

**National Commission on Hunger
Conference Call**

Thursday, September 10, 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)
Priya Sreenivasan	Project Support (RTI)
Mary Carpenter	Writer

Not in attendance: Ricki Barlow, Commission Member

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 September 25, 2015.

Timeframe	Request Date	Action Item	Responsible Party	Status	Notes
Immediate	September 10, 2015	Commissioners will continue to revise recommendation documents. Individual commission members will provide draft wording suggestions to the co-chairs and RTI for integration into the main document.	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	July, 2015	Create a draft report and distribute to Commissioners by 10/1	Mary Carpenter (with chairs and RTI)	In Process	
Immediate	September 10, 2015	Post August meeting minutes to website	RTI	Complete	

3. Group Decisions

Commissioners will review and suggest additional revisions to the proposed pilot programs and interagency council recommendations. In advance of the full commission meeting, commissioners will review Mary Carpenter's draft report for content and language, and will submit significant comments to RTI and the chairs. RTI and the chairs will synthesize the comments received and structure the October in-person meeting to concentrate on items of non-agreement.

4. Meeting Minutes

Recommendation Discussion

Prior to the meeting, the co-chairs provided the commission with two documents summarizing recommendations focused on pilot programs and the creation of an interagency council to improve food security. During the meeting, the commissioners discussed each document in detail and select commissioners volunteered to revise specific sections for clarity and content. Commissioners will submit their suggested changes to RTI and the chairs to incorporate into the draft report.

Report Timeline

Commissioners discussed the revised timeline for the creation and dissemination of the final report (see **Annex 1**). They noted that the timeline includes a no cost extension of the contract with RTI to allow for additional review time by the full commission and support of the dissemination activities. Co-chairs emphasized the importance of receiving timely feedback from the commissioners, in order to produce an on-time report that reflects consensus themes and recommendations.

Administrative Items

- The full commission approved the August meeting minutes.
- Robert, Mariana and RTI will continue to discuss and finalize plans for dissemination of the final report.
- Commissioners will present suggested changes to the pilot program and interagency council documents to the chairs, who will work with RTI to update the documents.
- Mary Carpenter will produce a draft of the report by October 1st for review by the full commission.

Annex 1: Meeting Agenda

Monthly Meeting
Thursday, September 10, 2015 (2:00-3:30 PM ET)
(Robert to facilitate call)

<https://global.gotomeeting.com/join/474318341>

United States: 1 (312) 757-3119

Access Code: 474-318-341

Meeting ID: 474-318-341

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| 2:00 – 2:05pm | Welcome and roll call – (Robert) |
| 2:05 – 2:15pm | Updates from the co-chairs (Robert and Mariana) |
| 2:15 – 2:40 pm | Review of proposed pilot programs (Robert) |
| 2:40 – 3:05 pm | Discussion of interagency council (Robert) |
| 3:05 –3:10 pm | Administrative items (Robert) <ul style="list-style-type: none">▪ Approval of August meeting minutes▪ Reminder – Prep for October meeting▪ Reminder – Review timeline:<ul style="list-style-type: none">▪ Draft of report to commissioners by 10/1▪ Commissioner comments to Mariana and Robert & RTI by 10/9▪ Discussion of significant comments at 10/14 meeting▪ 2nd draft of report to commissioners to review by 10/21▪ Commissioner comments to Mariana and Robert & RTI by 10/28▪ Revised report for Mariana and Robert to review by 11/6▪ Final report complete and ready for printing by 11/13▪ Final report release: Early December |
| 3:10 – 3:15pm | Summary of action items (Priya) |
| 3:15 – 3:30pm | Executive session (Commissioners only) |