

**Washington Food Coalition**

www.wafoodcoalition.org

PO Box 95752

Seattle, WA 98145

phone: 206.729.0501

fax: 206.729.0504

info@wafoodcoalition.org

FAPAC Initial Meeting
9/8/15 9am.

1. In Attendance:

Earl Hall, Anna Constant, Penny Archer, Bonnie Baker, Mike Compton, Megan Harlan, Kim Eads, Lisa White, James Scovel, Trish Twomey, Tiffani Kaeck, Rosemary Rankins, Heidi Dukich

2. Agreed to agenda**3. Reviewed Expectations and Process:**

FYE 06/30/2016

Expectations

- Each Committee member to become familiar with the issues facing the Committee by attending Committee meetings (and Task Force meetings if a member of a Task Force) and reading and reviewing materials received from the Committee;
- Each Committee member to provide honest input into the decision-making process of the Committee with the goal of improving Washington State food assistance programs;
- Each Committee member to promptly respond to Committee communications.

Process

- Committee meetings will be held via GoToMeeting or a similar format to eliminate travel time and expense.
- Meeting times will be approved in advance at the prior meeting of the Committee or Task Force.
- Two weeks prior to the meeting, the Chair will send a reminder of the meeting via a calendar invitation.
- One week prior to the meeting, the Chair, WSDA Program Manager, and WFC Executive Director will meet to prepare an agenda and review materials for the meeting. One day prior to the meeting, the Chair will send a reminder of the meeting, together with the agenda and any handouts to be discussed at the meeting.
- If any Committee member is not able to attend the meeting, that member may submit questions or comments via email to the Chair and they will be incorporated into the meeting if timely received.
- WSDA will record the meeting and the Committee Secretary shall prepare meeting notes for distribution to Committee members.
- Upon receipt of meeting notes, members may submit email questions and comments via email to the Chair for dissemination to Committee members.
- Meeting notes will be mailed to all members for comment and become official two weeks after the meeting. Once the meeting notes are approved then the recorded version of the meeting will be deleted.

- Meetings of Task Forces may not necessarily involve the Committee Chair, WSDA Program Manager, and WFC Executive Director, but each may participate if they so choose.
- Actions of the Committee and Task Forces are generally by consensus, but specific recommendations shall be by a motion properly made, seconded, and approved.

Action Item: Secretary will send out draft meeting minutes to group with a designated date for edit requests. Will send out final minutes after that time frame.

4. **Leaders** – Earl acknowledged that he will be the chair for a year and that we need to have a vice chair and secretary

Action item: elect vice chair and secretary.

5. **WSDA Update & Feedback**

WSDA Update: Reviewed Calendar draft of upcoming projects & meetings.

Sept: Perishable Capacity Leadership Workgroup

Sept-Oct: TEFAP Risk Assessment

Oct-Nov: Food Safety & Donation Practices Conversation, Wrapping up the food pantry pilot conversation, healthier food options report (data presented at WFC conference)

TEFAP Distribution Survey Update:

Sept-Oct: update written report to reflect data analysis (include capacity survey data)

Oct-Nov: formatting report and developing presentation for USDA conference in March

Dec-Jan: begin follow up of targeted interviews written report

6. **Goals – Reviewed & Discussed**

- I. Review and reaffirm prior decisions – Action Item- None - No one asked to review prior decisions
 - a. Volunteer in-kind rate
 - b. Donated food rate
 - c. Allocation of funds
 - d. Healthy foods
 - e. Definitions
- II. Monitoring (site review) coordination - Action Item - create work group with representation from 2H, FLL, NWH, and WSDA to discuss creation of common checklist for agency monitoring
 - a. Common checklist
 - b. Single visits
- III. Review and update policies and procedures documents - Action Item - Kim asked that the group create a work group to look at creating guidelines/tools for the pantry level in addition to the distribution center layer. The work group may want to prioritize which sections of the manuals to tackle given the fact that there may be changes in the way the programs are administered based on the TEFAP Distribution system work being conducted now. Earl stated that this should happen after the WSDA completes report.
 - a. EFAP

- b. TEFAP
- c. CSFP

7. Task Forces – Action Item – create task forces

- a. Monitoring task force
- b. Policy Review task force

8. Schedule

Action Item: Will meet January 12th at 9:30 and decide whether to meet quarterly or every two months.

Meeting was adjourned.