

**National Commission on Hunger
Face-to-Face Meeting**

Wednesday, October 14, 2015

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1. Attendees

Name	Type
Mariana Chilton	Co-chair
Robert Doar	Co-chair
Spencer Coates	Commission Member
Jeremy Everett	Commission Member
Susan Finn	Commission Member
Deborah Frank	Commission Member
Cherie Jamason	Commission Member
Billy Shore	Commission Member
Russell Sykes	Commission Member
Andrea Anater	Project Director (RTI)
Coleen Northeim	Project Facilitator (RTI)
Anne Crook Lutes	Project Support (RTI)
Priya Sreenivasan	Project Support (RTI)

2. Action Items

Action items will be retained for the current meeting, as well as any “older” action items that have not yet been completed. The table below reflects the status of all items as of October 23, 2015.

Timeframe	Request Date	Action Item	Responsible Party	Status	Notes
Immediate	October 14, 2015	Commissioners will make revisions to the draft report. Individual commission members will provide draft wording	Commissioners	In Process	

Timeframe	Request Date	Action Item	Responsible Party	Status	Notes
		suggestions to the co-chairs and RTI for integration into the main document.			
Immediate	October 14, 2015	Commissioners will provide selections of photographs and pieces of testimonies from site visits and hearing to be included in the final report.	Commissioners	In Process	
Immediate	September 10, 2015	Co-chairs and RTI will collaborate to determine plans for dissemination of the final report	Co-chairs, RTI	In Process	
Immediate	October 14, 2015	Revise the draft report and distribute a new version to Commissioners by 10/30	RTI, Co-chairs	In Process	
Immediate	October 14, 2015	Post September meeting minutes to website	RTI	In Process	

3. Group Decisions

Commissioners will provide RTI with the agreed upon revisions to the draft report. Prior to October 30th, Commissioners will choose photographs and parts of testimonies to incorporate into the final report. Commissioners will receive a second draft of the full report on October 30th, and will suggest further revisions only regarding significant concerns.

4. Meeting Minutes

Report and Recommendations Discussion

Prior to the meeting, Commissioners provided comments on the draft report, which RTI used to compile a list of eight topics of non-agreement. Commissioners discussed each topic at length until all members came to an agreement about the wording and content of all disputed sections. Commissioners also resolved any remaining concerns about the recommendations section of the report.

Dissemination and Graphics Discussion

In preparation for producing the final report, Commissioners and RTI discussed adding pictures, graphs, and sections of testimonies to supplement the text. Commissioners determined different modes of disseminating the report, including talking to reporters, producing printed copies, and creating an online version of the final document.

Administrative Items

- Robert, Mariana and RTI will continue to discuss and finalize plans for dissemination of the final report.
- Commissioners will present suggested changes to report, and co-chairs will work with RTI to update the documents.
- RTI will produce a new draft of the report by October 30th for review by the full commission.

Annex 1: Meeting Agenda

Monthly Meeting
Wednesday, October 14, 2015 (8:00 AM - 3:00 PM ET)

Drexel DC office
Lafayette Tower
801 17th St NW, Suite 420
Washington, DC 20005

8:00 am – 8:30 am	Light Breakfast- Meeting Overview
8:30 am – 8:45 am	Updates
8:45 am – 11:45 am (break to be taken about 10:15)	Report Discussion (Coleen to facilitate) — <i>Please note that this time is for discussing major report topics that require resolution.</i>
11:45 am – 12:30pm	Lunch
12:30 pm – 1:30pm	Remaining Comments on Recommendations
1:30 pm- 2:15 pm	Dissemination Planning
2:15 pm – 2:45 pm	Graphics Discussion
2:45 pm – 3:00 pm	Review action items/ Wrap-up