



**Sustainable Food Policy Board  
Executive Committee  
APPROVED**



**JUNE MEETING MINUTES  
Monday, June 17, 2013**

The Executive Committee of the Sustainable Food Policy Board (SFPB) convened on Monday, June 17, 2013, in Boards and Commissions Room, 301 W. Second Street, Austin, Texas.

**CALL TO ORDER**

Chair Paula McDermott called the meeting to order at 12:45 p.m.

**Committee Member Attendance:**

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

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

**Staff in Attendance:**

Linda Terry, A/TC HHSD  
Marcy Alonzo, TC-HHS/VS

Marisa Balancier A/TC HHSD  
Cassie DeLeon, A/TC HHSD

**1. CITIZEN COMMUNICATION**

None

**2. APPROVAL OF MINUTES OF APRIL 15, 2013 MEETING.**

- Vice Chair Ronda Rutledge made motion to accept the minutes.
- Liaison Kathy Green seconded the motion.
- Motion passed 3-0-0.

**3. DISCUSS AND TAKE APPROPRIATE ACTION**

**A. Board Infrastructure and Protocol**

- 1) Agenda Setting Protocol – Executive Committee and Full Board Meetings
  - Items to be reviewed by board prior to the meeting must be sent to staff by close of business (COB) the Wednesday prior to the meeting.
  - Items for board to view at the meeting must be sent to staff by 9:00a.m. the morning of the meeting.
  - Executive Committee will have a standard agenda template. Items Committee wishes to take to full board will be restated at the end of every meeting.
  - No Action taken
- 2) Listserv-Submission Due Dates for Distribution
  - Staff will distribute items for the Listserv on a weekly basis (every Wednesday). Item not received before the deadline will not be posted until next week.
  - No action taken.

- 3) Working Group Monthly Update Reporting Form
  - Staff discussed purpose, location and functionality of reporting form. Only one working group provided an update.
- 4) Board plans for National Food Day on October 24, 2013
  - Liaison Ronda Rutledge will take the lead and follow up with City of Austin staff member Kristy Hansen on board's plans for food day.

B. Board Recommendations Follow-up

- 1) Supplemental Nutrition Assistance Program Outreach/Incentives
  - No new update. Covered in Economic Impact Analysis update.
  - No action taken.
- 2) Healthy, Local, Sustainable Food in City/County Venues
  - Cross-department team has recommendations to take to Public Health and Human Services Subcommittee tomorrow June 18, 2013.
  - No action taken.
- 3) Urban Farm Definition
  - Members of the code coordination and metrics working group (Dorsey Barger, Mindy Cooper, Kate Vickery) presented the working groups recommendations as well as next steps to finalizing code.
  - All of information presented by the working group is public and can be viewed at the urban agriculture and community garden website.  
<http://austintexas.gov/departments/sustainable-urban-agriculture>
  - No action taken.
- 4) Economic Impact Analysis
  - Draft resolution before council and on Thursday's (June 20, 2013) agenda.
  - Draft resolution provided as backup documentation.
  - No action taken.

C. Working Group Briefings and Recommendations

- 1) Food Security Working Group
  - No update
  - No action taken.
- 2) Data Tracking and Collating Working Group
  - No update
  - No action taken.
- 3) Community Engagement and Outreach Working Group
  - Working group meeting tomorrow May 21, 2013
  - Working group provided suggestions to changes to the board's websites, both the Boards and Commissions Information Center site and the Health Department's site.
  - Committee agreed changes should be approved by full board and put item on Monday's agenda.

- 4) Buy Local Food Campaign Working Group
    - No update
    - No action taken.
  - 5) Retail Capacity Building Working Group
    - No update.
    - No action taken.
  - 6) Distribution/Processing of Local Meats Working Group
    - No update.
    - No action taken.
  - 7) Affordable Water for Sustainable Farms Working Group
    - No update
    - No action taken.
  - 8) Code Coordination and metrics Working Group
    - Update given in recommendation follow-up.
    - No action taken.
- D. Texas Legislative Update on Food and Farming Bills
- Staff Liaison Linda Terry made committee aware of the interactive tool if members wanted to provide input.
  - No action taken.

#### **4. REVIEW OF BOARD MEMBER ASSIGNMENTS**

#### **ADJOURNMENT**

Meeting adjourned at 1:54 p.m.