



**Sustainable Food Policy Board  
Executive Committee  
APPROVED**

**NOVEMBER MEETING MINUTES  
Monday, November 18, 2013**

The Executive Committee of the Sustainable Food Policy Board (SFPB) convened on Monday, November 18, 2013, at City Hall in the Boards and Commission room, first floor, 301 W. Second Street, Austin, Texas.

**Committee Member Attendance:**

Booth, Selena	England, Hildreth – SFPB Vice-Chair
Green, Kathy	McDermott, Paula
Rutledge, Ronda – SFPB Chair	

**Staff in Attendance:**

Linda Terry, A/TC HHSD	Marisa Balancier, A/TC HHSD
Marcy Alonzo, TC-HHS/VS	Meredith Gray, PARD - SUACG

**CALL TO ORDER**

SFPB Chair Ronda Rutledge called the meeting to order at 12:35 p.m.

**1. CITIZEN COMMUNICATION**

Meredith Gray, PARD – Sustainable Urban Ag and Community Gardens (SUACG)

Topic: Draft Process for Community Gardens on City Land

- Would like Executive Committee and or board's input. Draft provided as backup documentation.

**2. APPROVAL OF MINUTES OF OCTOBER 21, 2013 MEETING.**

- Liaison Paula McDermott made motion to accept the minutes.
- SFPB Vice-Chair Hildreth England seconded the motion.
- Motion passed 5-0-0.

**3. DISCUSS AND TAKE APPROPRIATE ACTION**

**A. Board Infrastructure and Protocol**

**1) Board Membership Update – Vacancies/Appointments**

- Currently one City vacancy, Council member Morrison and 1 County vacancy in judge Biscoe's office.
- Reviewed board member absences.
- No action taken.

**2) Discussion of 2014 Work Plan**

- Discussed options for work plan.
- Committee decided that the December 16<sup>th</sup> full board meeting would be used to review creating ordinance, charge and determine which working groups will go forward in 2014.
- No action taken.

- 3) 2014 Meeting Dates and Times
  - Staff reminded Committee that 2014 meeting dates and times must be approved on Monday by the full board.
  - No action taken.

B. Board Recommendations Follow-up

- 1) Supplemental Nutrition Assistance Program (SNAP) Outreach/Incentives
  - No new update.
  - No action taken.
- 2) Healthy, Local, Sustainable Food in City/County Venues
  - Board's recommendations will be included in Council briefing on November 7<sup>th</sup>.
  - No action taken.
- 3) Land Use Code - Urban Farm Definition Revision
  - Mediation meeting tonight @ 5:30pm. Judge Perkins facilitator.
  - Items 20 and 105 on City Council's Thursday agenda
  - No action taken.
- 4) Economic Impact Analysis Recommendations
  - No new update.
  - No action taken.
- 5) Food Surplus and Waste Reduction
  - No new update.
  - No action taken.

C. Working Group Briefings and Recommendations

- 1) Food Security Working Group
  - Working on food security portion of CHIP.
  - Healthy Food Zone group meeting next week.
  - Currently collecting data.
  - No action taken.
- 2) Code Coordination and metrics Working Group
  - Working group has not met pending mediation meeting.
  - No action taken.
- 3) Retail Capacity Building Working Group
  - No new update.
  - No action taken.
- 4) Distribution/Processing of Local Meats Working Group
  - No new update.
  - No action taken.
- 5) Affordable Water for Sustainable Farms Working Group
  - No new update
  - No action taken.

- 6) Data Tracking and Collating Working Group
  - No new update.
  - No action taken.
- 7) Community Engagement and Outreach Working Group
  - Would like to discuss summary of Food Day and process map for working groups at next meeting.
  - No action taken.

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

#### **5. FUTURE AGENDA ITEMS**

#### **ADJOURNMENT**

Meeting adjourned at 2:00 p.m.