

FSTF Meeting 4/4/18 2018 Report update

Goal:

1. Review progress and steps to complete report
2. Get input on
 - Outline – Structure and content
 - Process to finalize report
 - Look and feel – design element
3. Get approval to follow the process identified in and finalize/production

Update on process to date:

Input from task force and public to develop report:

- **Special Report work group meetings:** 5/31/17, 7/18/17; 9/15/17; 9/22/17; 9/28/17; 12/15/17; 2/2/18; 2/23/18; 3/29/18
- **Reviewed process and solicited additional input at FSTF monthly meetings:** 6/7/17; 7/5/17; 9/6/17; 10/4/17; 11/1/17; 12/6/17; 1/3/18; 2/7/18; 3/7/18

San Francisco Data and District Profiles

- Data:
 1. Determined list of demographic and food program data variables; agree to health variables.
 2. Collected demographic data
 3. Added additional data requested by working group
 4. Reviewed demographic data to highlight areas of concern in district
 5. Collected food program data from data owners (see list)
 6. Reviewed food program data compared to demographic data
 7. Steps to complete – finalize data, highlight key points per district and recommendations.

Network of Food Programs - Program Reports (12 total)

1. Topics developed based on 2013 recommendations;
2. interviewee and topic list reviewed at 10/4/17 FSTF meeting;
3. interviews with program leads; drafts developed; interviewees edit drafts; second round of edits; (October – March)
4. Process to finalize – complete edits and send to designer (by April 10th)

Review of report components (see handout and online)

Steps to complete report:

1. Finalize narrative
2. Finalize city and district profiles
3. Finalize all program reports (network of food programs)
4. Design report
5. Proof design
6. Print report