



Agenda



Santa Fe City and County
Advisory Council on Food Policy
Thursday, August 25, 2011
8:30 to Noon
Angel Depot Conference Room
1222 Siler Road, Santa Fe, NM

CITY CLERK'S OFFICE

DATE 8-17-11 TIME 9:59am

SERVED BY Katherine Maxfield

RECEIVED BY Pauline Clark

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL OF AGENDA
- D. APPROVAL OF MINUTES –June 23, 2011 and July 28, 2011
- E. COMMUNICATIONS FROM THE FLOOR
- F. STAFF COMMUNICATIONS
- G. BUSINESS
 - 1. Review existing priorities
 - 2. Review mission for work alignment
 - 3. Review roles and responsibilities of Council members
 - 4. Review committee assignments
- H. SUBCOMMITTEE REPORTS
 - 1. Food Production and Land Use Subcommittee (S. Noss, chair; S. Warshawer; T. McCarty)
 - 2. Assessment Subcommittee (B. Sopoci-Belknap, chair; P. Roy; M. Winne; K. Mortimer; T. Rodriguez; R. Villarreal; J. London, advisory member)
 - 3. Education and Outreach (K. Mortimer, chair; T. McCarty; B. Sopoci-Belknap; D. Lynch, advisory member)
 - 4. Resource and Development (T. Rodriguez, chair; S. Hooper, P. Roy)
 - 5. Procurement (P. Roy, chair; T. Rodriguez; S. Shepherd)
 - 6. Food Conference Ad Hoc Committee (T. McCarty, chair; M. Winne; S. Noss; S. Hooper)
 - 7. Nominating Committee (S. Hooper, chair; P. Roy; K. Mortimer)
- I. ITEMS FROM THE CHAIR
 - 1. Americorps Cadre member for 2011/12 year
- J. ITEMS FROM THE COUNCIL
- K. ADJOURNMENT

Next Meeting: September 22, 2011

NOTE: All meetings of the council are open to the public. Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting day.

**INDEX OF
SANTA FE CITY AND COUNTY
ADVISORY COUNCIL ON FOOD POLICY
THURSDAY, AUGUST 25, 2011**

ITEM	ACTION TAKEN	PAGE(S)
CALL TO ORDER		1
ROLL CALL	Quorum	1
APPROVAL OF AGENDA	Approved	1
REVIEW AND APPROVAL OF MINUTES June 23, 2011 and July 28, 2011 Minutes	Approved	2
COMMUNICATIONS FROM THE FLOOR	None	2
STAFF COMMUNICATIONS	Discussed	2
BUSINESS (Possible Action Items)		
1. Review existing priorities	Discussed	2
2. Review mission for work alignment	Discussed	2-4
3. Review roles and responsibilities of Council members	Discussed	4-5
4. Review committee assignments	Discussed	5-6
SUBCOMMITTEE REPORTS	Not Discussed	6
ITEMS FROM THE CHAIR		
1. AmeriCorps Cadre member for 2011/12	Discussed	5
ITEMS FROM THE COUNCIL	None	6
ADJOURNMENT & Next Meeting	Adjourned 11:25 a.m. September 22, 2011	7

**SANTA FE CITY AND COUNTY
ADVISORY COUNCIL ON FOOD POLICY
1222 SILER ROAD, SANTA FE, NM 87501**

THURSDAY AUGUST 25, 2011

CALL TO ORDER

A regular meeting of the Santa Fe City and County Advisory Council on Food Policy was called to order by Chair, on this date at approximately 8:30 a.m. at the Angel Depot, Conference Room, 1222 Siler Road, Santa Fe, New Mexico.

ROLL CALL

Roll call indicated a quorum as follows:

Members Present

Katherine Mortimer, Chair (arrived later)
Terrie Rodriguez
Mark Mr. Winne (arrived later)
Bianca Sopoci-Belknap
Pamela Roy
Steve Warshawer (arrived later)
Steve Shepherd
Tony McCarty
Sherry Hooper
Lynn Walters

2 vacancies

Staff Present

Rubina Cohen

Others Present

Jenny London, AmeriCorps
Rosemary Romero, Facilitator
Charmaine Clair, Stenographer

Members Absent

Sarah Noss, Vice Chair

APPROVAL OF AGENDA

Ms. Roy moved to approve the agenda as presented. Ms. Hooper seconded the motion and it passed by unanimous voice vote.

APPROVAL OF MINUTES – June 23, 2011 and July 28, 2011

Ms. Rodriguez moved to approve the June 23, 2011 and July 28, 2011 minutes as presented. Ms. Roy seconded the motion and it passed by unanimous voice vote.

COMMUNICATIONS FROM THE FLOOR

There were none.

STAFF COMMUNICATIONS

Ms. Cohen said she was putting in the grant to the Santa Fe Community Foundation. She said they worked on hiring the AmeriCorps member for the next year and he would start soon. She said she would work on the grant for the McCune Foundation in September.

Mark Winne and Chair Mortimer entered the meeting.

BUSINESS

Facilitator Rosemary Romero said the Food Policy Council had been together for two years and it was time to reflect and realign. She said they would discuss what had worked and what hasn't; who's doing what and when and the timeline for the subcommittee work. The following is a summary of the workshop:

1. REVIEW EXISTING PRIORITIES
 - a. Why the group felt the need to re-focus:
 - i. The Food Council members tried to do a lot and the work had become overwhelming for some of the members with their other jobs.
 - ii. Concerns:
 1. People might leave because they were burned out.
 2. The effectiveness of the Food Council.
 3. The focus was on the idea of the moment rather than priorities.
 4. Over focus on process and organizational maintenance and not a lot accomplished on policy.

Mr. Warshawer entered.

2. REVIEW MISSION FOR WORK ALIGNMENT

Mission Statement/Vision/Priorities of 2011 - Was the Food Council doing what they set out to do?

Two primary prongs for food councils in the nation were 1) to act as both a forum for food issues and 2) a platform for coordinated actions.

The mission of the Santa Fe City and County Food Policy Advisory Council on food policy is to develop and promote policies to create and maintain a regional food system that nourishes all people in a just and sustainable manner."

Recommendation- should be reviewed and tweaked by the Governance Group.

- a. The mission statement was discussed and needed to be revised to include the word *policy*. The mission statement was revised as follows:

Ms. Rodriguez moved that the Santa Fe City and County Food Policy Advisory Council mission statement be: "*The mission of the Santa Fe City and County advisory Council on food policy is to develop and promote policies that create and maintain a food system that nourishes all people in our community in a just and sustainable manner.*" Mr. McCarty seconded the motion and the motion passed by unanimous voice vote.

- b. *The Vision* around Santa Fe Food Systems was for affordable, nutritious, varied, available and accessible food and for the region to maintain natural resources around land base infrastructure with reasonable efforts to improve the income of those most susceptible to food insecurity and persons in need.
- c. *Priorities for 2011* were: 1) disaster response, 2) the county land use code, 3) local food procurement and 4) community assessment.

Structure of Mission and Priorities - The biggest priority.

- 1) Time Management- too much to do and limited resources.
 - Lack of knowledge for some members about policy making.
 - Time spent on ideas and not priorities; over focus on process took time; great ideas that don't fit the mission and priorities.
 - Some of the priorities don't mesh with the city/county priorities.

Recommendations: a) Narrow the focus on some ideas and b) let the county know where the Food Council could have the biggest input on county policy.

- 2) Leadership governance is a problem.
 - Have no more than three key people look at the Governance / Executive Committee and bring recommendations to the entire Council to include when they would meet etc.
 - The Executive Committee could meet less frequently than the Food Council and have subject matter experts in charge of key areas for leadership.
 - a. The leadership of the committees comes from the governance structure which needs clarity.
 - i. The Food Council should evaluate the subcommittees etc. and people in each subcommittee should do a self-evaluation to see if they were in the best committee.

- b. The Governance Committee would look at the organization's needs; money, attendance, leadership etc.

Recommendation- The Food Council should start with three committees: The Governance Committee, to work on internal policy (could update the website) with no more than three members; the Executive Committee and the Policy Committee.

Ms. Cohen would work up a flow chart to send to everyone to make sure the internal/ external components were in place.

Ms. Roy moved that the new committee structure be approved and applied as follows: the external work would be done by an overarching Policy Committee that includes Assessment, Research and Development, Education and Outreach, Land Use, Emergency Response and Procurement and any other issues that fit. The internal work would be done by the Governance Committee that includes Internal Communications, Resource Development (including fundraising) Nominations and Membership, Governing Guidelines, and Administration; an Executive Committee will be overarching and the committee structure will be put into place from this date forward and evaluated in six months. Ms. Hooper seconded the motion and the motion passed by unanimous voice vote.

3. REVIEW ROLES AND RESPONSIBILITIES OF COUNCIL MEMBERS

Council work is part of doing the member's other jobs and contributed to confusion of process.

- a. To what extent does the Food Policy Council add value to the member's other work?
- b. Part of the Food Council member's role is to say what the policy issues are.

Recommendations:

- Members should put their energy into what they know and use the skills used in their other work for the Food Policy Council work. Find how to build on the strengths of what members were already doing in their own organizations.
- Food Council members should have better, clearer relationships with the agencies they were connected with.
- c. Members need to be educated about policy, etc. and everyone should be clear on the mission and the vision. There should be orientation of members and self assessment.
- d. Monthly meetings should be restructured. The meeting should be about the policy pieces of the work and not who's doing what.
 1. The Food Council should agree on the policy issues.
- e. The Food Policy Council job is to create policy from what was heard from others; make the best recommendations possible to improve the lives of people in the community and address the larger food system concerns.

1. In the contract and work plan with AmeriCorps the assessment will be done with recommendations and the group should decide the policies around the recommendations. The second part of the contract with AmeriCorps is to develop a campaign of outreach into the community and determine what that means.

Recommendation- share and report every other meeting rather than a report based on the subcommittees. The other meeting could break into tasks groups and be a working meeting.

4. REVIEW COMMITTEE ASSIGNMENTS

A. Refocus the Subcommittees

1. Too many subcommittees; have less with more overlap. Who is in charge; what are they doing and when? What is the timeline to get things done (should be less than a two year time frame.)
2. Review the work alignment. Start with the structural governance and build. Put people on committees not a part of the governance structure and where they would be the most useful.
 - a) Subcommittees should do the work agreed as priority by the Food Council.
 - b) Consolidate process work and organizational maintenance activities into one committee.
 - c) Create working groups around issues. The working groups/task forces would make recommendations; like emergency preparedness and land use. Use the opportunity to bring in others to include outside expertise that is not appointed to the council.
 - d) Stand alone committees should fit under the bigger categories- under Policy could be Education and Outreach, Assessment and Research and Development; fund raising would be a function of the Governance Committee; membership could be combined with Resource and Development.

Recommendation - The entire Food Council should be involved in the work of the subcommittees.

3. Concerns:

- a) Is there too much concern about a positive report that justifies the Food Policy Council's existence to the city and county?
- b) Quick committee reports at meetings are difficult and don't add value to the work done as a subcommittee.
- c) All subcommittee members were not attending meetings and work was done by the work groups without them.
- d) Many members felt the two hours each month was a waste of time. They want to be responsive and to focus on priorities but thought that neither was being done well.
- e) Disaster Preparedness/ Disaster relief is in the resolution and was a part of the discussion with the City Councilors and County Commissioners when the Food Policy Council was set up. The city/county has nothing planned for September Disaster Preparedness Month.

1. The Food Council wants to help educate leaders to create policy to help the city be more prepared. Ms. Cohen saw Disaster Response under the Education and Outreach Subcommittee. She asked what that committee should be doing; supporting other committees work on policy or should they work on policy also?

B. Is there a policy issue the Food Council should address?

1. If a priority, which committee is taking the lead; if none-why not?

C. Assessment work should be understood as to how that leads to policy. Recommendations that are policy driven should be developed around Assessment.

1. Assessment should not be separated from policy; there could be an overarching policy committee; assessment should be better integrated.

2. A research and development component was suggested be built in. New policy issues should be assessed and the council should determine what the FPC's recommendation would be and why.

3. Part of work with Assessment is lifting up opportunities to impact institutional change that were not governmental in nature. Recommendations could be made that have impact on people's lives that do not have to go into a policy directive.

D. The Policy Subcommittee policies should be directed by identified needs in the community and integrated.

↓ The *Policy* Subcommittee is not the procurement committee.

E. The Education and Outreach work should be integral to the work of the Food Council but has not been integrated.

F. Ms. Roy and Mr. Warshawer were asked to review the county land use code for the county.

1. How does that fit with the whitepaper? What is the food policy piece?

Recommendation - determine the pieces; come up with two recommendations and bring those to the Food Council for the education piece.

G. Policy makers look for integration; they want concrete ideas that could be used to move forward.

There were no Subcommittee Reports or Items from the Council.

ADJOURNMENT & NEXT MEETING: September 22, 2011

Having no further business to discuss the meeting was adjourned at 11:30 p.m.

Approved by:

Katherine Mortimer, Chair

Submitted by:

Charmaine Clair

Charmaine Clair, Stenographer