



**Sustainable Food Policy Board
Executive Committee**

**MARCH MEETING MINUTES
Monday, March 19, 2012**

The Executive Committee of the Sustainable Food Policy Board (SFPB) convened on Monday, March 19, 2012, at Boards and Commissions Room, 301 W. Second Street, Austin, Texas.

Chair Paula McDermott called the meeting to order at 12:34pm.

Committee Members in Attendance:

Paula McDermott, SFPB Chair	Michele Murphy-Smith, Liaison
Ronda Rutledge, SFPB Vice Chair	Erin Flynn, Liaison - absent
Adam King, Liaison	

Staff in Attendance:

Ashley Pudnos, HHSD	Jake Stewart, PARD
Robert Kingham, HHSD	

*Announcement that Adam King has replaced Katherine Nicely on the Executive Committee effective immediately.

1. CITIZEN COMMUNICATION

None

2. APPROVAL OF MINUTES OF FEBRUARY 21, 2012.

Vice Chair Ronda Rutledge made a motion to accept the minutes. Member Michele Murphy-Smith seconded the motion. Vice Chair Ronda Rutledge made a friendly amendment to make the revision that Susanne Santos did not make the presentation, but that it was an update from Board Chair Paula McDermott. Motion passed 4-0-0.

3. DISCUSS AND TAKE APPROPRIATE ACTION

▪ **Sustainable Urban Agriculture Report (Jake Stewart, COA Sustainable Urban Ag. Coordinator, Parks and Recreation Dept.)**

Discussed briefly what would be discussed at the full board meeting on 3/26/12 including the new website and the introduction of new staff member. No action taken.

▪ **Working Group Reports (Imagine Austin, Urban Ag.)**

Imagine Austin working group will be meeting sometime this week to look at the developed Comprehensive Plan because there is an upcoming opportunity to weigh in with the Planning Commission next week.

Urban Ag working group has been working on best practices related to leasing public land and related legalities. There will be a presentation at the April meeting. No other working groups had updates.

Active working groups include: Imagine Austin, Urban Ag, SNAP, Food Surplus, Water, and Better Foods at City/County Venues.

Announcement of working group meeting will be sent out soon. No action taken.

- **Finalize strategic planning process and working group priorities for 2012 (Michele Murphy-Smith Murphy Smith and Paula McDermott)**

Goal for full board meeting is to prioritize work objectives. Committee discussed strategy to finalizing plan with prioritization exercise set for full board meeting. Board will also be asked which working groups they would like to take leadership on.

Member Michele Murphy-Smith made a motion to use current tracking tool as an outline to have members award dots to prioritize policy objectives to focus on in the coming year with a maximum of 3 policy objectives. Vice Chair Ronda Rutledge seconded the motion with a friendly amendment that it be a recommendation to adopt this as the working plan. Motion passed 4-0-0.

- **Annual board report preparation and liaison input (Paula McDermott)**

The report is due at the end of March. Board Chair Paula McDermott asked that anyone with summaries from working groups for the past year send them to her to help complete annual board report. No action taken.

- **Check-in regarding City and County Budget Processes – Special Called Meeting Health & Human Services Dept. Budget presentation – May 31 (Paula McDermott and Robert Kingham)**

One meeting will be held to streamline the process of budget discussion with boards under HHSD. There will be 4 other boards in attendance. Meeting will be at 6:00pm in Council Chambers. No action taken.

- **Update on board letters - SNAP-related letter and Texas Department of State Health Services rule change period-related letter (Paula McDermott)**

SNAP letter has still not been sent. Want to make sure that everything the SFPB wants in there about SNAP is included. Committee discussed several items to possibly add to the letter.

In regards to the Texas Department of State Health Services rule change period-related letter, the contact with Texas Department of State Health Services was not the person to write the letter to, but was assisting in finding the correct person to address the issue with. SFPB is waiting to hear an update from DSHS contact. No action taken.

Texas Food Policy Round Table meeting was followed up by a letter from the Texas Food Bank Network mentioning the letters regarding the farm bill from mayors across the country. The letter from the City of Austin was not included, so Vice Chair Ronda Rutledge forwarded the letter from Mayor Leffingwell as an immediate follow-up to the Texas Food Policy Round Table group to show that there was one sent from Austin as well.

- **Board Appointments (staff)**

No board appointments to date. No action taken.

(Member Adam King left meeting at 1:30pm)

4. ANNOUNCEMENTS

- A. **Texas Food Policy Summit – May 10th – 11th – San Antonio**

- B. **Texas Obesity Summit – April 10th-11th – Austin (AT&T Conference Center)**

Board Chair Paula McDermott has been asked to present at this summit.

C. SFC Summer Interns

If a working group has need for an intern, that working group can request an intern.

5. DISCUSS FUTURE AGENDA ITEMS

March 26, 2012 SFPB Meeting

- Finalize and Adopt Board Work Plan March 2012 – March 2013
- COA Sustainable Urban Agriculture Briefing and Introduction of Sarah Brownstein (Jake Stewart)
- City/County Budgets and Special Health & Human Services Dept. Budget Meeting on May 31

Future Meetings

- Travis County Bond Process – Farmland Preservation
- Community Transformation Grant and Chronic Disease Prevention Related Work/Findings
- Community Development Clinic

ADJOURNMENT

Meeting was adjourned at 1:35pm.