



**Sustainable Food Policy Board
Executive Committee
APPROVED**



**MARCH MEETING MINUTES
Monday, March 18, 2013**

The Executive Committee of the Sustainable Food Policy Board (SFPB) convened on Monday, March 18, 2013, in Boards and Commissions Room, 301 W. Second Street, Austin, Texas.

CALL TO ORDER

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

Committee Member Attendance:

Paula McDermott, SFPB Chair
Ronda Rutledge, SFPB Vice Chair
Kathy Green, Liaison

Michele Murphy-Smith, Liaison
Erin Flynn, Liaison - absent

Staff in Attendance:

Robert Kingham, A/TC HHSD
Marcy Alonzo, TC-HHS/VS
Linda Terry, A/TC HHSD
Lucia Athens, Office of Sustainability

Marisa Balancier A/TC HHSD
Meg Williams, PARD
Cassie DeLeon, A/TC HHSD

1. CITIZEN COMMUNICATION

City of Austin staff Meg Williams

Topic: Parks and Recreation Department (PARD) staffing changes.

Discussed future staffing changes in PARD. More information will be presented in staff briefing at full board meeting.

2. APPROVAL OF MINUTES OF FEBRUARY 19, 2013.

- Liaison Michele Murphy-Smith made motion to accept the minutes.
- Liaison Kathy Green seconded the motion.
- Motion passed 4-0-0.

3. DISCUSS AND TAKE APPROPRIATE ACTION

A. Board Recommendations Follow-up

1) Economic Analysis Study

- Presentation on agenda and set to go before council next Thursday.
- No Action taken

2) City Urban Agriculture Exemption

- No new updates
- No Action taken

B. Community Engagement

1) Working Group Outreach Guidelines/Process

- Working group still in planning stage.
- First meeting date not set.

- No Action Taken.
- 2) Data and Information Monitoring/Collection/Distribution
 - Member Meagan Jones to lead group.
 - No Action Taken.
- C. Working Group Briefings and Recommendations
 - Distribution & Processing of Local Meats
 - Incorrect information from citizen communicated to council re: the number of chicken being processed. Several departments working with farm.
 - No Action Taken.
- D. Sustainable Food Policy Board Infrastructure and Protocol
 - 1) Board Work Plan Process and Timing
 - Board work plan wrapping up. Discussed board members' and liaisons' responsibilities regarding updates.
 - No Action Taken.
 - 2) Annual Internal Review
 - Board Chair Paula McDermott has and is revising draft prepared by member Meagan Jones.
 - Will present to board on Monday for acceptance vote.
 - No Action Taken.
 - 3) Bi-annual Publication – Tracking Community Speaking
 - Reminder that public speaking events require board approval.
 - No Action Taken.
 - 4) Board Member Appointments
 - All county appointments except Rob Borowski have been re-appointed.
 - No Action Taken
- E. State Legislative Briefing on Food Policy
 - Liaison Kathy Green discussed three bills 1107, 1306, and 1392 up for hearing this week.
 - No Action Taken

4. ANNOUNCEMENTS

A. Community Happenings

- 1) City of Austin Food Summit – September 2013
- 2) Funky Chicken Coop Tour – March 30, 2013
- 3) Capital Area Food Bank is canvassing for volunteers to help in the Hunger in America Survey. For more information email Kathy Green at kgreen@austinfoodbank.org (ADDED)

5. SUMMARY OF ACTION ITEMS

- February 19th meeting minutes approved

6. DISCUSS AND TAKE APPROPRIATE ACTION ON FUTURE AGENDA ITEMS

A. March 25th Meeting

**PRESENTATION – TRAVIS COUNTY RELATED ACTIVITIES/
PROGRAMS/WORK PLANS OVERVIEW [SHERRY FLEMING]**

PRESENTATION – TEXAS AGRILIFE EXTENSION [LINDSAY RAZZAZ]

- 1) Board Recommendations Follow-Up
 - a. Economic Analysis Study
 - b. City Urban Agriculture Exemption (REMOVED)
 - c. Healthy, Local Sustainable Food in City/County Venues (ADDED)
 - d. Permitted Use and Zoning Resolution – Urban Farms (ADDED)
- 2) Community Engagement
 - a. Working Group Outreach Guidelines/Process
 - b. Data and Information Monitoring/Collection/Distribution
- 3) Working Group Briefing and Recommendations
Distribution & Processing of Local Meats (REMOVED)
- 4) Sustainable Food Policy Board Infrastructure and Protocol
 - a. Board Work Plan
 - b. Annual Report Publication – Community Speaking Tracking
 - c. Bi-annual Publication – Tracking Community Speaking
 - d. Board Member Appointments
 - e. Listserv (ADDED)
 - f. Agenda Setting (ADDED)

7. FUTURE AGENDA ITEMS [5 MINUTES]

- A. Board Recommendations Follow-up
1. City Urban Agriculture Exemption – May
 2. Economic Analysis Study– April
 3. Food Recovery
 4. Supplemental Nutrition Assistance Program and Central Texas Food Assistance Program Outreach and Incentives – May
 5. Healthy, Local, Sustainable Food in City/County Venues – March
 6. Permitted Use and Zoning Resolution – Urban Farms - March
- B. Community Engagement
- C. Sustainable Food Policy Board Infrastructure
- D. Working Group Briefing

ADJOURNMENT

Meeting was adjourned at 1:45p.m.