



**Sustainable Food Policy Board
Executive Committee
APPROVED**



**JANUARY MEETING MINUTES
Tuesday, January 21, 2014**

The Executive Committee of the Sustainable Food Policy Board (SFPB) convened on Tuesday, January 21, 2014, in the Boards and Commission Room, first floor, 301 W. Second Street, Austin, Texas.

Committee Member Attendance:

Booth, Selena
Green, Kathy - Absent
Rutledge, Ronda – SFPB Chair

England, Hildreth – SFPB Vice-Chair
McDermott, Paula

Staff in Attendance:

Linda Terry, A/TC HHSD
Cassie DeLeon, A/TC HHSD

Marisa Balancier, A/TC HHSD
Meredith Gray, PARD - SUACG

CALL TO ORDER

SFPB Chair Ronda Rutledge called the meeting to order at 12:37 p.m.

1. CITIZEN COMMUNICATION

2. APPROVAL OF MINUTES OF NOVEMBER 18, 2013 MEETING.

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

*Liaison Selena Booth not present at vote.

**3. STAFF BRIEFING – COMMUNITY TRANSFORMATION GRANT UPDATE
(CASSANDRA DELEON – HEALTH AND HUMAN SERVICES DEPARTMENT)**

- Staff member Cassandra DeLeon briefly summarized CTG initiatives related to food.

**4. REQUEST BOARD FEEDBACK – COMMUNITY GARDEN PROCESS AT THE CITY
(MEREDITH GRAY – PARKS AND RECREATION DEPARTMENT)**

- Staff member Meredith Gray would like Executive Committee and or board's input.
Draft provided as backup documentation.

5. DISCUSS AND TAKE APPROPRIATE ACTION

A. Board Infrastructure and Protocol

- 1) Board Membership Update – Vacancies/Appointments
 - Member Martha Koock-Ward has resigned from the board
 - No action taken.
- 2) Discussion of 2014 Work Plan
 - Discussed options for work plan.
 - No action taken

*Liaison Selena Booth arrived at 1:02p.m.

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 suggestions have influenced language in new vending RFP (Request for Proposal) for vending machines.
 - No action taken.
- 3) Land Use Code - Urban Farm Definition Revision
 - Committee requests that staff member Jerry Rusthoven present highlights from the ordinance at full board meeting.
 - No action taken.

C. Working Group Briefings and Recommendations

- 1) Food Security Working Group
 - No new update.
 - No action taken.
- 2) Code Coordination and metrics Working Group
 - No new update.
 - 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
 - No new update.
 - No action taken.

6. REVIEW OF BOARD MEMBER ASSIGNMENTS

7. FUTURE AGENDA ITEMS

ADJOURNMENT

Meeting adjourned at 1:45 p.m.