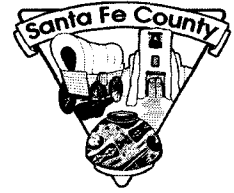


Agenda



Santa Fe City and County, Advisory Council on Food Policy
May 25, 2017, 9AM-11AM
Angels Depot Conference room, 1221 Siler Road, Santa Fe

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA – May 25, 2017
Prioritization and Agenda Order

5 minutes

D. APPROVAL OF MINUTES –April 27, 2017

E. COMMUNICATIONS FROM THE FLOOR

2 minutes/person

F. PRESENTATIONS/TRAINING:

Cindy Schlenker Davies, County Program Director, NMSU San Bernalillo County Cooperative Extension Service:
School Community Gardens in San Bernalillo

20 minutes

G. Items from the Chair

5 minutes

H. Staff Communications

5 minutes

I. INITIATIVES AND ACTIONS

60 minutes

2. Policy Committees

a. State & National Issues

- i. State Legislature updates
- ii. National Issues

b. Food Plan Committee

- i. Meeting updates-
- ii.

c. Food Production and Land Use Committee

- i. Meeting updates.
- ii. Action item:Resolution to support Federal Farm Bill (vote)
- iii. Food Summit discussion followed by vote to move forward (or not)

d. Education and Outreach

- i. Meeting updates.

e. Governance Committee

- i. Meeting Updates:

New proposed members: Packets submitted to City Clerk

3. Executive Committee

5 minutes

L ITEMS FROM THE CHAIR

J. ITEMS FROM THE COUNCIL

5 minutes

K. ADJOURNMENT

CITY CLERK'S OFFICE
 DATE 5/17/17 TIME 11:49
 SERVED BY Sue Perry
 RECEIVED BY [Signature]

Persons with disabilities in need of accommodation contact the City Clerk's office at 955-6520, five (5) working days prior to meeting day.

**SANTA FE CITY AND COUNTY
ADVISORY COUNCIL ON FOOD POLICY**

THURSDAY, MAY 25, 2017

<u>ITEM</u>	<u>ACTION TAKEN</u>	<u>PAGE(S)</u>
A. CALL TO ORDER		
B. ROLL CALL	Quorum	1
C. APPROVAL OF AGENDA/Prioritization of Agenda	Approved	1
D. APPROVAL OF MINUTES – April 27, 2017	Approved	2
E. COMMUNICATIONS FROM THE FLOOR	Discussed	2
F. PRESENTATIONS: NMSU San Bernalillo County Cooperative Ext. Service -	Cindy Schlenker Davies	2-5
G. ITEMS FROM THE CHAIR		5-6
H. STAFF COMMUNICATIONS		6
1. Initiatives and Actions		
2. Policy Committee		
a. State & National Issues		6-7
i. State Legislature updates		
ii. National Issues		
b. Food Plan Committee		7
i. Meeting updates-		
c. Food Production and Land Use Committee		7-10
i. Meeting updates.		
ii. Resolution to support Federal Farm Bill/ Action Item		
iii. Food Summit discussion / Action Item		
d. Education and Outreach		10
i. Meeting updates.		
e. Governance Committee		10
i. Meeting Updates:		
New proposed members: Packets submitted		
3. Executive Committee		10
J. ITEMS FROM STAFF	None	10
K. ITEMS FROM THE COUNCIL	None	10
L. ADJOURNMENT	Adjourned at 11:07 a.m.	10

SANTA FE CITY AND COUNTY
ADVISORY COUNCIL ON FOOD POLICY

THURSDAY, MAY 25, 2017

A. CALL TO ORDER

A regular meeting of the Santa Fe City and County Advisory Council on Food Policy was called to order by Mark Winne, chair on this date at approximately 9:00 a.m. at the Angel Food Depot, Siler Road, Santa Fe, NM 87507.

B. ROLL CALL

Roll call indicated a quorum as follows:

Members Present

Mark Winne, Chair
Susan Perry, Co Chair
Emigdio Ballon
Patricia Boies
Cydney Martin
Tony McCarty
Susan Odiseos
Erin Ortigoza (arrived later)
Pamela Roy
David Sundberg

Members Excused

John Alejandro (Excused)

Members Absent

Two vacancies: Proposed members, Kierstan Pickens and Carolina Flores

Staff Present

Others Present

Kierstan Pickens, Executive Director of the Farmers Market Institute
Cindy Schlenker Davies, County Program Director, NMSU Cooperative Extension
Others as noted under Communication from the Floor
Charmaine Clair, Stenographer

Ms. Ortigoza entered the meeting at this time.

C. APPROVAL OF AGENDA/Prioritization

Last Item from the Chair should be removed.

Ms. Perry moved to approve the agenda as amended. Ms. Odiseos seconded the motion which passed by unanimous voice vote.

D. APPROVAL OF MINUTES – April 27, 2017

Page 3, listed under those attending the session: Susan Martin should be *Cydney* Martin.

Page 8, under Items from the Council: “Ms. Boies the last County Town Hall session will be in Spanish...” should read with the following insertions: Ms. Boies said the last County Town Hall session for the gap analysis will be in Spanish...

Chair Winne said he hopes to use the minutes to pull decisions by each committee in regard to the Strategic Plan.

Ms. Perry suggested when the member is reporting they identify when talking about a strategic goal.

Mr. Sundberg moved to approve the minutes of April 27, 2017 as amended. Ms. Perry seconded the motion, which passed by unanimous voice vote.

E. COMMUNICATIONS FROM THE FLOOR

Introductions were made of council members and visitors.

Cynthia Beiser said she works at the Bernalillo County Extension Office with *Cindy Davies*.

Lani Ersfeld with the Santa Fe Farmer’s Market, is the new manager for El Mercado del Sur (formally the South Side Farmers Market). She passed out new flyers and offered to bring posters. The market is in a new location and starts on the Fourth of July.

Helen Henry, is with Farm to Table and the New Mexico Alliance of Health Council

F. PRESENTATIONS AND TRAINING – Cindy Schlenker Davies, County Program Director, NMSU San Bernalillo County Cooperative Extension Service: School Community Gardens in San Bernalillo

Ms. Perry said a goal of the Food Policy Council is to expand and establish pilot school gardens in three sites and work toward healthy food in the schools. She introduced Ms. Davies and said she had invited her to talk about the Community Gardens Program she is doing in Albuquerque.

Ms. Davies said in addition to being the Director, she is the Family and Consumer Science Agent and oversees programs in the Extension Office. She has around 27 full and part-time employees.

A summary of her report follows:

- School gardens have exploded and their requests to help with them became overwhelming. Albuquerque Public Schools (APS) working with other committees applied for a Food Corp volunteer to coordinate all of the schools public and private partnerships.
- The funds were used to hire a part time person to work 5-10 hrs a week. Ms. Patterson has a passion for the work and a public health background and mentors the Food Corp volunteers.
- Gardening in New Mexico is very different and a specific curriculum for Albuquerque teachers is being developed for school gardens. Training is provided for teachers as well.

- Albuquerque has over 80 school gardens (expected to be close to 90 by end of season) and all are very different. The garden can be a small box of plants, a pot of plants, or an unused area designated as a garden. Most gardens are in public schools, but there is a partnership with Albuquerque Academy that has a teaching garden. The gardens are in preschools through high school.
- Ms. Patterson works as a consultant and some schools have been assigned a Master Gardener to assist them. There are over 350 active Master Gardeners in Albuquerque, but only 30-40 are interested in school gardens. Some just answer phone calls.
- When school is out during the summer growing season there is the issue of how to keep the gardens prospering and volunteers have been assigned to assist.
- Some schools have orchards, vineyards etc. and the agriculture and horticultural agents along with the school garden team will develop a plan for minimal water use and man hours.
- Ms. Patterson and a Food Corps volunteer and the horticultural and agricultural agents also developed three YouTube videos for teachers on how to prepare soil, keeping the soil moist during the winter, planting/growing seeds, etc. There is also a video on how to build a small house in the garden to extend the growing period. The videos are on the YouTube channel of the New Mexico State ACES (Agriculture, Consumer and Environmental Sciences).
- The Extension Office receives donated seeds and maintains a seed library for teachers to check out. The requests are tracked as well as what grows best and what kids are asking for. They offer small equipment that can be checked out and in addition provide Master Gardener assistance, etc.
- Ms. Patterson has grown the garden efforts over the four years and without volunteer positions the program would have been difficult to sustain.

Ms. Davies offered her help and knowledge as the Food Council moves forward.

Ms. Perry said that the gardens are flexible in size and caters to the school's ability to maintain them is great.

Ms. Boies asked if this would add to the teachers' job responsibilities.

- Ms. Davies said the curriculum being developed will tie this with different subject areas. Some additional time would be needed but not as much as without the volunteers. Both the administration and a designated teacher must be willing to do the garden and often a science or biology teacher takes charge and they use an educated and scientific approach. A science teacher at Wilson Middle School conducts workshops through the summer and school breaks on how to start a garden and there is teacher to teacher mentoring.

Ms. Roy asked if the summer programs tie to the summer meal programs.

Ms. Davies said they do and SNAP education is brought to the market. They provide healthy snack options, but most people pick up the lunch and leave.

Mr. Sundberg asked if there are metrics with the curriculum to support the benefits of a school garden.

Ms. Davies said there are and the curriculum includes benchmarks and standards.

Mr. Sundberg said having the curriculum leverages the opportunity to get into a school. The approach of finding test sites rather than trying to convince a school board or superintendent, etc. the benefits of a garden is a better approach.

Ms. Martin said the Extension gets weekly requests for agents to do the work for the schools and having Food Corps volunteers is great.

Ms. Ersfeld asked if the curriculum would be K through 12 and bilingual. She was told that is the goal. A general curriculum is being written and will be broken into age-specific and then bilingual.

Mr. Sundberg said Kendal Chavez is currently looking to find 3 test sites in Santa Fe. He offered to connect Ms. Ersfeld with Ms. Chavez.

Ms. Roy said *tied to the strategic plan*, Ms. Chavez, through Farm to Table and a partnership with Presbyterian, will use the Albuquerque model and transition that to Santa Fe. The *3 year plan is to build partnerships first* and Ms. Chavez is contacting schools, the Extension, Earth Care, and Cooking with Kids, etc. to build a coalition.

She said discussed as part of the *strategic plan coordination is to contact the Chavez Elementary* across the street from the El Mercado del Sur Farmers Market. The principal that had been interested is no longer there and they are looking for a champion in the neighborhood.

Mr. Ballon asked how they handle the gardens when the school is on break and where they get seeds. He was concerned about GMOs. He also wanted to know how many people attend the workshops, because his workshops do not have as many people as expected.

Ms. Davies said they have the volunteers and/or school staff gardening in the summer, but a lot dies and the problem is very common. Over the years the number of teachers participating has grown and they now have waiting lists for many of the workshops, which are word-of-mouth. They held workshops at different times of the year to find what was successful and they have built a network. She said the Food Policy Council is lucky to have Ms. Roy who has been in this from the beginning.

Ms. Martin reiterated the work of the Extension Office and that they do a lot of what is being discussed. There is a full time ag' agent and horticultural agent. They just finished hatching chicks in schools and they teach many varied and different ways to grow produce. She urged Ms. Ersfeld to contact the Extension because they already have an "in" in many places.

Ms. Davies said regarding the seeds, Cynthia Beiser works part-time in emergency preparedness and food preparation efforts. She had a friend that worked at Lowe's and when she learned they dump seeds she asked for them. They were receiving thousands of packets, but they no longer have the connection. They write seed companies and receive both general as well as some organic seeds. They try to separate them for those who want organic, but they do not have much money and they give out what they get.

Ms. Pickens said the Farmers Market held seed workshops for vendors and seed donations were received from Seed Savers, High Mowing and Native Seed Search.

Mr. Sundberg said they want to have a similar program for gardening at senior centers.

Ms. Davies said their newest effort is working with the Albuquerque Aquarium and Bio-Park on accessible gardening sites.

Ms. Ortigoza said the county had discussed working with the Edgewood Senior Center to revitalize and coordinate their garden effort. She understood currently it is not planted. The goal is to do demonstrations on county owned property for agriculture and they already have the infrastructure and set up there.

Ms. Boies said Ms. Roy, Ms. Ortigoza and she met with Ms. Casados, the Senior Services Division Director. There are many issues around the senior center gardens, including not being able to use the food for meals. They are working on other possibilities like people taking produce home. She asked how they would keep the programs sustainable if they lost Ms. Patterson.

Ms. Martin said there are Master Gardeners that would be interested. She said her I Can educators work with the senior centers in Edgewood every week.

Ms. Martin had to leave the meeting at this time.

Chair Winne thanked Ms. Davies for her presentation. He asked members for their thoughts.

The comments were that the program is encouraging but the challenge is getting champions. The infrastructure is well thought out. The approach to bring the elements together and use Master Gardeners, Train the Trainer and empowering the teachers makes sense and the blueprint will be helpful. Regarding the Clearing House, another mapping component is to track schools that produce food. This is an excellent model, but the critical point is having staff continuity and Food Corps volunteers for an entire year. The use of YouTube videos is a great way to take people to the next step.

Ms. Roy noted that the work helps to stage the three year plan of the Food Policy Council and their work with Presbyterian is just starting. Ms. Chavez was a Food Corps volunteer for two years and co-lead on a federal grant to coordinate Food Corps around the state with a goal to become self funding in the future.

Ms. Ortigoza asked about a county internship like AmeriCorps or Food Corps.

Ms. Roy said that could help but the challenge is paying for the members and as a federally funded program it is on the chopping block. They have learned working with teams at APS that coalition building is paramount. *The strategic plan goal for the FPC is to support the coalition building and organize that through the Food Plan Committee.*

Ms. Perry said a source could be the City of Santa Fe program that pays employees to volunteer a certain number of hours per month. They also have the Extension service and a full time city botanist.

G. ITEMS FROM THE CHAIR

Chair Winne said many of the council members participated in the Sustainable Santa Fe sessions and he wanted to reflect on that. During his session three items kept rising to the top; food, water and transportation. The items of bigger scale like renewable energy type projects did not get as much attention.

Chair Winne said he attended a Chainbreaker session where he and Beth Beloff, the chair of Sustainable Santa Fe (SSF), discussed the idea of getting the two groups together.

He asked for the members' thoughts on the session they attended.

Mr. Sundberg said the Food Plan Committee had discussed how to tie their work to that of Sustainable Santa Fe where a lot of work like school gardens and mapping, etc. goes hand-in-hand. The committee could pull specific items from the Food Plan and see what meshes with what SSF is working on. He suggested members look at the comments on the Sustainable website.

Ms. Roy said Mr. Alejandro did a great job taking specific food ideas around schools and senior centers from the strategic plan, but those became isolated issues. They were not connected to transportation, water, housing, etc. She liked the idea of working with Sustainable on how to connect those and to look as a policy council at the policies, issues and gaps that surface.

Chair Winne said if there are three or four items that mesh with items on SSF's list it would be more powerful than the two entities moving forward separately. He suggested two or three volunteers work with Sustainable directly. He noted that Ms. Beloff would be gone in June so the timetable is July.

Mr. Alejandro was nominated and Ms. Roy and Ms. Perry volunteered. Ms. Pickens said Kathy Holian is on the Farmers Market Institute Board as well as Sustainable Santa Fe's and could shepherd things along. She would bring that up at tonight's board meeting.

Mr. Sundberg said the boards that were up had great ideas and purpose but seemed to stem from Santa Fe being carbon neutral by 2040. He could not see a connection with the Food Council plan. He reminded the council to keep in mind their plan in terms of goals.

Chair Winne said he thought Sustainable Santa Fe recognized that and was working on getting there.

H. STAFF COMMUNICATIONS – (Covered in the committee reports)

I. INITIATIVES AND ACTIONS

1. Policy Committees
 - a. State and National Issues
 - i. State Legislature updates

Ms. Roy said she had been asked to present on the food tax on behalf of Food Policy Councils statewide, but the topic was pulled from the agenda. It was agreed she should still do a press conference so she spoke on agriculture issues and getting local food into more institutions.

Mr. McCarty suggested she talk about the Gross Receipts Tax (GRT) for nonprofit entities when talking about the food tax. The tax would be horrible for many reasons and would add 7% to Kitchen Angels budget, in addition to everything else. As an example, if Kitchen Angels had a fundraiser bringing in \$40,000 with a profit of \$5000, they would still have to pay GRT on the full 40,000 dollars.

Ms. Roy said the discussion had been around large institutions and public/private and nonprofit hospitals and several budget options were being worked on. She thought the bigger outcome is the loss of confidence nationwide. The governor had line item vetoed the Higher Education Department budget making it harder for universities to hire staff and professors. Students at New Mexico State University are waiting to register until they see what happens with the budget. That affects the bond rating and has a domino effect on the economy.

Ms. Pickens said there was confusion whether the Farmers Market's would be exempt from the food tax.

Ms. Roy explained they are. The nonprofit status is one piece and another is that farmers are exempt from the GRT on equipment and supplies. Legislators have asked for three months to review HB 412 to determine the best approach long term.

b. Food Plan Committee
i. Meeting Update

Mr. Sundberg provided the Food Plan Committee Report:

- MoGro is at the Road Runner Food Bank distribution site and has been connected with the South Side Farmers Market and advertising through La Familia.
- El Mercado del Sur will open on the Fourth of July. Presbyterian will offer a gift certificate program (\$5000) to be distributed for use at the Mercado by La Familia to clients in \$25 increments. The committee also discussed asking to use some of the money to market the program and the Mercado.
- They discussed their responsibilities in the strategic plan. Education and Outreach will lead the website development and find resources.
- A bimonthly meeting with the Mayor was discussed. *The goal is to establish regular meetings with the Mayor to discuss food policy issues.* The first topic could be the resource available. It was suggested Mr. McCarty and Ms. Perry meet with the Mayor.

The members discussed the meeting with the Mayor. Mr. McCarty said the policy piece was to recommend that the city and county dedicate staff to maintain and update a website or distribute resources. He did not think it was a responsibility for the FPC and the county already has a good handle on that.

Ms. Ortigoza said the ag' resource inventory would initially be updated by staff but she would also be involved in keeping it current. She suggested waiting a month or so until the county had something tangible before talking to the Mayor.

- They will look at access to local and the potential gardening facilities at senior centers in the city and county and gather information about staffing and financial obligations. Then they would request a resolution from the BCC and City Council to get locally grown food into the senior centers.

Ms. Roy said there is no state funding for schools to purchase local and farmers are nervous and want to make sure there is enough market opportunity. She is getting the new bids from Santa Fe Public Schools and will pair farmers who can meet the price points for the senior centers.

b. Food Production and Land Use Committee
i. Meeting updates

ii. Action item: Resolution to support Federal Farm Bill (Vote)

Ms. Roy said the committee's task is to focus on the Farm Bill. SNAP is 76% of the bill which also includes all commodity programs, conservation programs, forestry and there are 37 programs like Community Food Project Grant Program, Farmers Market Promotion Program, Local Food Promotion Program, etc., as well as all of the rural development programs.

Ms. Roy said the President's budget severely cut almost all of the Farm Bill programs. The Secretary of Agriculture wants to cut the director's position out of Rural Development and downsize the division and to reduce SNAP benefits by 29 percent. She is writing letters of FPC support for programs being heard in the committee hearings and has sent a letter to Congresswoman Lujan Grisham. She asked that the Congresswoman and her Committee members vote no to a reduction in the Rural Development Program. Ms. Roy said she would send the letters to Ms. Pickens to put on Facebook.

She has also updated the 2011 resolution and included whereas' for programs significant to the FPC in areas such as securing infrastructure and the Value Added Producer Grant Program, SNAP under the Nutrition Program and the benefits of the Local Farmers Market Promotion Program.

Ms. Pickens gave examples of how the farmers market used funds from the program: to help pay for more hours for Ms. Ersfeld and the coordination of the South Side Farmers Market; education, training and professional development for farmers and promotion of the farmers markets and to offset the cost to administer the SNAP Program. Recently they requested \$400k to promote the Mercado on Tuesday/Wednesday markets and programs and to get a tent.

The newest program is the Food Insecurity Nutrition Incentive Program, a \$2.1 million grant to the New Mexico Farmers Market Association and the Double Up Food Bucks Program. They were able to get EBT devices with the last Farm Bill, but the House is looking at making them pay for the machines. They also want to totally eliminate the WIC Farmer's Market Nutrition Program (\$25 million) and the Senior and Child Nutrition Programs.

Ms. Roy requested the FPC move forward with this and to look for champions within the city and county. She asked that Ms. Ortigoza and someone else work with her.

Ms. Perry suggested leaving value added information to help the county and City Councilors realize what that would mean to their constituents. Ms. Ortigoza said the resolution should have less and the memo could have more as background.

Chair Winne clarified the resolution is for both the city and county to embrace this and then to send that in a letter to the congressional delegation to request their support of the priorities in the letter.

Ms. Roy said that will guide her and allow her to make requests on behalf of the Santa Fe Food Policy Council.

Mr. McCarty moved to approve a resolution from the city and the county as stated that embraces the effort and to send that in a letter to the congressional delegation asking for their support on the priorities. Ms. Odiseos seconded the motion and the motion passed by unanimous voice vote.

Chair Winne suggested for more impact that Ms. Roy include the numbers of dollars that would be lost and the impact that would have to New Mexico.

Ms. Ortigoza reported the county is in the midst of their outreach meetings and they are going well and getting good feedback. She went to the Taos Economic Development Center to learn about their work and there are good partnership opportunities there. Twice a year they have FSMA training grounded in local culture that then moves into the food safety aspect and she will attend the training in the fall.

She said there could also be partnership opportunities with Mobile Latanza. Their mission is to support the growers in northern New Mexico, including Santa Fe County. They have refrigerated trucks that go to Los Alamos and return empty and a cooler and freezer they do not use and they are understaffed.

iii. Food Summit Discussion, followed by Vote to move forward (or not)

Ms. Ortigoza said she would like to pursue the Food Summit and thought October a good timeframe and opportunity to unveil the Inventory Clearing House and other programs. They discussed inviting community members to tell their stories like the La Cienega Ditch and follow up with a networking opportunity for producers and buyers to meet.

Chair Winne asked if the Summit would be mostly production focused.

Ms. Ortigoza said that would help with the work being done by the county with locally grown food and Food Day and the challenges, etc. There would also be the resource component and providers to talk about their programs, etc. The Clearing House is designed to have different aspects of the food system.

A Wednesday market had been discussed. Ms. Pickens said the Wednesday Farmers Market ends September 27, but could be extended a week or so.

Ms. Boies said Food Day is Monday, October 16 and Wednesday the 18th was discussed. She liked the focus Ms. Ortigoza described for the event and thought it would be timely.

Chair Winne said there should be some inclusion around equity and those not participating in the food system. He asked how they would include others so this was not just a farmer oriented event.

Ms. Ortigoza replied that where to buy and resources are all part of what could be created.

Mr. McCarty asked who would take the lead, who would pay for the event, and who is the intended audience.

Ms. Ortigoza said a subcommittee has been established and the county has a budget for the event and she would work with communities and build momentum. People would be invited from the different ditches, as well as policy makers and local food buyers and there could be follow-up on the commitment to have ongoing dialogue about the issues. This would be the next step to bring together those conversations at the farmers market. The event will also have a different name.

Ms. Roy said there has been a lot of work around health issues. They discussed using the poster boards of Sustainable Santa Fe or modifying them and staff work could also be included. The event could be more action

oriented with outcomes and next steps for the Food Policy Council. *The goal is to get more people engaged in the resources and integrating other goals would be easy.*

Ms. Boies left the meeting at this time.

Ms. Odiseos said feedback and a lesson learned from the last event was making sure more effort was made to get consumers to attend.

Chair Winne said they had lost quorum. He confirmed consensus to move forward with the event.

- d. Education and Outreach (Previously discussed)
 - i. Meeting Updates

A press release post tax issue was done and sent to all of the newspapers. Green Fire Times wants to do an article in June and a sidebar article on MoGro and to do the October issue on the festival.

- e. Governance Committee
 - i. Meeting Updates:
 - ii. New proposed members: Packets submitted to City Clerk

Ms. Perry said paperwork is waiting on sign-off by the Mayor and City Clerk and will possibly go to City Council the last day of May. She and Ms. Roy will establish guidelines for the chair and update the manual.

Ms. Ortigoza will work on a press release about the vacant seats and there will be an open application with a deadline of June 9, 2017. They should get [applications] to the BCC by the end of June.

Ms. Perry will send the memo with the applicant backgrounds to Ms. Ortigoza that was sent to the Mayor.

3. Executive Committee

Ms. Roy passed out a color coded strategic plan with a current contact list. She asked to be notified if something was incorrect.

I. ITEMS FROM THE CHAIR – Previously Discussed

J. ITEMS FROM THE COUNCIL - None

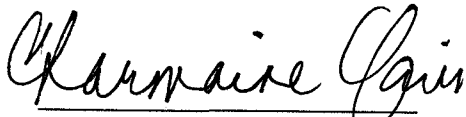
K. ADJOURNMENT

Having no further business to discuss the meeting adjourned at 11:07 a.m.

Approved by:


Mark Winne, Chair

Submitted by:


Charmaine Clair, Stenographer