

# Agenda



Santa Fe City and County Advisory Council on Food Policy Y CLERK'S OFFICE

Thursday, March 28, 2013 DATE 3/20/13 TIME 9:00 to 10:30

Angel Depot Conference Room Well BY Katherine Mortimer

1222 Siler Road, Santa Fe, NM

- **CALL TO ORDER**
- **ROLL CALL** В.
- C. APPROVAL OF AGENDA
- D. APPROVAL OF MINUTES - January 24 and February 28, 2013
- E. COMMUNICATIONS FROM THE FLOOR
- F. PRESENTATIONS/TRAININGS
- STAFF COMMUNICATIONS
- INITIATIVES AND ACTIONS
  - 1. Executive Committee
    - a. Replacement Suggestions for Emergency Food Service
    - b. Replacement Suggestions for Community Member
  - 2. Policy Committee
    - a. Assessment Committee Food Plan Update
    - b. Food Production and Land Use Committee
      - i. County Sustainable Land Development Code
      - ii. City-County GMO Labeling and Prohibition of Cultivation Resolution Implementation
    - The Healthy Kids -- Healthy Economy legislative follow-up
    - d. Upstream grant:
      - i. Core Capacity Assessment Test progress
      - ii. Funding expenditure planning
      - iii. Quarterly meetings strategy
    - e. Procurement
    - f. Education and Outreach review pamphlet inserts

    - h. USDA Climate Change and Agriculture in the United States- Effects and Adaptation
- ITEMS FROM THE CHAIR I.
- ITEMS FROM THE COUNCIL
- **ADJOURNMENT**

Next Meeting: April 25, 2013

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.

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| A. CALL TO ORDER  |   | 1   |
| B. ROLL CALL  | Quorum  | 1   |
| C. APPROVAL OF AGENDA   | Approved  | 1-2   |
| D. REVIEW AND APPROVAL OF MINUTES January 24, 2013 and February 28, 2013  |   | 2   |
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| F. PRESENTATIONS/TRAINING   | None  | 2   |
| G. STAFF COMMUNICATIONS   | None  | 2   |
| H. INITIATIVES AND ACTIONS  1. Executive Committee  a. Replacement Suggestions for Emergency Food Service b. Replacement Suggestions for Community Member  2. Policy Committee  a. Assessment Committee – Food Plan Update b. Food Production And Land Use Committee i. County Sustainable Land Development Code ii. City-County GMO Labeling/Prohibition c. The Healthy Kids – Healthy Economy Legislative Follow-Ld. Upstream Grant: i. Core Capacity Assessment Test Progress ii. Funding Expenditure Planning iii. Quarterly Meetings Strategy e. Procurement f. Education And Outreach – Review Pamphlet Inserts g. Farm Bill h. USDA Climate Change & Agriculture in the U.S. | Discussed | 4<br>4<br>8-9<br>7-8<br>4-7<br>9-10<br>10<br>10<br>10<br>10<br>10<br>10 |
| I. ITEMS FROM THE CHAIR   | None  | 10  |
| J. ITEMS FROM THE COUNCIL   | Discussed   | 3   |
| K. ADJOURNMENT & Next Meeting   | April 25, 2013<br>Adjourned at 10:58 a.m.   | 10<br>10  |

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

## THURSDAY, MARCH 28, 2013

#### A. CALL TO ORDER

A regular meeting of the Santa Fe City and County Advisory Council on Food Policy was called to order by Katherine Mortimer, Chair on this date at approximately 9:00 a.m. at the Angel Depot, Conference Room, 1222 Siler Road, Santa Fe, New Mexico.

## B. ROLL CALL

Roll call indicated a quorum as follows:

#### **Members Present**

Katherine Mortimer, Chair Maria Bustamante-Bernal Emigdio Ballon (arrived later) Tony McCarty Susan Perry Pamela Roy Elisabeth Salinas Steve Warshawer Mark Winne

Two positions vacant

## **Staff Present**

Alena Paisano, AmeriCorps Erin Lloyd Ortigoza

## **Others Present**

Hannah Snyder, Food and Water Watch Farice Rezabek, Food and Water Watch Charmaine Clair, Stenographer

#### C. APPROVAL OF AGENDA

Ms. Roy moved to approve the agenda. Ms. Bustamante-Bernal seconded the motion.

## **Members Absent**

Lynn Walters (excused)

Mr. Warshawer made a friendly amendment to change the order of the agenda between G and H. The friendly amendment was accepted by Ms. Roy and Ms. Bustamante-Bernal and the motion passed by unanimous voice vote.

## D. APPROVAL OF MINUTES – January 24, 2013 and February 28, 2013

January 24, 2013

Ms. Perry moved to approve the minutes of January 24, 2013 as presented. Mr. McCarty seconded the motion and it passed by unanimous voice vote.

February 28, 2013

Ms. Perry moved to approve the minutes of February 28, 2013 as presented. Ms. Bustamante-Bernal seconded the motion and it passed by unanimous voice vote.

## E. COMMUNICATIONS FROM THE FLOOR -

Ms. Bustamante-Bernal said she would need to leave the meeting early.

Ms. Hannah Snyder said she is the Santa Fe Organizer for Food and Water Watch and would talk later about their campaign for labeling genetically engineered (GE) foods and the prohibition for GE crop cultivation in Santa Fe County. She introduced Farice Rezabek, a volunteer.

Mr. Ethan Ganower said he is a student with Food and Water Watch and also works with other groups including Occupy Santa Fe and Occupy New Mexico. He has worked with a sustainable food center out of northern New Mexico College that is a great benefit to the community, but he heard they might shut down.

#### F. PRESENTATIONS/TRAINING- None

#### G. STAFF COMMUNICATIONS-

Ms. Lloyd Ortigoza said she is getting caught up on grant proposal work and acclimating to the process of reporting. She is getting timelines established and has had some good meetings.

She said people would be invited to renew the Governance subcommittee and think about whether they want to participate. They want to establish guiding principles for the Food Plan that clarify the mission statement of the Food Policy Council and is closer to how they want to frame the Food Plan.

She also wants to do one-on-one interviews with members on the Food Council and a few have been scheduled. Interviews would be a dual process and take place with Shenetta Martin.

Ms. Lloyd Ortigoza asked Ms. Bustamante-Bernal and Ms. Salinas the status of their CCAT surveys and was told they plan to do the surveys. Ms. Salinas said from the County perspective, everyone has been briefed and the survey would be done by the end of March.

## J. ITEMS FROM THE COUNCIL- (Revised Agenda Order)

Mr. Warshawer said he has a conflict in his work on food safety between those in the sustainable agriculture movement and the Center for Science in the Public Interest (CSPI.)

He explained that the CSPI is a nongovernmental organization that represents itself as supportive of local and regional food systems, largely through their Food Day Program. He said in practice CSPI is anything but supportive.

He said at a public relations (PR) level CSPI holds up victims of food safety illness as if to say "we need to stop this, no matter what." He said the "no matter what" is the problem for local and regional food systems and their advocates.

Mr. Warshawer said we are at a crossroads with some of the larger public consumer activist organizations who often claim to speak for others. He sits on a national advisory council on meat and poultry inspection with some of the organizations, and is personally offended when PR methodology is in gross conflict with the attempts to create a fair and equitable system of regulation for local and regional food participants.

He has reached out to CSPI, but was dismissed or ignored. He suggested if they could challenge CSPI's right to speak for them through Food Day that might trickle up to CSPI's top people. They top people might listen and not be dismissive of those who disagree and that possibly could affect change.

Ms. Roy said she agreed and has received a lot of e-mails as well. She said Mr. Warshawer is at the forefront of food safety at the national level and has done an impeccable job with national groups. She said CSPI has done a lot that does not help the consumer understand the farming side and could push to the point that consumers feel everything in the marketplace is unsafe. She said nothing would be produced that people thought they could eat, even if safe.

She said they could push back on Food Day; another thing is a simple, straightforward letter in support of the Tester Amendment. The letter could state that as a region that works with small to medium ranches, aspects of the Food Safety Modernization Act (FSMA) should be supported.

Chair Mortimer suggested doing a variation on Food Day to get concerns voiced. She said part of the problem is people don't understand it.

Mr. Warshawer said this would take time and effort and he wanted to introduce the problem. He said there are two aspects: one is CSPI needs to encounter resistance and the other is how to respond to the FSMA. He is working on the Act as a committee member of the Food System Integrity Committee. The committee is breaking down the two rules of FSMA; the Preventive Controls Rules (applies to food processing facilities) and the Produce Rule (applies to activity on the farm.)

Mr. Warshawer suggested INSAC activity be mainstreamed into FPC's conversation and fed the material as developed. He asked that be an agenda item and if nothing is received by FPC by the next meeting, they could find a way to act.

Chair Mortimer suggested a City and County resolution either on the Modernization Act or CSPI. She said with the Farm Bill, a resolution was passed on specific key things.

Mr. Warshawer said the Farm Bill is legislation and the legislation phase has passed and now rules are being made on how to implement. He said they should be specific and on target with what is needed to support FDA's objectives.

Mr. Winne asked there be a full discussion at the next meeting. He added regarding CSPI Food Day; there is no better organization to fight the abuses of the food industry on unhealthy food. He said the Food Council has plenty of opportunity to make their own statement in the Food Day framework.

Ms. Roy said she would get with Mr. Warshawer on what could be shared that would help others know where they could be engaged and take action.

#### H. INITIATIVES and ACTIONS

- 1. Executive Committee
  - a. Replacement Suggestions for Emergency Food Service Replacement Suggestions for Community Member & b. Replacement Suggestions for Community Member

Chair Mortimer said a replacement is still needed for the emergency food service person. There are three active vacancies: Martin Vigil; which would be generated from the County and the two vacancies left by Bianca Sopoci-Belknap and Sherry Hooper.

Mr. Ballon entered the meeting at this time.

The Committee discussed candidates. A summary of the discussion follows:

- Suggestions include looking for people to the South like Madrid, or in an economy the Council doesn't
  have and members in the Estancia Basin Water Task Force. Mr. Warshawer offered to go through the
  list of Estancia Basin members and screen those who might be more receptive to an inquiry.
- A Fire employee for the County position was suggested that might have insight because of the threat of fire and the possible impact on food and water supply. A downside could be the focus on their operations and maintain operational readiness for emergency response.
- Patricia Boies was suggested; who has been actively coming to meetings and subcommittees. Ms.
   Boies said she would be happy to be considered.
- The Committee discussed the application process with the City/County. Ms. Salinas offered to take the
  names recommended by the Food Council to the County. Chair Mortimer explained that suggestions
  could be given to Ms. Salinas, but the decision would be made by the County.

Chair Mortimer moved that the discussion on GMOs be next on the agenda. The change was agreed on unanimously by FPC members.

- 2. Policy Committee (Revised Agenda Order)
  - b. Food Production and Land Use Committee
    - ii. City-County GMO Labeling and Prohibition of Cultivation Resolution Implementation

Chair Mortimer said the City passed a resolution on GMO labeling and a prohibition of cultivation of GMO or GE materials in the City. Work is being done to pass a sister resolution with the County and Commissioner Holien has expressed interest. The Food and Water Watch (FWW) was instrumental in guiding Councilor Bushee.

Chair Mortimer said this is the first time she has seen all nine City Councilors and the Mayor sign as a sponsor and shows that interest on the City side is strong.

Ms. Hannah Snyder, the Santa Fe organizer with Food and Water Watch (FWW) said her position is temporary to work on the issues and form a group in Santa Fe that would continue the work. She explained that FWW is a nonprofit, national/international organization working on food and water issues and consumer advocacy.

She said the FWW works on fracking and genetically engineered (GE) food labeling issues. FWW worked on Senate Bill 18 and when the bill died, shifted focus to local resolutions. A sister resolution is being worked in Albuquerque to echo the Santa Fe resolution.

Ms. Snyder said the next step is the prohibition of GE crop cultivation in Santa Fe County through grass roots outreach and coalition partners (50 organizations signed on.) Actions and media events have been planned and once a resolution is passed for the County, work would be done on an ordinance.

She asked for feedback and ideas from the Food Council.

Mr. Warshawer said memorials to support labeling make good sense; the statewide mandatory labeling initiatives are unenforceable and unmanageable. He said a grassroots demand for federal mandatory labeling is needed and the marketplace is the driver. He said if a federal labeling requirement is successful the state and county prohibition wouldn't have to be written; people wouldn't buy the product, no one would grow it and it would go away.

He said Whole Foods has a public policy position that would remove from its shelves, all GMO foods within five years. He said turning the issue into a consumer movement rather than agricultural, appears a more logical and more effective use of resources.

Mr. Warshawer said he would forward a blog entry by food safety attorney Bill Marler. The blog talks about Michael Taylor, at FDA and why Mr. Taylor is no longer at Monsanto; he wants to avoid prohibition/crop planting because the problem is solvable in a different way and the acrimony that emerges at the prohibition level is more destructive.

Mr. Winne asked if there are farmers who use GE seed. He said without knowing the backlash on the issue, he is concerned about making a law. He said where local action is proposed, the state gets involved and preempts the local authority's rights to make laws and the issue goes to the state.

He said Mr. Warshawer made a good point that this is a national issue and market driven. He said ultimately that is where the solution lies. He asked if local action has leverage that could make local government move faster and in turn, move the federal government.

Mr. Ballon talked about the Tesuque Pueblo movement that started about seven years ago and was taken to Washington D.C. He offered to bring information to the next meeting. Chair Mortimer asked he give the document to her to make copies for everyone.

Mr. Ballon said now with GE seeds there is another problem that brings a different situation; they are confronting super weeds and the need for example, of higher concentrations of pesticides to control the affects. He said people involved have to make politicians who don't know anything about the situation, aware.

Ms. Roy said there are GMO producers in the County and as an advisory council, there should be due diligence to understand the issues of everyone. She said working on the seed issue would be more challenging. She suggested thinking of these as two separate issues is a wise way to move forward on labeling.

Ms. Snyder agreed. She said FWW has been working on a national scale on labeling and agrees it would be good to separate the two issues because messaging is harder to have an effect on either.

Mr. Warshawer said biotech is pushing for a class system around food in which biotech controls the cheap food and organic controls the expensive food. He said one of his big complaints as a sustainable farmer is that he is tired of anything that causes his product to become more expensive because that reinforces the class system.

He said if the labeling initiative leads to a class system where a cheaper, less safe, less healthy and less nutritious go together, they would still have a problem and everyone would be paying for it later.

Ms. Bustamante-Bernal asked about the federal law concerning Monsanto (a rider allows Monsanto and other seed companies to sell unapproved product and protects them against certain litigation) that passed. She asked if the inability to litigate with that type of company would affect cross contamination etc. and if local City/County resolutions are passed, would they come up against federal laws.

Mr. Winne said the USDA has taken a pro-GMO position, but there is still opportunity at the local/ state level. He said a Food Policy Council in Boulder Colorado had an issue around sugar beet seeds that became contentious and pitted farmers against the larger organic and consumer community. Even though the consumer community "won" a lot of animosity was created with farmers and was fueled by the Farm Bureau and biotech. He cautioned that should be a lesson if the Food Council decides to get into the issue.

Mr. Winne said he supports a separation of labeling from production. He said the Food Council has with labeling and public education around GMOs, an opportunity to break the elitist class separation. He urged the Council to have a specific position.

Chair Mortimer said the issues are complex and is appropriate that the FPC comes up with a white paper etc. She said this isn't just about the issue, but politics; the secondary and tertiary affects of the issues. The ultimate goal is to make GMOs unmarketable at any level for any income.

Ms. Perry said this shouldn't be about one group versus the other, but about how to support both groups to reach what everyone wants: for the farmers to successfully grow and sell things and for people to feel good about eating them.

Chair Mortimer said an education campaign directed at farmers could show the long term effects.

Mr. Warshawer said the core problem of GMO is the patent system and privatization of what should be common domain. He said the debate is technology that is privatized and deployed in ways that create public risks without public benefit. The problem is that technology comes into commercial use in an irresponsible fashion and the technology and its use has to be debated.

Ms. Bustamante-Bernal said if farmers are told they could only produce GMO; the farmers would say they have to pay more for the seed and that would affect the price of their crop.

Mr. Winne moved that the Food Policy Council establish an ad hoc committee to look at the issue and make a recommendation within the next couple of meetings. Ms. Bustamante-Bernal seconded the motion and it passed by unanimous voice vote.

The ad hoc subcommittee was established as Mr. Winne and Ms. Bustamante-Bernal; Ms. Roy and Ms. Salinas would participate. Ms. Salinas suggested the focus be the process in which the issue could be rolled out to constituents that ensures the process is inclusive. Mr. Warshawer would supply the white paper on the policy on GE crops and livestock of the Sustainable Agricultural Coalition; Ms. Lloyd Ortigoza would coordinate others on the group and their availability.

Ms. Snyder said FWW would hold activists training in a couple of weeks for citizens interested in food and water. Training information would be sent to Ms. Lloyd Ortigoza to send to everyone. Chair Mortimer noted that City/municipal employees could not pass the information on, however as members of the Food Policy Council, their groups/organizations could receive the information and could pass it on.

## 2. Policy Committee

- Food Production and Land Use Committee (Revised Agenda Order)
   County Sustainable Land Development Code
- Ms. Lloyd Ortigoza said she and Ms. Salinas, met with Sarah Noss, Robert Griego and others to talk about opportunities to affect change in the County code. She said action steps were developed and one is to invite people to come up with narratives and scenarios that could be tested, of how the code inhibits or supports agriculture land preservation or innovative agricultural practices. Members were asked to e-mail scenarios to her.

Ms. Salinas added this is to specifically look at hypothetical development applications with the idea that a person has a piece of land and they want to do something related to agriculture, retail or production.

Ms. Paisano encouraged the Council to investigate real examples. She thought they could come up with five realistic things.

Mr. Warshawer expressed concern about the process lag time that suddenly becomes urgent for the plan to be approved as is. He said the process is sluggish and unresponsive and hasn't given them a lot to work with.

He said the FPC has asked for a side by side comparison in the current code; a performance based code without zoning districts and what happens when they shift to a zoning district based approach. He said if zoning happens they need to see the impact and mitigate where negative and that couldn't be done without information.

Ms. Salinas said the Planning Division promised a side-by-side comparison of major changes in the old and new draft code and a conceptual transfer of a development rights program that have potential to be scaled to the County. She said that would be done by the end of April.

Mr. Warshawer said another item was the glossary and definition of terms. He said key terms are thrown around and the Food Council wants to accept or offer substitute language for meanings; like "preservation." He asked if the Council could do anything to assist Ms. Salinas to have the County Commission be more responsive.

Ms. Salinas said the draft land development code is not a product of her division. She said the Council should go to the Commission if they thought this is being expedited too quickly.

Mr. Warshawer disagreed. He said the Food Council shouldn't wait; they should be proactive and voice their concern for a review process that allows time.

Ms. Paisano suggested the Food Council use the opportunity to lead by example and establish a concrete timeline of what the FPC would do and when. She said criticizing a department for lag is not appropriate if the Council isn't leading a better example in their work.

Mr. Winne suggested the Food Council send a letter stating what was said by Mr. Warshawer.

Ms. Roy suggested the letter acknowledge the County's work and the side-by-side comparison they would provide by the end of April; and that the Food Council looks forward to building on what was learned. She said that would help establish a timeline as well.

Mr. Winne moved that staff, in coordination with the Land Use Committee, prepares a letter to the Commission to be reviewed and approved by the FPC via e-mail within three weeks. Mr. Warshawer seconded the motion and it passed by unanimous voice vote.

a. Assessment Committee – Food Plan Update (Revised Agenda Order)

Ms. Paisano said the interview process would be completed in April and May. A sample e-mail was drafted to send to the appropriate recipients that give the survey process and others would be contacted by phone if e-mail is not appropriate.

Ms. Paisano said she would interview those most critical in the next two months and Ms. Lloyd Ortigoza would be present when possible. She would send e-mails for those who would like to participate.

She said the interview process is a component of the Food Plan that would inform the policy recommendation piece. Another component is the contextual piece through a GIS process to look at access, service, market and potential market and demographics, etc. She asked for support from Chair Mortimer's GIS department.

Ms. Paisano said it has been an issue to find the information already done. Ms. Salinas explained that the County GIS Department doesn't have the data but the former Committee Planner does and is trying to find it in her archives.

Ms. Paisano said she would work with Ms. Salinas on the data she does have and coordinate with Ms. Cohen for data housed at Earth Care.

Chair Mortimer said once Ms. Paisano has everything they could talk with the GIS department. Ms. Paisano suggested the second week of April.

Ms. Paisano said she and Ms. Lloyd Ortigoza brainstormed about how to do best practices and a narrative of farmer/business profile and what an ideal five-acre parcel would look like. She said that would be presented as a graphic/diagram with discussion that references the graphic and a design that invokes permaculture, aesthetics and thoughts about zoning, etc.; what different crops and diversification actually means and how to frame the Food Plan in terms of local, so it is not so arbitrary.

Ms. Lloyd Ortigoza said demographics could take the data to the degree of how many children, how many women, how many elders, etc. and talk about their nutritional needs. The needs could then be based on how many servings of vegetables needed and how many tons that equates to and how many acres it takes to grow that; thereby avoiding the arbitrary circle.

Ms. Paisano said this is an educational campaign in conjunction with capacity building done as an organization. She said that is why the guiding principle conversation keeps coming up; trying to define implementation and what impact they want.

Ms. Perry said defining what 'local" means has been discussed and she thinks of a paradigm shift. She said it is people having a sense of personal connection and empowerment, as well as what they want in terms of infrastructure.

Mr. Winne said to stress what had been said: the value of the plan is how this would be implemented. He said putting out new ideas that no one is picking up on or that has general educational value, is a lower priority than something that could put their recommendation into force. He said too many plans and assessments in other parts of the country look wonderful and tell great stories, but make general recommendations in the end.

He said for this to have any effect the plan has to be based on the reality today; not a vision, but who could get this going now. He hopes this comes to a specific lever, action or law that could move this forward.

Ms. Paisano said that is the intention behind the interview process. She said bringing information to the Council that is coded, collected and readable, the Food Council could identify the leverage points and flush out the implementation pieces. She would start the writing process in June with a goal to do the guiding principle work within the next month.

Mr. Ballon said to collect the information would be good place to start to simplify the work. He offered to help.

c. The Healthy Kids -- Healthy Economy Legislative Follow-Up (Revised Agenda Order)

Ms. Roy said the Healthy Kids/Healthy Economy initiative bill (called *New Mexico Grown Produce for School Meals*) passed with \$100,000 (\$1.4 million requested) and has gone to the Governor. She said the Governor's office received more letters and support calls on a one line item than any other one initiative in House and

Senate bills to date. Ms. Roy asked that members send letters of support. The deadline is April 15, but the Governor could sign/veto the bill at any time.

g. Farm Bill (Revised Agenda Order)

Ms. Roy said the Farm Bill has been extended and they are working with national groups; they might work with the National Sustainable Agriculture Coalition and the National Farm to School network to put together a meeting with the Hispanic Caucus that Congresswoman Lujan Grisham/ Congressman Lujan sit on. She said at the federal level there are a lot of people who care a lot about the issues and are well-positioned.

- d. Upstream Grant (Revised Agenda Order)
  - i. Core Capacity Assessment Test Previously discussed
  - ii. Funding Expenditure Planning-

Ms. Roy said \$7500 was received from the McCune Charitable Foundation; the County approved \$8500 through a contract with the City and the following day a grant proposal would be submitted for \$10,000 for the City. She said she is also working with the Santa Fe Community Foundation on \$10,000 for Upstream for the capacity building work.

She said the Executive Committee met yesterday to discuss how that fits with the work plan and staff and the work in the next few months and into next year. She also hopes that the County would re-up the \$8500 to June 30, 2014 and that would put them in a better position financially to have staff and capacity to do the work.

iii. Quarterly Meetings Strategy-

Ms. Paisano said this is the core capacity strategy plan due in May. The strategy depends on the CCAP and the information isn't in yet and would be looked at in mid April.

e. Procurement

Ms. Roy said there have been conversations with the County and she would report next meeting.

f. Education And Outreach - Review Pamphlet Inserts

No comments have been received. Ms. Paisano encouraged everyone to take to their listservs. Chair Mortimer asked that Ms. Lloyd Ortigoza ask people to distribute the pamphlet and let her know how many people they distributed to.

h. USDA Climate Change And Agriculture in the United States- Effects and Adaptation- Postponed until the next meeting

#### I. ITEMS FROM THE CHAIR- None

## K. ADJOURNMENT & NEXT MEETING: April 25, 2013

Having no further business to discuss the meeting adjourned at 10:58 a.m.

Approved by:

Katherine Mortimer, Chair

Submitted by:

Charmaine Clair, Stenographer