



**GREENPOINT
COMMUNITY
ENVIRONMENTAL
FUND**

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**Community Advisory Panel (CAP) Meeting
Tuesday, February 9, 2016**

Note: The following is a summary of the Greenpoint Community Advisory Panel (CAP) meeting held on 2/9/2016. The notes represent an ongoing dialogue with the CAP related to the development and implementation of the Greenpoint Community Environmental Fund (GCEF).

Introduction, Purpose, and Meeting Goals: Amanda Bassow, National Fish and Wildlife Foundation (NFWF), described the primary goals of the meeting, which included: 1) discussing the 2016 GCEF Draft Workplan; 2) discussing the GCEF 2016 Community Open House; 3) discussing the role of the CAP in 2016 and beyond; and 4) thanking the CAP for its service and contribution to GCEF.

Notes, Updates, and Other Business:

- There were no outstanding CAP meeting summaries for approval.

GCEF 2016 Draft Workplan and GCEF 2016 Community Open House:

- Amanda Bassow explained the primary objectives of the GCEF 2016 Draft Workplan including: to continue to keep the Greenpoint community informed about the status and progress of GCEF; to assist grantees in engaging the Greenpoint community; to encourage collaboration among grantees; to promote GCEF-related community activities and events; and to engage the community in GCEF project-related activities. The first GCEF event in the workplan will be a community open house and poster session for the public to learn about active GCEF projects funded in 2014-2015 (discussed further below) and to support networking and information-sharing among GCEF grantees. Ongoing workplan activities include: calendaring and promoting public events related to GCEF projects (ribbon cuttings, milestones, project completion); updating and maintaining the GCEF website to document public events; continuing to produce and distribute the GCEF newsletter. In fall 2016, GCEF will also conduct a grantee walking tour, which will enable community members, public agencies, the media and elected officials to visit project sites and learn about the progress of funded projects.
- Amanda Bassow also informed the CAP that NFWF will develop and administer a survey for grantees in order to determine how best to build capacity and





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sustainability in grantees.

- Finally, Amanda Bassow suggested that the GCEF newsletter be produced and distributed twice per year (Summer and Winter).

CAP Discussion:

- One CAP member suggested that a vehicle be provided for the walking tour to help people travel between sites. Amanda Bassow said that this would be a good idea.
- Another CAP member suggested that project site visits would be an important way to ensure progress and for grantees to communicate any needs/concerns. Amanda Bassow replied that site visits and desk audits have been built into the grant management portion of NFWF's responsibilities moving forward.
- In response to a CAP question regarding previous grantee open house events, Amanda Bassow explained how small and large/legacy grantee celebration events had been held separately, and the purpose of the events was to inform and engage the public and to allow grantees to meet each other and network. This year's GCEF Open House event will provide an opportunity for the Greenpoint community to learn more about the projects they selected and to get involved or volunteer with the projects themselves.
- Peter Washburn, Office of the Attorney General, asked whether it would make sense to include the 2014 GCEF grantees in the Open House. One CAP member suggested that including any active grant project would make the most sense. Amanda Bassow agreed with this view.
- Peter Washburn asked whether GCEF should introduce grantees to potential funding sources for the future. Lynn Dwyer, NFWF, replied that this is a good idea, but it may still be too early in the process to be very useful. Amanda Bassow suggested that the Long Island Sound funders collaborative visit grantees in Greenpoint. Amanda Bassow also mentioned that a funders network for smart growth as well as a sustainable agriculture group interested in urban projects may be interested in the GCEF-funded projects in Greenpoint, particularly because of the density of the program. One CAP member expressed how important it will be for projects to secure funding after the expiration of the GCEF.
- Adanna Roberts, NYS Department of Environmental Conservation (DEC), announced that the DEC is in the process of completing a library of proposals in order to contact organizations in need of funding when funding becomes available.

Role of CAP in 2016 and Beyond:

- Lynn Dwyer asked the CAP whether/how it would like to remain involved with GCEF and how it would like to be kept informed about the program.
- Peter Washburn stressed that it is up to the CAP whether and how it would like to remain involved with and informed about GCEF in the future.



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- One CAP member said that she would like to remain informed about the GCEF until all projects have been completed. Quarterly CAP meetings are not necessary, but email notifications and annual CAP meetings would be preferable.
- Peter Washburn suggested that GCEF meet with the CAP annually to discuss the GCEF annual report and work plan. He also suggested that GCEF send specific CAP emails about GCEF progress on a quarterly basis.
- Amanda Bassow said that it would be helpful for CAP members to remain in contact with GCEF, in order to keep the CAP informed about any unforeseen events.
- Lynn Dwyer proposed that GCEF do the following with respect to the CAP: 1) ask CAP members to spread the word about GCEF and promote GCEF-related events; 2) keep the CAP informed about GCEF on a quarterly basis; 3) organize annual CAP meetings to discuss the GCEF annual report and work plan; 4) request assistance from the CAP in addressing any unforeseen issues/problems that may arise.
- CAP members agreed with this proposal.
- One CAP member asked what will happen with GCEF-related documents and information after the program closes. Another CAP member suggested that the Greenpoint Public Library serve as a repository for GCEF materials. Peter Washburn suggested that GCEF reach out to the Greenpoint Public Library to discuss this option.

Thanking the CAP For Its Service:

- Peter Washburn thanked the CAP for its service to the GCEF and the Greenpoint community as a whole. He said that he thinks GCEF has been a model of how to run a community environmental benefits program. He recalled the high expectations of Greenpoint residents with respect to the GCEF from the very beginning of the process – which is why it was so important to select top-notch administrators. He said that the CAP is primarily responsible for the creation of such a good program for Greenpoint. The OAG has also benefited from the GCEF in the form of a model for a program that benefits and honors the needs of the community.

Closing Business – Future CAP Meetings: Filip Stabrowski, North Brooklyn Development Corporation, said that he would keep the CAP informed about future GCEF events and CAP meetings.

Participants in 2/9/2014 CAP meeting:

Christine Holowacz	Newtown Creek Monitoring Committee (NCMC)
Manuel Zuniga	Java Street Community Garden
Heidi Shea Springer	Greenpoint Gardens
Ronald Vancooten	LaGuardia Community College
Leah Archibald	EWVIDCO



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Joanna Micek	Greenpoint resident
Katie Denny Horowitz	Greenpoint Waterfront Association for Parks and Planning (GWAPP)
Laura Hofmann	Barge Park Pals
Emily Mijatovic	Assemblyman Joseph Lentol's Office
Peter Washburn	OAG
Adanna Roberts	New York State Department of Environmental Conservation (DEC)
Bob Polin	GA/NFWF
Amanda Bassow	General Administrator (GA)/NFWF
Lynn Dwyer	GA/NFWF
Michael Lagua	GA/NFWF
Filip Stabrowski	GA/NBDC
Laura Treciokas	State Outreach Consultant