

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

Monday, September 8, 2014

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1. Attendees

Name	Type
Mariana Chilton	Co-chair
Robert Doar	Co-chair
Ricki Barlow	Commission Member
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
Melissa Abelev	USDA Food and Nutrition Service
Alisha Coleman-Jensen	USDA Economic Research Service
Anita Singh	USDA Food and Nutrition Service
Rich Lucas	USDA Food and Nutrition Service
Jay Variyam	USDA Economic Research Service
Elaine Waxman	Feeding America
Scott Carter	USDA Contracting Officer's Representative
Andrea Anater	Technical Lead (RTI)
Steve Beaulieu	Project Director (RTI)
Coleen Northeim	Project Facilitator (RTI)
Jennifer Richkus	Meeting Scribe (RTI)

2. Action Items

Action items will be retained for the current and previous 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 16, 2014.

Time Frame	Request Date	Action Item	Responsible Party	Status	Send to Commission
Immediate	September 8, 2014	Mr. Lucas will provide the grocer study looking at what people buy once the study is available	OPS (Lucas)	Requested	
Immediate	September 8, 2014	Mr. Carter will send language needed in order to add funding to the Continuing Resolution for Commission travel	FNS (Carter)	Complete	
Immediate	September 8, 2014	Commission will send follow-up questions regarding presentations to RTI to compile and send to the presenters	Commission	Ongoing	
For next meeting	September 8, 2014	RTI will develop logos	RTI	Complete	
For next meeting	September 8, 2014	Develop draft website content and structure	RTI	Complete	
For next meeting	July 21, 2014	Develop a web-based activities calendar	RTI	Complete	
Within two weeks	September 8, 2014	Schedule conference calls for October and November and F2F meeting in December	RTI	Complete	
Ongoing	July 21, 2014	Draft a Commission communications framework including website and social media mock-up, suggestions for effective field visits and public hearings, and general responsibilities to the public	RTI	In progress	
Ongoing	June 24, 2014	Provide ideas to RTI on research needs or areas where RTI could support the Commissioners	Commission	Ongoing	-

3. Decisions

- The Commission will concentrate their recommendations on improving food security in households experiencing very low food security.
- The Commission will continue to pursue travel funding; members will share language that can be used in the Continuing Resolution (CR) with their representatives.
- The public portion of the Commission website will support general and targeted communications, a newsroom, and Commissioner biographies and will exclude links to non-Commission websites.
- The private portion of the Commission website will include a forum for discussion, ability to upload files, email notifications of new content, and a calendar.
- The Commission will develop a logo to represent it on the website and other official Commission communications.
- Face-to-face meetings will be held December 8, 2014, and March 9 and June 8, 2015.

4. Meeting Minutes

Food Security Presentations

After introductions, the Commission heard from several subject matter experts on recent nutrition and food security studies. A question and answer session followed each presentation.

- Alisha Coleman-Jensen, USDA Economic Research Service (ERS), presented findings from USDA's annual report on the extent and severity of food insecurity in U.S. households as well as other food security research from ERS.
- Rich Lucas, Anita Singh, and Melissa Abelev, USDA Food and Nutrition Service (FNS), presented on FNS-sponsored research about nutrition and food assistance programs, including how program eligibility is determined.
- Elaine Waxman, Feeding America, shared findings from Feeding America's 2014 survey of charitable food distribution in the U.S.

Update on Travel

Travel funds for Commission members are still not available. Commissioners expressed concern about their ability to conduct field visits and hearings without funding. The next vehicle to access funding is the CR, which must be passed by September 30. FNS will distribute to members language that they can share with their representatives for appropriating money in the CR.

Food Security Metric(s)

The Commission dedicated time to discussing the USDA food security measure and the target group on which they wish to concentrate their recommendations. The Commission voted unanimously to concentrate on households experiencing very low food security. The Commission will allow enough flexibility to focus on other food-insecure groups in the future.

Communications Strategy

RTI presented possible components and capabilities of both the public and private portions of the website and requested feedback. Time did not permit discussion of a social media plan.

Next Meeting

The next teleconference meeting is scheduled for October 9 from 2:00 pm to 4:00 pm EST. A demonstration of the website will be presented. The next face-to-face meeting is tentatively scheduled for December 8, 2014. Subsequent face-to-face meetings have been tentatively scheduled for March 9 and June 8, 2015. RTI will send logistical information for the meetings as the dates get nearer.

Annex 1: Meeting Agenda

Monthly Meeting Monday, September 8, 2014 (8:30am – 4:00pm ET)

U.S. Capitol, Room H-139
East Capitol St. NE & First St. SE
Washington, D.C. 20004

8:30 am–9:00 am	Arrival, coffee/tea service
9:00 am–10:30 am	Alisha Coleman-Jensen, USDA-ERS (45 minute presentation followed by 45 minutes for Q&A)
10:30 am–10:45 am	Break
10:45 am–12:30 pm	Rich Lucas, USDA (including discussion of food plans) (55 minute presentation followed by 50 minutes for Q&A)
12:30 pm–1:15 pm	Lunch
1:15 pm–1:45 pm	Elaine Waxman, Feeding America (15 minute presentation followed by 15 minutes for Q&A)
1:45 pm–2:15 pm	Discussion of travel budget with nominating committee members (pending availability of committee members)
2:15 pm–2:45 pm	Discussion and selection of food security metric(s)
2:45 pm–3:00 pm	Break
3:00 pm–3:45 pm	Discussion on communication strategy (website, social media)
3:45 pm–4:00 pm	Summary (review of key decisions, action items, and next steps)