



**Sustainable Food Policy Board  
APPROVED**

**NOVEMBER MEETING MINUTES  
Monday, November 26, 2012**

The Sustainable Food Policy Board (SFPB) convened on Monday, November 26, 2012, at Boards and Commissions Room, 301 W. Second Street, Austin, Texas.

**Board Members in Attendance:**

Ronda Rutledge – Vice Chair	Kathy Green	Marla Camp
Paula McDermott – Chair	Michele Murphy-Smith	Erin Flynn
Mary Teeters	Toni Tipton-Martin	Katherine Nicely
Paige Hill	Meagan Jones	

**Absent Board Members:**

Rob Borowski                      Karla Loeb

**Staff in Attendance:**

Marisa Balancier, HHSD	Robert Kingham HHSD	Jake Steward, SUACG
Marcy Alonzo, TC-HHS/VS	Dylan Siegler-Office of Sustainability	Aiden Cohen-Austin Resource Recovery

**CALL TO ORDER**

Chair Paula McDermott called the meeting to order at 12:35p.m.

**1. CITIZEN COMMUNICATION**

None

**2. APPROVAL OF MINUTES OF OCTOBER 22, 2012.**

- Member Paige Hill moved to approve minutes.
- Vice-Chair Ronda Rutledge seconded the motion.
- Motion passed 9-0-0.
- Changes made to correct misspelled name and board member attendance.
- Member Marla Camp not present at vote.
- Member Toni Tipton-Martin not present at vote.

**3. PRESENTATION-BYLAWS, BOARD ACTIONS AND AGENDA SETTING OVERVIEW  
[CANDY PARHAM-CITY CLERK'S OFFICE]**

- Candy Parham reviewed agenda setting and bylaws and other board related issues such as special called meetings, budget meetings, bylaw amendments and training.
- Member Toni Tipton-Martin arrived at 12:40p.m.
- Member Marla Camp arrived at 12:45p.m.

**4. PRESENTATION-SUSTAINABILITY OFFICE BRIEFING [DYLAN SIEGLER-CITY OF AUSTIN SUSTAINABILITY OFFICE]**

- Dylan Siegler presented Office of Sustainability's role, mission and two signature initiative currently in progress – Sustainability Action Agenda and the STAR Community Rating System
- Presentation provided as backup doc.

**5. PRESENTATION-COMMUNITY GARDENS AND SUSTAINABLE URBAN AGRICULTURE PROGRAM [JAKE STEWART-PARKS AND RECREATION DEPARTMENT]**

- Jake Stewart presented shared program updates, metrics created, and new interests in capturing data and local food shed mapping.
- Presentation to be provided as backup doc.

**6. DISCUSS AND TAKE APPROPRIATE ACTION**

**A. Board Recommendations Follow-up**

**1. Food Recovery**

- Aiden Cohen of Austin Resource Recovery presented Austin Resource Recovery's role in food recovery and future ordinance amendments.
- No Action Taken.

**2. City Urban Agriculture Exemption**

- Member Michele Murphy-Smith made motion to delay recommendation to Council until results from economic analysis have been received.
- Member Paige Hill seconded motion.
- Motion passed 10-0-0
- Member Katherine Nicely not present at vote.

**3. Economic Analysis**

- Chair Paula McDermott read memo from Economic Growth and Redevelopment Services Offices (EGRSO) to Mayor and Council regarding Economic Analysis.
- No Action Taken.

**4. SNAP and Central Texas Food Assistance Programs Outreach and Incentives**

- Dr. Philip Huang presents findings to Public Health and Human Services Subcommittee (PHHS) on December 10, 2012, 1:30-3pm in Council Chambers.
- No Action Taken.

**5. Community Food Projects Competitive Grants Letter of Support**

- Jake Stewart informed board of current initiative to garner future support.
- No Action Taken.

**B. Community Engagement**

- Chair Paula McDermott discussed Community Meeting and plans to reform and format process in future.
- No Action Taken

**C. Working Group Briefing and Recommendations**

**1. Healthy, Local, Sustainable Food in City/County Venues**

- Item not discussed.
- No Action Taken

2. Food Security (Community Action Network Stakeholder Group)
  - Item not discussed.
  - No Action Taken.
3. City/County Planning Processes (Bonds/Budgets/Comprehensive Planning)
  - Item not discussed.
  - No Action Taken.
4. Distribution & Processing of Local Meats
  - Item not discussed.
  - No Action Taken.
5. Affordable Water for Sustainable Farming
  - Item not discussed.
  - No Action Taken.
6. Retail Capacity Building
  - Item not discussed.
  - No Action Taken.

D. Sustainable Food Policy Board Infrastructure and Protocol

1. Meeting Dates and Times
  - Member Michele Murphy-Smith moved to accept proposed 2013 meeting dates and times.
  - Member Erin Flynn seconded motion.
  - Motion passed 10-0-0
  - Member Katherine Nicely not present at vote.
2. Meeting Protocol – Citizen Communication, Robert’s Rules of Order, Board Member Representation, Conflict of Interest
  - Item not discussed.
  - No Action Taken.
3. Board Member Appointments
  - County appointments expire in February 2013. All county appointees need to send interests and expertise to Juanita Jackson and Marcy Alonzo.
  - No Action Taken.

**7. ANNOUNCEMENTS [10 MINUTES]**

- Community Happenings
  1. Wheatsville Board Meeting – November 27<sup>th</sup>
  2. Food for Black Thought film Screening – East Austin Food Stories-December 5<sup>th</sup>
  3. Eat/Drink Local Week – December 2<sup>nd</sup> (Raj Patel)

**8. SUMMARY OF ACTION ITEMS [5 MINUTES]**

- Sending of formal letter to Council regarding City Urban Agriculture Exemption suspended.
- Proposed 2013 meeting dates approved.

**9. FUTURE AGENDA ITEMS**

- A. Board Recommendations Follow-up
- B. Community Engagement
- C. Sustainable Food Policy Board Infrastructure
- D. Working Group Briefing

**ADJOURNMENT**

Meeting was adjourned at 2:31p.m.