



**Sustainable Food Policy Board
Executive Committee
APPROVED**

**MARCH MEETING MINUTES
Monday, March 17, 2014**

The Executive Committee of the Sustainable Food Policy Board (SFPB) convened on Monday, March 17, 2014, 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:

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

CALL TO ORDER

SFPB Chair Ronda Rutledge called the meeting to order at 12:34 p.m.

1. CITIZEN COMMUNICATION

- Adrienne Haschke
- Topic: Food Hubs
- Would like to give a presentation on food hubs to the full board next Monday.

2. APPROVAL OF MINUTES OF FEBRUARY 18, 2014 MEETING.

- SFPB Vice-Chair Hildreth England made motion to accept the minutes.
- Liaison Kathy Green 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
 - Awaiting County appointment to replace Member Michele Murphy-Smith.
 - No action taken.
- 2) Discussion of 2014 Annual Review
 - Final draft of Annual review due must be presented to full board to vote at Monday's meeting. Chair responsible for forwarding to County Clerk's office by March 31st.
 - No action taken.
- 3) Discussion of 2014 Work Plan
 - Will be included in the annual review.
 - No action taken

B. Board Recommendations Follow-up

- 1) Supplemental Nutrition Assistance Program (SNAP) Outreach/Incentives
 - Working on recommendations to present to City Council. Draft expected at April's executive committee.
 - No action taken.
- 2) Healthy, Local, Sustainable Food in City/County Venues
 - No new update.
 - No action taken.
- 3) Land Use Code - Urban Farm Definition Revision
 - Reviewed City of Austin Urban Farm Regulations summary.
 - Summary will be sent to full board to review before meeting so that questions can be compiled at meeting and elevated.
 - No action taken.

C. Working Group Briefings and Recommendations

- 1) Code Coordination and metrics Working Group
 - Discussed ideas to keep current working group member involved in next project: CodeNEXT.
 - No action taken.
- 2) Community Engagement and Outreach Working Group
 - New working group chair, member Brandon Reed has been updated on working group information.
 - No action taken.
- 3) Distribution and Processing of Local Meats Working Group
 - Draft budget recommendation submitted from working group regarding the creation of a Local Food Guide.
 - No action taken.
- 4) Food Security Working Group
 - Working on elements of the CHIP (Community Health Improvement Plan).
 - Food Trust coming to provide technical assistance April 7th and 8th.
 - No action taken.
- 5) Farmland Preservation and Access Working Group
 - County will give a presentation on Land Preservation Bond when more information is available.
 - No action taken.
- 6) Retail Capacity Building Working Group
 - Covered in Food Trust discussion.
 - No action taken.

4. REVIEW OF BOARD MEMBER ASSIGNMENTS

5. FUTURE AGENDA ITEMS

ADJOURNMENT

Meeting adjourned at 2:04 p.m.