



**Sustainable Food Policy Board
Executive Committee**



**OCTOBER MEETING MINUTES
Monday, October 15, 2012**

The Executive Committee of the Sustainable Food Policy Board (SFPB) convened on Monday, October 15, 2012, in Boards and Commissions Room, 301 W. Second Street, Austin, Texas.

CALL TO ORDER

Chair Paula McDermott called the meeting to order at 12:46p.m.

Committee Member Attendance:

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

Staff in Attendance:

Robert Kingham, HHSD	Marisa Balancier, HHSD
Jake Stewart, PARD	Marcy Alonzo, TC-HHS/VS
Juanita Jackson, TC-HHS/VS	

1. CITIZEN COMMUNICATION

None

2. APPROVAL OF MINUTES OF AUGUST 20, 2012.

- Liaison Erin Flynn made motion to accept the minutes.
- Liaison Kathy Green seconded the motion.
- Request to remove 3(C) 3rd bullet, Paige Hill is not follow-up contact person.
- Motion passed 3-0-0.

3. DISCUSS AND TAKE APPROPRIATE ACTION

A. Working Group Briefing

1. City Bond Open Space Provision, Conversation Easements and Farmland Preservation (Paula McDermott)
 - Informal presentation of information from David Johns of Watershed Protection, Erin Wood of Watershed Protection, and Junie Plummer of the Office of Real Estate Services.
 - Information on Natural Resources Code, Parks and Wildlife Code, Conservation Easement and Travis County Land Conservation provided as back-up documentation.
 - No Action Taken.

2. Farmer's Market Permits Follow-Up (Paula McDermott)
 - Meeting Monday October 22, 2012 for stakeholders with Environmental Services at 1520 Rutherford Ln. to continue conversations of concerns at Farmer's Markets.
 - No Action Taken.
3. Food System Economic Analysis Update (Paula McDermott)
 - Chair Paula McDermott in touch with EGRSO states contract for firm performing economic analysis is in progress.
 - Letter to Council/memo in the next couple of weeks.
 - No Action Taken.
4. SNAP Follow-Up including Budget Allocations (Robert Kingham)
 - City of Austin Health Department will be presenting SNAP enrollment logistical items discovered so far through working groups to Public Health and Human Services Subcommittee (PHHS).
 - Robert Kingham will inform board when presentation takes place.
 - Robert Kingham provided information on the Benefit Bank including description, locations, and staffing.
 - No Action Taken.
5. Recommendations re: City and County Action (Brandi Clark Burton)
 - Chair Paula McDermott read draft recommendation letter for the record.
 - Liaison Kathy Green made motion for letter to be presented before the full board for a vote.
 - Liaison Erin Flynn seconded motion.
 - Motion passed 3-0-0.
6. Recommendations re: City and County Action (Joy Casnovsky)
 - Joy Casnovsky not present at meeting.
 - Chair Paula McDermott was in contact with Ms. Casnovsky who will put together best practice, list of caterers, and local sources who could sell to city and county staff and departments and report to board at a later date.
 - No Action Taken.

B. Community Engagement

1. Community Meeting Update
 - Discussed community meeting format, logistics possible resources needed.
 - No Action Taken
2. Working Group Outreach Guidelines
 - Item not discussed.

- No Action Taken.

C. Sustainable Food Policy Board Infrastructure (Paige Hill)

1. Bylaws Review, Board Representation Tracking, Appointments, Officer Elections (Paula McDermott)
 - Reviewed bylaws regarding board representation, elections and agenda.
 - No Action Taken.
2. Web Presence Issues (Paula McDermott)
 - Item not discussed.
 - No Action Taken
3. Annual Report Publication
 - Item not discussed.
 - No Action Taken

4. ANNOUNCEMENTS

- A. Farm and Ranch Freedom Alliance (FARFA) Conference - September 10th-11th, Bastrop Convention Center
- B. Slow Food Gathering with SFPB Rescheduled (October 10th, 6:30p.m.–8:30p.m.)
- C. Community Meeting Monday, October 22nd
- D. Food Day Updates/Activities – Wednesday, October 24th
- E. Wheatsville Board Meeting – October 30th
- F. Community Happenings

5. DISCUSS FUTURE AGENDA ITEMS

- A. October 22nd Meeting
 1. Travis County Related Activities/Programs/Work Plans
 2. Working Group Actions/Recommendations
 3. City Bond, Conservation Easements and Farmland Preservation
 4. Election of Officers
- B. Future Meetings
 1. Sustainability Office Briefing - September
 2. Travis County Bond Process – Farmland Preservation
 3. Travis County Related Activities/Programs/Work Plans - October
 4. County Briefings (including HUD report)
 5. Working Group Reports –
 - a. City/County Venues – September
 - b. Retail Capacity Building Work Group – September

ADJOURNMENT

Meeting was adjourned at 1:39p.m.