



**Sustainable Food Policy Board
APPROVED**

**MARCH MEETING MINUTES
Monday, March 28, 2011**

The Sustainable Food Policy Board (SFPB) convened on Monday, March 28, 2011, at Boards and Commissions Room, 301 W. Second Street, Austin, Texas.

Chair Paula McDermott called the meeting to order at 12:38pm.

Board Members in Attendance:

| | | |
|------------------------|----------------|-------------------------|
| Allison Beadle | Erin Flynn | Paula McDermott – Chair |
| Marla Camp, Vice-Chair | Katie Kramer | Michele Murphy-Smith |
| Brandi Clark Burton | Paige Hill | Ronda Rutledge |
| Arthur D’Andrea | Melanie McAfee | |

Absent Board Members:

| | |
|--------------|-------------|
| Ellen Sweets | One vacancy |
|--------------|-------------|

Staff in Attendance:

| | |
|------------------------|-------------------------|
| Stephnie Connell, HHSD | David Salazar, TCHHS |
| Juanita Jackson, TCHHS | Edna Staniszewski, HHSD |

CALL TO ORDER

1. CITIZEN COMMUNICATION

Daniela Ochoa – Green Barter Project
Katherine Nicely – STAR Project

2. APPROVAL OF MINUTES

SUSTAINABLE FOOD POLICY BOARD MINUTES

- February 28, 2011

Member Ronda Rutledge made motion to approve minutes with correction to Item 3C by deleting “Paige Hill abstained” and adding her to the recusal section. Member Arthur D’Andrea seconded the motion. Member Erin Flynn abstained as a new board member. Vote 10-0.

ACCESS & WELLNESS COMMITTEE

- January 11, 2010
- October 11, 2010
- November 8, 2010
- December 13, 2010
- January 10, 2011

Member Marla Camp motioned to approve all minutes with the amendment of having Ronda’s name corrected. Member Ronda Rutledge seconded the motion. Members Paige Hill and Erin Flynn abstained as new board members. Vote 9-0.

3. DISCUSSION AND POSSIBLE ACTION

A. Update in board composition due to expiration of terms of initial Travis County appointees (Sherri Fleming)

David Salazar, from Travis County Health Department, announced the reappointments of Katie Kramer and Michele Murphy-Smith. New appointed board members are Paige Hill and Erin Flynn. The County is reviewing the applications and resumes for the one vacancy left.

B. Update on Sustainable Food Policy Board recommendations to council on farmers market permitting fees and staff response (Paula McDermott)

Members Ronda Rutledge and Paige Hill recused themselves from Item 3B. Chair Paula McDermott gave an update of the PHHS meeting and will bring further updates in April 7, 2011 City Council meeting. No action taken.

C. Update on the Austin Climate Protection Program (Arthur D'Andrea)

Member Arthur D'Andrea attended the March 25, 2011 meeting and gave a brief update. The objective of the program is to encourage local food production and urban farms with land and water distribution and land use policies during and after extreme weather conditions. Arthur will continue to attend meetings, which are currently on a quarterly basis, and will keep board posted with updates. No action taken.

D. Proposal to produce annual report of the Sustainable Food Policy Board each April (Allison Beadle and Marla Camp)

Members Allison Beadle and Marla Camp are working on the annual report and to present at April's meeting.

Member Brandi Clark Burton had been working with PIO to have SFPB newsletter available on the City website. It is located at the City of Austin website under Austin Notes:

<http://www.ci.austin.tx.us/news/notes/index.cfm>

E. Change of meeting dates in December of 2011.

Board approved to have the Executive Committee meeting changed to December 12, 2011 and the full Board meeting changed to December 19, 2011 due to the City of Austin office closed on December 26, 2011. Vote of 11-0.

F. Establishment of initial Sustainable Food Policy Board Working Groups (Paula McDermott)

After some discussion, the Board voted on the following:

Imagine Austin (led by Michele Murphy Smith)

- Purpose: To review the Imagine Austin process and current plans, to invite participation and ensure representation in each of the 7 work groups. Participants are expected to voice the importance of sustainable local agriculture and of access to healthy food for Austin residents across all income and geographical areas as it specifically relates to each comprehensive plan working group. The targeted outcome is high priority food-related objectives on the final working plan for each group.
- Timeline: April to end of summer (August) 2011 – report to SFPB bi-monthly and assess for outcomes (and any recommendations for action by SFPB or City Council) in August.

Board unanimously agrees to accept Imagine Austin working group. Vote 11-0.

Supplemental Nutritional Assistance Program (SNAP) Participation (led by Arthur D'Andrea)

- Purpose: To collect, compile and report all information relevant to Supplemental Nutrition Assistance Program (SNAP) participation in Austin and Travis County as well as best practices in the state and other regions in order to make recommendations to the SFPB on city and county policies and practices aimed at improving participation in the program and tracking progress.
- Timeline: April to June 2011 – report back to SFPB at June 27, 2011 meeting. Board unanimously agrees to accept SNAP Participation working group. Vote 11-0.

Urban Farming Best Practices (led by Allison Beadle)

- Purpose: Research and identify best practices/benchmarks used by municipalities effectively making resources available for sustainable urban farming (e.g., land, water, compost, training). Identify existing related definitions – such as “sustainable agriculture,” “urban agriculture,” and “urban farm” – and provide recommendations for working definitions.
- Timeline: April to July 2011 – report back to SFPB at July 25, 2011 meeting. Members Paige Hill and Erin Flynn recused themselves from this item. Board voted to accept Urban Farming Best Practices working group. Vote 9-0.

Community Gardens Best Practices (led by Allison Beadle)

- Purpose: Research and identify best practices/benchmarks used by municipalities effectively making resources available for sustainable community gardens (e.g., land, water, compost, training). Identify existing related definitions and provide recommendations for working definitions.
- Timeline: April to July 2011 – report back to SFPB at July 25, 2011 meeting. Board unanimously agrees to accept Community Gardens Best Practices working group. Vote 11-0.

Farmers Market Permitting (led by Paula McDermott)

- Purpose: To examine current permitting practices and fees for all farmers market participants in Austin and Travis County in order to identify optimal short and long-term permitting practices and fees that will facilitate a strong local food economy while ensuring safety. Include information on best practices/benchmarks within the state and in other regions while noting potentially shifting state regulations and definitions that impact permitting practices.
- Timeline: April to July 2011 – report back to SFPB at July 25, 2011. Members Ronda Rutledge and Paige Hill recused themselves from this item. Board voted to accept Farmers Market Permitting working group. Vote 9-0.

The board discussed additional proposals:

- STAR Community Index Program – led by Paige Hill
- Universal Food Breakfasts – led by Arthur D’Andrea
- Food Deserts – led by Arthur D’Andrea
- Healthy, Local, Sustainable Food at City/County Venues – led by Ronda Rutledge
- Food Waste and Composting Programs – led by Marla Camp
- Buy Local Food Campaign – led by Marla Camp
- Strategic Alliances – led by Erin Flynn
- Food, Waste, and Global Warming – led by Melanie McAfee
- Water – led by Katie Kramer

The proposals will be discussed in more detail at the April 2011 meeting. No action taken.

(Due to time constraint, Item 4D moved before Item 4A)

4. ANNOUNCEMENTS - EVENTS AND RESEARCH RELATED TO BOARD CHARGES AND WORK PLAN

A. Sustainable Food Center internships

The leader of each working group can identify specific tasks that the interns can be able to help with. Send the description of task to Member Ronda Rutledge and Chair Paula McDermott.

B. STAR index-related NEMS collaboration

There will be a presentation by Dylan Siegler in April 2011 meeting.

C. National Food Policy conference – Portland

Item moved to April’s 2011 meeting.

D. Food Policy-related bills in Texas Legislature

Rob Borowski, from the Texas Food Policy Roundtable and Texas Impact, gave an update to the board of related Food Policy bills. He mentioned that the Texas Food Policy Roundtable will be hosting an event on April 29, 2011 from 9am – 11am at the Capital as an education day for policy makers and welcomed the board to attend.

Sites to go visit:

<http://txfoodpolicy.org/> - for bills listed, click under Bill Tracker

<http://www.capitol.state.tx.us/> - click under Legislature then look up a specific bill by HB #

5. DISCUSS AND TAKE ACTION ON FUTURE AGENDA ITEMS for April 25, 2011 Meeting

- A. STAR index presentation (Dylan Siegler)
- B. Farmers Market Permitting Fees follow-up
- C. Sustainable Food Policy Board Annual Reports (first two years)
- D. Supplemental Nutrition Assistance Program (SNAP) eligibility and related programs update
- E. Imagine Austin update
- F. Establishment on remainder working group list

ADJOURNMENT

Meeting adjourned at 2:44p.m.