



**Sustainable Food Policy Board  
Executive Committee  
APPROVED**



**NOVEMBER MEETING MINUTES  
Monday, November 19, 2012**

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

**CALL TO ORDER**

Chair Paula McDermott called the meeting to order at 12:30 p.m.

**Committee Member Attendance:**

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

**Staff in Attendance:**

Robert Kingham, HHSD	Bob Gedert - ARR
Juanita Jackson, TC-HHS/VS	Marcy Alonzo, TC-HHS/VS

**1. CITIZEN COMMUNICATION**

- A. Vanessa Sarria
- Topic: Agenda items 3B and 3D
  - Discussed Community Action Network's (CAN) future plans in the community regarding food security.

**2. APPROVAL OF MINUTES OF OCTOBER 15, 2012.**

- Liaison Kathy Green made motion to accept the minutes.
- Vice Chair Ronda Rutledge seconded the motion.
- Motion passed 3-0-0.
- Vice Chair Ronda Rutledge not present at vote.

**3. DISCUSS AND TAKE APPROPRIATE ACTION**

A. Board Recommendations Follow-up

- 1) Food Recovery (Austin Resource Recovery Staff)
  - Bob Gedert-Program Director provided committee with scope, mission and intended approach of Austin Resource Recovery regarding food recovery.
  - No Action Taken.
- 2) City Urban Agriculture Exemption
  - Liaison Michele Murphy-Smith made motion to recommend that full board delay sending recommendation to Council until results from economic analysis have been received
  - Liaison Kathy Green seconded motion

- Motion passed 4-0-0.
- 3) Economic Analysis-memo from EGRSO
    - Vice Chair Ronda Rutledge read memo to Mayor and Council regarding economic analysis.
    - No Action Taken.
  - 4) SNAP and Central Texas Food Assistance Programs Outreach and Incentives
    - Dr. Philip Huang 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.
    - No Action Taken.
- B. Community Engagement
- 1) October Community Board Meeting
    - Discussed plans to reform community meeting process and format in future.
    - No Action Taken.
  - 2) Working Group Outreach Guidelines/Process
    - Discussed board's need to develop process and guidelines regarding working-groups creation and structure.
    - No Action Taken.
  - 3) Data and Information Monitoring/Collection/Distribution
    - Chair Paula McDermott informed committee that Members Meagan Jones and Rob Borowski both expressed interest in compiling existing reports in community for website.
    - No Action Taken.
- C. Sustainable Food Policy Board Infrastructure and Protocol
- 1) Meetings Protocol – Citizen Communication, Robert's Rules, Board Member Representation, Conflict of Interest
    - Robert Kingham outlined ways to improve meeting facilitation, explained appropriate actions and reminded board member of responsibilities.
    - No Action Taken.
  - 2) Bylaws Review and Appointments (Paula McDermott)
    - Discussed each Executive Committee member reviewing bylaws.
    - All County appointments expire in February 2013. Juanita Jackson will inform board on appointee requirements.
    - No Action Taken.
  - 3) Web Presence and Data Links (Paula McDermott)
    - Robert Kingham presented changes made to Sustainable Food Policy Board website.
    - No Action Taken.

4) Annual Report Publication – Community Speaking Tracking

- Item not discussed.
- No Action Taken.

5) Meeting Dates and Times

- Item not discussed.
- No Action Taken.

6) Annual Work Plan Process and timing

- Item not discussed.
- No Action Taken.

D. Working Group Briefings

1) Food Security

- Liaison Kathy Green and Chair Paula McDermott provided update.
- No Action Taken.

2) Healthy, Local Sustainable Food in City Venues

- Chair Paula McDermott provided update.
- Group request to present to board in December.
- No Action Taken.

3) City/County Planning Processes (Bonds/Budgets/Comp. Plan)

- Chair Paula McDermott provided update.
- No Action Taken.

4) Distribution & Processing of Local Meats

- Chair Paula McDermott provided update.
- No Action Taken.

5) Affordable Water for Sustainable Farming

- Item not discussed.
- No Action Taken.

6) Retail Capacity Building

- Chair Paula McDermott provided update.
- No Action Taken.

**4. ANNOUNCEMENTS**

A. Community Happenings

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

## **5. DISCUSS AND TAKE APPROPRIATE ACTION ON FUTURE AGENDA ITEMS**

- A. November 26<sup>th</sup> Meeting
  - 1) Sustainability Office Briefing
  - 2) Board Recommendations Follow-Up
  - 3) Community Engagement
  - 4) Sustainable Food Policy Board Infrastructure
    - a. Bylaws and Agenda Setting Overview
  - 5) Working Group Briefings and Recommendations
    - a. Healthy, Local Sustainable Food in City/County Venues – tabled to December.
- B. December Executive Committee Meeting
  - 1) Board Recommendation Follow-Up
  - 2) Community Engagement
  - 3) Sustainable Food Policy Board Infrastructure
  - 4) Working Group Briefings
- C. Future Board Meetings
  - 1) Travis County Related Activities/Programs/Work Plans
  - 2) COA Urban Ag Program Briefing

### **ADJOURNMENT**

Meeting was adjourned at 1:39p.m.