

**Community Sustainability Program Committee**  
**September 23, 2009**  
**City Hall, Public Works Conference Room**

The meeting of the Community Sustainability Program Committee was held in the Public Works Conference Room of City Hall on September 23, 2009. The following members were present: Denise Adams, Cornelia Barr, Jason Frichner, Janet Loew, Peter Marsh, Jenni Mowery, Mose` Belton-Perry, Dr. Irene Phillips, Robert Smith, Anne Tambling, and Shannon Terrell. Also present were Martha Wheelock, Assistant City Manager, Sandy Barfoot, General Services Director, Lindsey Smith, Energy Management Coordinator, and Bettye Bates.

Jake Cashion, Justin Gomez, Don Hamrick, Ed McNeal and Randy Rogers were unable to attend the meeting. Visitors were Molly Leight, South Ward Council Member and Terri LeGrand, Piedmont Environmental Alliance.

Chairman Frichner called the meeting to order at 5:40 pm. He asked if everyone had reviewed the minutes of the last meeting. After receiving an affirmative, he asked for a motion to approve which was received and seconded.

There was no update report on the City's sustainability activities due to Randy Roger's absence.

Martha Wheelock elaborated in depth about the following:

- Hiring a Sustainability Program Manager – a draft job description was shared with the Committee. Committee members were asked to share input/feedback via email to Martha by Friday, September 25. Although most City positions remain frozen, the City Manager was aware of the need for the position and supported moving forward with recruiting. This job will be posted internally and externally. Staff will work aggressively to try to fill the position within the next 60 days. The committee agreed to participate in the evaluation of final candidates for the job. The Committee recommended adding the ability to facilitate the cooperation of many different departments within the city and partner with different organizations to the list of job responsibilities.
- Stimulus funding – Per Lindsey Smith, the City has been designated to receive some funds from the grant. Once the funds are received, the City has three (3) years to utilize this money. Funds will be distributed during October 1 thru December 31, 2009. Mrs. Wheelock stated the City has been awarded many grant funds but has received no actual disbursement of funds. City Council has already prioritized the spending of this grant, and includes funds for activities supported by the Sustainability Committee.
- Role of committee versus staff – Ms. Wheelock provided a copy of the final report made at the Community Development/Housing/General Government Committee and

the Summary of Minutes from that meeting to the committee. Mrs. Wheelock stated the committee is doing a great job, and acknowledged staff needed to provide better support and communication to assist the committee in its role as advocate of the City's sustainability initiatives. Staff is responsible for insuring the City's policies and procedures are followed, including protocol making sure City Council has timely notification of planned activities outside of the organization. Because the Community Sustainability Program Committee is more directly involved and active in the development of work plans for sustainability, staff has been attempting to support the committee's work rather than bring information forward to its review in an advisory capacity. Staff will assume responsibility for the administrative tasks of the community, including review of minutes and establishment of meeting agendas for approval by the Chairman and the Community Sustainability Program Committee.

Go Lead and Go Expo – Ms. Wheelock discussed concerns about the preparation of invitation and sponsorship materials that were not properly reviewed through the City's Marketing and Communications Department. The request to change the name of the committee and the use of "Green Light Commission" as a brand or tag line versus the official name of the committee was also discussed. Mrs. Wheelock explained that the committee name has to reflect what the committee's purpose is and that is why the committee was named what it is. City Council is the only body that is authorized to change the name of the committee. The Committee may continue to consider how they want to proceed on this request in conjunction with the planned presentation of the committee's strategic initiatives in January 2010.

The events have been delayed to allow for proper planning of the events and in order to evaluate an opportunity to create a better impact for the proposed leadership event through collaborating with other organizations. That event would tentatively be held in February 2010. The GoExpo will be evaluated and considered at an appropriate time following the GoLead event.

- Committee Meeting Minutes – Minutes are to be prepared, reviewed and edited by staff the week following the meeting. The minutes will then be forwarded to Chairman Frichner for review prior to the formal approval and adoption to the Committee meeting.
- City Council Agenda Management - Staff provided a summary and explanation of how items are brought forward for consideration by City Council. Ms. Wheelock discussed the committee structure and the electronic agenda management system. In general, items from the Community Sustainability Program Committee would be reviewed by the Community Development/Housing/General Government Committee; items involving the appropriation of funds would also be considered by the Finance Committee. The timeline for consideration of items in January 2010 was provided. She also discussed the importance of working on the most pressing items first and including the next level of priorities in the 2011 budget planning process, which will start immediately following the CSPC's January presentation. Mrs. Wheelock suggested that staff take the initiatives the committee has already identified and work to develop the information and budget information necessary to the committee

The committee unanimously voted and agreed to change future meeting dates to the third Wednesday of the month, beginning in October. The next three meetings are October 21, November 18 and December 16, 2009.

Peter Marsh made a motion to form a subcommittee to evaluate considering partnership with Piedmont Environmental Alliance (PEA) on Earth Day, April 17, 2009. The committee voted and unanimously agreed to do so. A subcommittee was formed and consists of Dr. Irene Phillips, Anne Tambling, and Jennie Mowery. Feedback will be provided at the October meeting. Per Chairman Frichner whether the committee collaborates with PEA or not, the committee will not step on PEA's toes; Earth Day belongs to PEA.

Peter Marsh volunteered to lead a sub-committee to examine how the GoLead event could be revamped to coordinate with a nationally recognized environmental speaker scheduled to appear at Wake Forest University in February 2010.

Mr. Marsh made a motion that the committee move forward on the activities outlined and that GoLead and GoExpo be evaluated by subcommittees with reports at the next meeting but the activity list of specific initiatives (GoRecycle, GoSquiggle, GoFuelEfficient, GoBloom, GoLocal) move forward as scheduled on different time lines but within the first six months before the end of the fiscal year, these initiatives move forward and develop a recommendation to Council to do so. The motion was seconded and approved unanimously.

.Mr. Marsh updated the committee on the Resource Center. He had another meeting with the involved institutions and that is going forward. It is possible to have student resources as early as January. Application has been submitted to Wake Forest University of Business for the students to put together a Business Plan for the resource center; waiting to see if the application was selected. The Wake Forest Community Law can put together the 501(c)(3) application for free. Staff will assist Mr. Marsh in addressing issues and questions associated with this item.

Based on the Committee's input, the draft agenda for October would include the following:

1. A report from staff following up on the identified strategic items
2. Report from subcommittee about exploring the possibility of collaborating with PEA on Earth Day
3. Report from sub-committee on Go Lead planning
4. Information on Clean Air Permits
5. Update on Sustainability Manager Position

There being no further business, the meeting adjourned at 7:40 p.m.