall communications strategy because it has been identified as priority, and funds are limited.

**Action:** The Communications Committee to prepare final budget recommendations for consideration at the September meeting. Funds that will be available to the Communications Committee to be determined at Agenda Item 8.4.

### 6.2.2 Call for a new Steering committee member:

There is a vacancy on the Steering Committee.

**Action:** Call for a new Steering Committee member to be added to September agenda.

### 6.2.3 Update from Membership Committee:

Carole Christopher reported that about 40 people offered to volunteer in response to an email that was distributed describing involvement opportunities with the VFPC.

The Council agreed to move the remainder of this item to the end of agenda to an in camera session.

## 7. Reports:

### 7.1 Food Policy Coordinator: *This item was pulled from the Consent Agenda.*

Devorah Kahn has been on vacation since the last meeting and focused this month's report on a summary of the Bridging Borders Toward Food Security Conference. The VFPC is the local host for this joint Community Food Security Coalition/Food Secure Canada (CFSC/FSC) conference that will be held in Vancouver on October 7-11, 2006. Devorah reported that a significant portion of her recent work time has been spent coordinating the conference, and told the Council that conference funds have been allocated to hire two part-time coordinators, Frances Wasserlein and Steph Frolek. She identified the local volunteer committees and listed the 13 workshops that showcase BC/Vancouver initiatives.

Devorah asked for an indication of how many members plan to attend the conference, and provided Conference programs to Council members for information and distribution. Spring Gillard recommended the Dismantling Racism training to members of the Council. Herb Barbolet noted that FSC is Canada's national food security organization and encouraged Council members to become active in FSC. Devorah referred a request for information on bulk registration to Andy Fisher, and noted that the conference registration fee is the same in US and Canadian dollars. There is an early registration rate of \$275 with an additional \$35 discount for membership in either CFSC or FSC, and the VFPC is a member of both organizations.

Devorah said it is important to showcase the VFPC with meaningful roles at the conference, including welcoming, and asked for ideas. Suggestions from Council members include: present gifts and say thank you; meet people at the airport; provide hospitality.

**Action:** Carole Christopher to work with Devorah on a message to send out to Council members suggesting ideas for roles for the VFPC at the conference.

**Action:** Devorah to send CFSC a list of VFPC members for the membership registration discount.

**Action:** Carole Christopher to forward names of potential conference volunteers to Devorah.

## 8. Food Policy Council Business:

### 8.1 Goals and Objectives - Defining our Objectives

David Van Seters presented and reviewed a VFPC Strategic Plan Template for 2006/07, and outlined a process for developing objectives for each of the VFPC ten goal statements (five external and five organizational).

He suggested that objectives be achievable within an identified period of time, be measurable, and include prioritized key strategies.

Discussion points included:

- objectives can be qualitative as well as quantitative
- several templates are available for reference (Sue Moen, Health department, Wayne Roberts criteria checklist)
- objectives should be reviewed monthly and be included in the VFPC meeting agendas
- an in-depth session on defining objectives and strategies is required

David Van Seters was invited to continue as a consultant to the VFPC on the process of developing objectives and strategies for VFPC goals, and members thanked him for his valuable contribution to this initiative.

**Action:** David Van Seters to forward the Strategic Plan template to Devorah Kahn for distribution to Council members. Council members to review the template and prepare objectives for consideration at a member retreat in the fall.

#### 8.2 Process for Reviewing Minutes:

It was proposed that members receive and review meeting minutes soon after the meeting, and quickly forward revisions in time to include revised minutes in the Consent Agenda for the next meeting. Staff noted that producing VFPC meeting minutes has been an ongoing challenge. The Council acknowledged that issues related to the recording and format of meeting minutes require further discussion.

**Action:** Draft minutes of this meeting will be sent out as soon as possible for review and revision by members. Revised minutes of the July meeting will be included in the Consent Agenda and distributed one week prior to the September VFPC meeting.

#### 8.3 Volunteer Coordinator:

Karin Schreur offered to act as a volunteer coordinator for the Council and draft a volunteer manual for the VFPC. Carol Ranger thanked her on behalf of the Council.

#### 8.4 Budget Decisions:

Summary of current VFPC budget: \$12,000 (2006 annual budget of \$15,000, less spending to date of \$1000 and a proposed reserve of \$2000). Subcommittees were asked to submit their budget requests for the remainder of 2006.

Waste	\$1500	
FORC	\$1500	
Food Charter	\$1100-1500	
IFPP	0	
Retreat/consultant	\$2500	
Community Gardens 2010	<u>\$2000</u>	(urban land inventory)
TOTAL	\$9000	

At these rates, \$3000 is available for use by the Communications Committee. Members indicated this was an inadequate amount for an identified priority, and discussed how to maximize funds for the Communication Committee without adversely limiting the other committee's budgets. Heather Pritchard noted that some money will be needed for the Bridging Borders conference.

**Action:** Committees to define individual budgets more concisely and send specific needs for printing to Devorah, who will develop cost estimates.

**Decision:** Use the proposed \$2000 reserve fund for completing the urban land inventory, and allocate \$5,000 from the 2006 budget for the Communications Committee, who will prepare recommendations on spending priorities for consideration at the September meeting.

#### 8.5 VFPC Roles, Activities, and Protocol - Next steps to implementation:

*All tabled to fall retreat*

- 8.5.1 Debate and dialogue
- 8.5.2 Education
- 8.5.3 Food entrepreneurs & food awards

## 9. Other Business:

- 9.1 Spring Gillard told the Council about “Green Scenes”, a program of guided green tours that showcases sustainability initiatives in the region and around the world. The program includes four international tours beginning with India in February 2007.
- 9.2 Carole Christopher sent a card of condolence on behalf of the VFPC to Councillor Peter Ladner.
- 9.3 Heather Pritchard announced that Barnston Island will remain entirely within the ALR.

The Council entered the In-Camera portion of the meeting at 9:00 pm.

### 6.2.4 Update from Membership Committee

## Summary of Actions

- 6.1.3 Institutional Food Purchasing Policy:
  - Action:** VFPC members to send comments to David Van Seters by July 31, 2006. David Van Seters to send an updated draft to Devorah Kahn by August 4, 2006 to forward to city staff (including Mario Lee, Tom Osdoba, and Vicky Wakefield). This item will be placed on the September 2006 VFPC meeting agenda.
- 6.2.1 Communication Committee:
  - Action:** The Communications Committee to prepare final budget recommendations for consideration at the September meeting. Funds that will be available to the Communications Committee to be determined at Agenda Item 8.4.
- 6.2.2 Call for a new Steering committee member:
  - Action:** Call for a new Steering Committee member to be added to September agenda.
- 7.1 Food Policy Coordinator:
  - Action:** Carole Christopher to work with Devorah on a message to send out to Council members suggesting ideas for roles for the VFPC at the conference.
  - Action:** Devorah to send CFSC a list of VFPC members for the membership registration discount.
  - Action:** Carole Christopher to forward names of potential conference volunteers to Devorah.
- 8.1 VFPC Roles, Activities, and Protocol: Goals and Objectives - Defining our Objectives
  - Action:** David Van Seters to forward the Strategic Plan template to Devorah Kahn for distribution to Council members. Council members to review the template and prepare objectives for consideration at a member retreat in the fall.
- 8.2 Process for Reviewing Minutes:
  - Action:** Draft minutes of this meeting will be sent out as soon as possible for review and revision by members. Revised minutes of the July meeting will be included in the Consent Agenda and distributed one week prior to the September VFPC meeting.
- 8.4 Budget Decisions:
  - Action:** Committees to define individual budgets more concisely and send specific needs for printing to Devorah, who will develop cost estimates.
  - Decision:** Use the proposed \$2000 reserve fund for completing the urban land inventory, and allocate \$5,000 from the 2006 budget for the Communications Committee, who will prepare recommendations on spending priorities for consideration at the September meeting.