



**Sustainable Food Policy Board
Executive Committee
APPROVED**



**OCTOBER MEETING MINUTES
Monday, October 21, 2013**

The Executive Committee of the Sustainable Food Policy Board (SFPB) convened on Monday, October 21, 2013, in room 1001, Council Chambers, first floor, 301 W. Second Street, Austin, Texas.

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:

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

Marisa Balancier, A/TC HHSD
Cassie DeLeon, A/TC HHSD
Mary Lamoreaux, OCC

CALL TO ORDER

Vice-Chair Ronda Rutledge called the meeting to order at 12:32 p.m.

1. CITIZEN COMMUNICATION

None

2. APPROVAL OF MINUTES OF SEPTEMBER 16, 2013 MEETING.

- Liaison Michele Murphy-Smith made motion to accept the minutes.
- Liaison Kathy Green seconded the motion.
- Motion passed 3-0-0.
- Chair Paula McDermott not present at vote.

*Chair Paula McDermott arrived at 12:36p.m.

3. DISCUSS AND TAKE APPROPRIATE ACTION

A. Board Infrastructure and Protocol

1) Board Membership Update – Vacancies/Appointments

- Currently two vacancies. Council members Spellman and Morrison.
- Reviewed board member absences.
- No action taken.

2) Election of Officers Reminder

- Staff reminded Executive Committee that officer elections for Chair and Vice-Chair must take place at October's full board.
- Discussed upcoming election with Mary Lamoreaux B&C Coordinator.
- No action taken.

- 3) 2014 Board and Commission Meetings at City Hall
 - a. Construction to accommodate 10-1 Council
 - Discussed room availability during construction in 2014.
 - No action taken.
 - b. Televised Meetings in 2014
 - Discussed room requirements and options regarding televising meetings.
 - No action taken.
 - c. 2014 Meeting Dates and Times
 - Staff reminded Executive Committee that 2014 meetings schedule must be adopted in November and if there was still interest in changing meeting time and dates that proposed schedule needed to be available at October full board's meeting for discussion.
 - No action taken.

B. Board Recommendations Follow-up

- 1) Supplemental Nutrition Assistance Program (SNAP) Outreach/Incentives
 - Maria Allen discussed how funds are going to be spent at Neighborhood centers in regards to SNAP enrollment.
 - No action taken.
- 2) Healthy, Local, Sustainable Food in City/County Venues
 - Board's recommendations will be included in Council briefing on November 7th.
 - No action taken.
- 3) Land Use Code - Urban Farm Definition Revision
 - There has been a request for a postponement until November 21st.
 - Council member Martinez has requested a group comprised of interested parties from both sides meet for further discussion.
 - Meeting has not been set and members of parties have not been selected.
 - No action taken.
- 4) Economic Impact Analysis Recommendations
 - New program manager position in the Office of Sustainability has been created but not posted.
 - No action taken.
- 5) Food Surplus and Waste Reduction
 - Austin Resource Recovery has been assigned as lead.
 - Working being done with Zero Waste Advisory Committee.
 - No action taken.

C. Working Group Briefings and Recommendations

- 1) Food Security Working Group
 - Working on Community Health Improvement Plan (CHIP) deliverables.
 - Group has recommendations they would like to put forward Council.
 - No action taken.

- 2) Data Tracking and Collating Working Group
 - No new update.
 - No action taken.
- 3) Community Engagement and Outreach Working Group
 - Reminder that tomorrow is the Community Outreach event at the Sustainable Food Center beginning a 6:00p.m.
 - No action taken.
- 4) Buy Local Food Campaign Working Group
 - Working group has been disassembled.
 - No action taken.
- 5) Retail Capacity Building Working Group
 - Farmer's Market Ordinance went before Public Health and Human Services (PHHS).
 - On this week's (Thursday 10/24) Council agenda as a consent item.
 - No action taken.
- 6) Distribution/Processing of Local Meats Working Group
 - No new update.
 - No action taken.
- 7) Affordable Water for Sustainable Farms Working Group
 - No new update
 - No action taken.
- 8) Code Coordination and metrics Working Group
 - No new update.
 - No action taken.

4. REVIEW OF BOARD MEMBER ASSIGNMENTS

5. FUTURE AGENDA ITEMS

*Liaison Michele Murphy Smith left dais at 1:42p.m.

ADJOURNMENT

Meeting adjourned at 1:45 p.m.