



**Sustainable Food Policy Board
Executive Committee**

**APPROVED
MARCH MEETING MINUTES
March 15, 2010**

The Sustainable Food Policy Board (SFPB) convened in a regular meeting on Monday, March 15, 2010, City Hall – Boards & Commissions Room, 301 W. Second Street, Austin, TX 78701

Chair Marla Camp called the meeting to order at 12:34pm

Board Members in Attendance:

Marla Camp, Chair
Allison Beadle

Ronda Rutledge
Melanie McAfee

Staff in Attendance:

Vince Cobalis, HHSD
Juanita Jackson, HHSD

Linda Terry, HHSD
David Salazar, TC HHSD&VS

1. CITIZEN COMMUNICATION

None

2. REVIEW AND APPROVE MINUTES OF FEBRUARY 16, 2010 MEETING

Committee Chair, Allison Beadle requested to change item 3B second bullet second to reference other updates by committee. Committee Chair Ronda Rutledge moved to approve the February 16, 2010 with the stated changes. The motion was seconded by Committee Chair Allison Beadle. Vote 4-0-0

3. DISCUSS AND TAKE APPROPRIATE ACTION ON COMMITTEE REPORTS

A. Food Access and Wellness Committee, March 8, 2010 Meeting

- Committee Chair Ronda Rutledge reported the members discussed priorities for the Access and Wellness Committee which are the procurement of local food, City and County food programs, public transportation, public food distribution through City and County, grocery/convenient stores, communication, access of the community and outreach and community garden and urban farming resolution. – No action taken

B. Food Production and Business Committee, February 8, 2010 Meeting

- **Update on rooster ban**
 - Committee Chair, Allison Beadle reported that the Planning and Zoning Commission met and approved to send a letter recommending to City Council to enforce stricter noise ordinance. A letter was prepared by Richard Pierce and forwarded on the Planning Council.
- **Update on action on the ungraded egg letter**
 - The ungraded egg letter can be sent. Chair Marla Camp needs to send email permission to use an electronic signature on documents going out on behalf of the board.
- **Farmer's Market – Sampling Permit and Preparing Hot Food Update**
 - Committee Chair Allison Beadle reported that Suzanne Santos spoke to the committee about farmer's market vending. The committee will be present a statement clarifying why the Sustainable Food Policy Board feels a Farmer's Markets should be classified as

a special event and what distinguishes cooking food at a farmer's market verses cooking at restaurant.

- Committee Chair reported committee would like to see the sampling permit approved as soon as possible. There will be an action item on the full board at the next meeting to provide an update and approve wording on the sampling permit to be submitted to Shannon Jones.

C. Discuss budget proposals to the City and County for FY 2011 - 2012

Committee Chair Ronda Rutledge reported that the Access and Wellness Committee discussed presenting a budget item to City and County. The budget item was sent to County for \$35,000 to get funding to assist Karen Banks with preparing a comprehensive food shed assessment and recommending procurement options by City and County.

D. Discuss invitation from Healthy Foods Advisory Committee (State of Texas) for Sustainable Food Policy Board representative to attend their committee meeting April 6, 2010.

Chair Marla Camp will recommend that Committee Chair Ronda Rutledge present on behalf of the Sustainable Food Policy Board. This will be an agenda item to the full board announcing Ronda Rutledge as the appointee to attend the conference with input from the full board.

E. Discuss a process to provide Sustainable Food Policy Board input to the City Comprehensive Planning committee before March 31, 2010

Chair Marla Camp discussed the participation of the full board providing input in a "Meeting in a Box" at the next meeting.

F. Discuss Board action on Board Chair appointments to help provide stakeholder input related to City Council action on March 11, 2010 instructing the City Manager to work with stakeholders to create a policy regarding the use of social media sites and online collaborative tools.

City staff informed the Executive Board that Corporate Public Information Office will take lead and head up all the coordination in developing a policy for the use of social media sites and online tools. They have to report back to Council on May 24, 2010. Chair Marla Camp appointed Brandi Clark, Paula McDermott and Allison Beadle to the Communications Working Group. Committee Chair Allison Beadle will take lead for the group and make initial contact with the Corporate Public Information and report back to the board on March 22, 2010 meeting.

4. DISCUSS AND TAKE APPROPRIATE ACTION ON FUTURE AGENDA ITEMS

A. Identify SFPB agenda items resulting from discussion of items 3 (A – F)

1. Update on the Community Garden
2. Discuss and take possible action on the wording of a statement from the SFPB to the City Austin Health Department concerning definition of Farmer's Market as a special event.
3. Report on budget proposal process to City and County
4. Meeting in the box – provide input to the comprehensive planning committee to be turned in before March 31, 2010.
5. Announcement – Ronda Rutledge will attend and present to the Texas State Healthy Food Advisory Committee on April 6, 2010 with input from the board and invite board members to attend.
6. Committee Chair Ronda Rutledge will report and assign member from Access and Wellness to draft job descriptions for interns to be use by schools, City/County Departments and others.

7. Announcement of the Communications Working group consisting of Brandi Clark, Paula McDermott and Allison Beadle
 8. Chair Marla Camp requested Committee Chair Ronda Rutledge to appoint Ellen Sweets to draft a short public service announcement about the SFPB meetings.
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- B. Discuss communication issues, including protocols for other municipalities as they relate to list serves, websites, communication and outreach to the broader community and outreach ideas such as information regarding our board in the utility bills that go out to customers. Agenda item March 22, 2010
 - C. Recommend job description for interns that can be used by schools, City/County Departments and others.
 - D. Amend SFPB By-Laws to comply with City Code. – Add to March 22, 2010 agenda
 - E. Discuss a motion for the Sustainable Food Policy Board to recommend a local procurement policy for City/County venues – Keep as a future agenda.

ADJOURNED: The meeting was adjourned at 1:52pm.