

^Tampa Bay Network to End Hunger
April 12th, 2012
9:30 am
United Way Tampa Bay

Agenda:

1. Introductions
2. Review of March minutes and approval
3. Resource Requirements for TBNEH
 - a. Discussion of areas that we could use dedicated resources
 - b. Pro Forma Budget- Will
 - c. 501c3
4. Governing Council Members
 - a. Vacancies for Directors
 - b. Process for nomination
 - c. Process for voting/election
5. Officers
 - a. Positions up for election
 - i. Chair
 - ii. Vice Chair
 - iii. Secretary
 - b. Process for nominations
 - c. Process for voting/election
6. New Work Team Reports
 - a. Childhood Hunger- Sheri Taylor
 - b. Education- Joe Cuenco
 - c. Agency Capacity- Beth Houghton
 - d. Homebound- Deirdra Tatum
7. Next meeting May 10th, 9:30am, United Way
8. Adjournment

Meeting was called to order by Pat Rogers at 9:37am

1. Introductions
2. Beth moved to accept the minutes, Cliff seconded, Minutes were accepted by unanimous vote
3. Resource Requirements for TBNEH
 - a. Discussion of areas that we could use dedicated resources
 - i. Website, Admin, 501c3
 - b. Will presented and explained a rough draft budget
 - c. The Network needs an Administrative Assistant for the projects of the whole network
 - d. Feeding America has been absorbing the whole database bill so the Network should take on some of this
 - e. If a specific program/work team needed more funding then they would go for that; it does not have to be a part of the overall budget

- f. The Network needs a 501c3 so it can go for grants and to legitimize donations
 - i. The United Way has been the fiscal agent and this will eliminate this need
 - ii. Beth said the Network would need to be incorporated with bylaws; she says she has been a part of filing for a 501c3 and Beth would be willing to serve in helping the network in that
 - iii. Bay Area Legal and other law firms do pro bono work sometimes to get the process started for nonprofits
 - iv. The process in the past took years and was very time consuming but Clara has been involved in many of these filing processes so she knows that even though it takes a while for the final approval, once you file, you can start operating as a 501c3
 - v. United Way also has an effort where they help people set these up
 - vi. You have to have a number of policies in place in order to file and Beth would be willing to take those on
 - vii. It is very helpful to have the aid of an attorney
 - viii. Duggan Cooley also offered to help with the 501c3 process
 - ix. Pat put it to a vote the decision to apply for a 501c3 and incorporating
 - x. Will made a motion to incorporate and go for a 501c3, Jane seconded, the motion was unanimously approved at 9:50am
- g. Budget-wise we need a staff with computer/software skills
- h. We are assuming that we can have the space donated where the employee can work
- i. Metropolitan Ministries is getting a couple VISTA volunteers that the network could use for 2 years and would probably be working in Safe Harbor in Pinellas county
 - i. This VISTA volunteer could possibly even fit the place of the administrative assistant
- j. Clara asked for the difference between the “grant writer” and “research” listed in the rough draft budget, she suggested that we combine the two to have a stronger reach for grants. Typically, a full time grant writer would need around \$75,000-\$200,000.
- k. Pat says they will rework the budget and she assumes that it will turn out to be more like \$45,000. TBNEH will look for pro bono grant writers.
- 4. Governing Council members
 - a. Pat reviewed the structure of the governing council
 - b. If you volunteer for a governing council member, it does not have to be the only thing you do
 - c. We have 5 food sector areas and 6 domains
 - d. Pat will send out the governing council document with double asterisks in the areas that are vacant so everyone can either nominate themselves or someone else. Pat will send out the slate one week before the next meeting as well as bring the slate of nominees to the next meeting.
 - e. There was some concern expressed because we have the domains and sectors laid out but we still don't have the direction/goal of each position

- f. Pat explained that the notes distributed at the meeting are the write up from original committee work and she can provide the backup documentation from the council we used as a model.
 - i. The way we have been working to date is anyone, governing council member or general TBNEH member, can join a work team as they are formed. The work team takes the direction that the people on the team determine would address the issue. The team presents their goals and work plan and is accepted by TBNEH. The goal is to accomplish the goals in 3-6 months.
 - g. The council members who are elected will be the voluntary board when we bring the application for the 501c3
 - h. The network should consider a committee or work group on fundraising/grants instead of having a governing council position for this
 - i. Are we going to just have a board? Or have a larger advisory council with a smaller board?
 - j. Perhaps in the bylaws say that the council approves the board. We may not want to assemble 24 people for a board meeting
 - k. Small task group can get together and structure some of those questions for the 501c3 and bring those to the next meeting
 - l. The task at hand is for people to think about whether they want to put their hands up for a vacant position, then send Pat and email (progers@feedingamericatampabay.org) and she will send the slate out a week before the next meeting
 - m. Members can cast an early vote to Will if they can't make the May meeting
5. Officers
- a. All nominations for president, vice president, and secretary should be emailed to Will since he is the only officer position who is not up for election
6. New Work Team Reports
- a. Childhood Hunger
 - i. The work team was in the process of getting more information on childhood hunger in Pinellas, Hillsborough, and Pasco
 - ii. The work group are looking at free and reduced lunch numbers and then are questioning why there are so many children who qualify for free breakfast and yet are not getting it
 - iii. They are waiting for more information from Pinellas and Pasco counties to determine more
 - iv. The number of school eligible for Title One status are not always operating as one, some aren't even participating in free and reduced lunch Breakfast in elementary schools is mandatory in Florida
 - v. Tardiness is the biggest barrier, but schools are required to give kids 15 minutes to eat breakfast if the busses are late
 - vi. Tardy children (not due to busses) being allowed to eat is the decision of the principal though, there is no universal policy in Hillsborough county for this but the district encourages schools to have bagged breakfasts in the office for tardy students
 - vii. Access and attitude are biggest barriers

- viii. Some children due to their family culture do not eat breakfast, so this is an education process too, but if a kid is hungry, then they will eat it
- ix. We have to focus on those who don't have a choice of whether they want to eat or not, not those who just choose not to eat
 - x. But there is a stigma against the free meals which is why the district is moving toward having free lunch for all the students to remove the stigma that the meals are for poor children
- xi. Unfortunately, the battle is that administration sometimes thinks the food programs and the attempts to remove the barriers just takes time away from instructional time
- xii. Part of the work team is researching barriers
- xiii. They are also focusing on the summer feeding program: getting the children to participate in that and promoting it more
- xiv. These feeding programs are all available for those involved in other programs but there aren't as many opportunities for those not involved
- xv. There are also many programs that have to be "open sites" so the kids don't have to be in the programs to eat
- xvi. The work group is also trying to put together a database of what programs are offered at each school
- xvii. The United Way is interested in funding the areas that this group comes up with
- xviii. Email Sheri Taylor if you are interested in getting on board with this work group

b. Education

- i. Joe presented a slide show for the education work group
- ii. Objective: Create an awareness of education as a means to address hunger in our community
- iii. They want to develop capacity in giving people the tools to access food
- iv. They want to develop and build sustainable models/gardens
 - v. Teach what to grow, how to grow, and what tools and resources are needed
- vi. They want to educate students about what they can do at their homes and also take advantage of more community gardens
- vii. Entrepreneurial aspects could help students develop ideas about how to generate revenue from these tools
- viii. Ultimately, we want to feed the hungry! Focus on low income communities with no fresh produce access
- ix. A goal of this work group is to foster conservation of resources, repurposing, and utilizing local resources
- x. The target market:
 - 1. Students, awareness
 - 2. Community/families, urban models and rural models
 - 3. Seniors, most likely to engage
 - 4. Involving the disabled, veterans possibly
- xi. The educational need: gardening technology and physical sciences: What are the best techniques and what is the science behind it?

- xii. They are looking at hand-on experiences
- xiii. They also want to focus on how to cook healthy, especially for those on food stamps; teach that the food they purchase with the food stamps will go further with healthy cooking practices
- xiv. They are meeting April 12th to work on the next steps which will involve looking at what programs are already in place and see how we can utilize what is out there already
- xv. Mary Keith mentioned many resources that might be very quickly available and she will discuss those with the work group
- c. Agency Capacity
 - i. It's a very large topic so they defined it a little more and tried to pinpoint issues
 - ii. The goals are to map food pantries and last mile distribution areas against the food deserts to see if there is duplication or real deserts
 - iii. They also want to develop a survey for these distribution agencies to see the areas where agencies need the most improvement/education
 - iv. Christine is coming up with a survey to give to agencies and they will look at that to determine the next areas of work
- d. Homebound
 - i. Deirdra sent her PowerPoint since she could not be at the meeting
 - ii. First meeting was brainstorming what the issues are
 - iii. There is a waiting list for CCE and having food delivered
 - iv. Lack of community kitchen and having food prepared is a difficulty
 - v. Specific dietary needs are another difficulty
 - vi. Due to budget cuts, GMS cannot deliver hot meals, only frozen, and there are some concerns with that
 - vii. The issue is finding people who can prepare and deliver food for homebound recipients
 - viii. Email Deirdra to get involved in this work group
 - ix. The meetings are every other Thursday
- e. Community Kitchens
 - i. Rhonda Abbott said not a whole lot is happening with this, SVDP has put in a proposal for a refrigerated truck
 - ii. There just needs to be a person dedicated to making it happen but right now it's just a matter of funding
 - iii. Cliff also spoke with Michael and he is interested in coming to the meetings and he is confident he can find the funding to get it started and use the kitchen at SVDP in Pinellas as a pilot to then get one started in Hillsborough

7. New Business

- a. Jane is putting in a grant for Allegany for some research to work with Robby Bear at USF, the nutritional anthropologist, which will address talking to people coming in to the last mile distribution agencies to find out what exactly the food barriers are
 - i. Stacy has agreed to let E.C.H.O in Brandon be a site for this survey

- ii. The grant will hopefully get Robby to do the questionnaire and maybe agencies could get volunteers from each organization to get trained in asking the questions to get a more varied set of responses
 - iii. This will help us all with agency capacity
 - iv. Pat will give Jane a write up of how the database has helped so far in research
 - v. She asks that everyone be looking for volunteers that might be able to reach different groups of people in need to get the best answers
 - b. Jerry reminded everyone about Stamp Out Hunger and how we can all use that for education purposes
 - c. Jim and Stacy are still working on the website and it will hopefully be up by the May meeting
- 8. Next Meeting May 10th, 9:30 am, United Way
- 9. Meeting was adjourned at 10:56 am