



**Sustainable Food Policy Board  
APPROVED**

**MARCH MEETING MINUTES  
Monday, March 25, 2013**

The Sustainable Food Policy Board (SFPB) convened on Monday, March 25, 2013, at Boards and Commissions Room, 301 W. Second Street, Austin, Texas.

**Board Members in Attendance:**

Ronda Rutledge – Vice Chair	Michele Murphy-Smith	Meagan Jones
Paula McDermott – Chair	Rob Borowski	Erin Flynn
Mary Teeters	Marla Camp	Hildreth England

**Absent Board Members:**

Karla Loeb	Katherine Nicely	Kathy Green
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**Staff in Attendance:**

Marisa Balancier, HHSD	Robert Kingham, HHSD	Marcy Alonzo, TC-HHS/VS
Juanita Jackson, TC-HHS/VS	Cassie DeLeon, HHSD	Meg Williams, PARD
Linda Terry, HHSD	Lucia Athens, OoS	Sherri Fleming, TC-HHS/VS
Heather Frambach, PARD	Pat Fuller, PARD	

**CALL TO ORDER**

Chair Paula McDermott called the meeting to order at 12:43p.m.

**1. CITIZEN COMMUNICATION**

None

**2. APPROVAL OF MINUTES OF FEBRUARY 25, 2013.**

- Vice-Chair Ronda Rutledge moved to approve minutes.
- Member Meagan Jones seconded motion.
- Motion passed 9-0-0.

**3. PRESENTATION-TRAVIS COUNTY RELATED ACTIVITIES/PROGRAMS/WORK PLANS OVERVIEW[SHERRI FLEMING]**

- Travis County staff member Sherri Fleming presented information on Travis' county government structure, officials and departments, specifically health and human services and veteran services and briefly discussed the county legislative process and bond election.

**4. PRESENTATION-TEXAS AGRILIFE EXTENSION[LINDSAY RAZZAZ]**

- Lindsay Razzaz presented information on Agrilife extension service including what it is and it's various relationships to the food system, specifically horticulture Razzaz's area of expertise.

**5. STAFF BRIEFING-PARKS AND RECREATION DEPARTMENT SUSTAINABLE URBAN AGRICULTURE AND COMMUNITY GARDEN PROGRAM [PAT FULLER AND MEG WILLIAMS]**

- City of Austin staff member updated board on the city's Community Transformation Grant projects, migrants, community garden projects and Imagine Austin.
- Pat Fuller updated board on the Parks and Recreation department staffing.

**6. DISCUSS AND TAKE APPROPRIATE ACTION**

**A. Board Recommendations Follow-up**

- 1) Economic Analysis Study
  - Item is on agenda and goes before Council on Thursday March 28, 2013.
  - Council meeting can be viewed on Channel 6.
  - No Action Taken.
- 2) Healthy, Local, Sustainable Food in City/County Venues
  - Official Resolution 20130228-038 passed.
  - No Action Taken
- 3) Permitted Use and Zoning Resolution – Urban Farms
  - Working group coming up with definition to present to board.
  - Meeting Wednesday, March 27, 2013 @ 5:30pm in Staff Bull Pen at City Hall.
  - No Action Taken.

**B. Sustainable Food Policy Board Infrastructure and Protocol**

- 1) Annual Internal Review
  - Report not complete and unavailable for board to vote on.
  - No Action Taken.
- 2) Board Work Plan Process and Timing
  - Plan updated and draft presented to board.
  - No Action Taken
- 3) Board Member Appointments
  - Still one vacancy – City Council Member Cole's appointment
  - No Action Taken.
- 4) Bi-annual Publication – Tracking Community Speaking
  - Will be a summary of the last two years of board's work.
  - No Action Taken.
- 5) Listserv postings
  - Will be compiled and released to subscribers on a weekly basis.
  - No Action Taken.
- 6) Agenda Setting
  - Staff member Robert Kingham reminded board that it takes two board members to place item on the agenda.
  - No Action Taken

**C. Working Group Briefings and Recommendations**

- Plans to create a single document that can be updated by working group chairs.
- Updates need to be posted before the Executive Committee meeting (third Monday of every month)

**7. ANNOUNCEMENTS [5 MINUTES]**

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](mailto:kgreen@austinfoodbank.org)
- 4) East Austin Garden Fair - Saturday April 20th, from 9:30am – 1:30pm at Parque Zaragoza (2608 Gonzales St., Austin, TX 78702). This year's theme is "Get Up, Get Green!"

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

**9. FUTURE AGENDA ITEMS [5 MINUTES]**

A. Board Recommendations Follow-up

- 1) City Urban Agriculture Exemption – May
- 2) Economic Analysis – 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
- 6) Permitted Use and Zoning Resolution – Urban Farms

B. Community Engagement

C. Sustainable Food Policy Board Infrastructure

D. Working Group Briefing

**ADJOURNMENT**

Meeting was adjourned at 2:32 p.m.