



**Sustainable Food Policy Board  
Executive Committee  
APPROVED**

**JUNE MEETING MINUTES  
Monday, June 20, 2011**

The Executive Committee of the Sustainable Food Policy Board (SFPB) convened on Monday, June 20, 2011 at City Hall—Boards & Commissions Room, 302 W. Second Street, Austin, TX 78701

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

**Committee Members in Attendance:**

Allison Beadle, Liaison	Arthur D'Andrea, Liaison
Brandi Clark Burton, Liaison	Paula McDermott, SFPB – Chair
Marla Camp, SFPB -Vice Chair (ABSENT)	

**Staff in Attendance:**

Stephnie Connell, COA HHSD	Edna Staniszewski, COA HHSD
Vince Cobalis, COA HHSD	Jake Stewart, COA PARD

**1. CITIZEN COMMUNICATIONS**

None.

**2. REVIEW AND APPROVE MINUTES OF APRIL 18, 2011 MEETING.**

Liaison Arthur made motion to accept minutes. Liaison Allison seconded the motion.  
Vote 3-0.

(Brandi joined the meeting at 12:44pm)

**3. DISCUSS AND TAKE APPROPRIATE ACTION**

**A. SFPB Web Presence- Email List Update (Paula McDermott)**

Chair Paula mentioned the site is in process of being linked. No action taken.

**B. Sustainable Food Policy Board Annual Report (Allison Beadle)**

Liaison Allison mentioned report is in process. She should have a draft for SFPB Monday's meeting. No action taken.

**C. Board Membership History and Expertise - Brief Bio and Upcoming Changes (Paula McDermott)**

History and expertise completed, Liaison Allison to follow up missing bios for the annual report.

Chair Paula mentioned that Toni Tipton-Martin has been appointed as Member Ellen Sweets replacement. Member Brandi and Member Allison will not be seeking reappointment, but will continue to stay on until a replacement has been appointed. No action taken.

**D. Overview of meeting with HHSD (Paula McDermott)**

Chair Paula met with Dr. Philip Huang, Medical Director for Health and Human Service Dept, regarding a community transformation grant. She would like to present a letter of collaboration for the grant to the board for review and approval. No action taken.

**E. Current Working Group Updates, Plans, Modifications (including timelines and strategies, introduction of SFC interns):**

- **Supplemental Nutrition Assistance Program (SNAP) Participation** (Arthur D'Andrea)

Group has not met yet, Member Arthur is still recruiting people. At this time, he did not want to change timeline. No action taken.

- **Imagine Austin** (Michele Murphy-Smith)

As per Liaison Arthur, he mentioned that Member Michele is also recruiting people. No action taken.

- **Urban Farming Best Practices** (Allison Beadle and Paula McDermott)

Liaison Allison has three board members interested in participating in the working group and she is also reaching out to the community. She will contact people when she sets up a meeting. After some discussion, the timeline for the preliminary report was changed to August 2011. Action is mentioned below.

- **Community Garden Best Practices** (Allison Beadle and Paula McDermott)

Jake Stewart mentioned how their office could probably tap into the data that the FCC has collected thus far. Priority would be what is viable community garden land and being accurate. Chair Paula mentioned the working group should go away for now until the group that Jake is involved in can collect their data to present to board and at that time a working group can be formed. Action is mentioned below.

- **Farmers Market Permitting Fees** (Paula McDermott)

Chair Paula suggested that this group can also go away. Action is mentioned below.

- **Composting** (Melanie McAfee)

No information at this time. Liaison Brandi will follow up with Melanie. No action taken.

Liaison Arthur made a motion to have changes discussed be presented to the board's next meeting. Liaison Allison seconded the motion. Vote 4-0. The definition and timeline changes to be sent to Edna in order to prepare information presented to the board for approval.

**F. Follow-up on Proposed Working Groups**

- Strategic Alliances – led by Erin Flynn
- Water – led by Katie Kramer
- Healthy, Local, Sustainable Food at City/County Venues – led by Ronda Rutledge
- Universal Food Breakfasts – led by Arthur D'Andrea
- Food Deserts – led by Arthur D'Andrea
- Buy Local Food Campaign – led by Marla Camp
- Food Rescue – led by Brandi Clark Burton

Chair Paula tabled this item to the next meeting. No action taken.

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

**A. STAR Community Index Update – Paula McDermott**

Chair Paula attended conference and there was a survey and matrix to complete online that shows where we are as a city. She will send out to the board to complete.

**B. Other Announcements/Updates**

Liaison Brandi was approached by a group that is holding an event about raising funds for community garden. "Wholesale to Save" event that was started by a Michael Jackson organization.

**5. DISCUSS AND TAKE APPROPRIATE ACTION ON FUTURE SFPB AGENDA ITEMS**

Discuss agenda items for June 27, 2011 SFPB meeting.

- I. Central Texas Foodshed Assessment Report – Part I (Karen Banks)
- II. Introduction of Sustainable Urban Agriculture Coordinator (Ricardo Soliz, Jake Stewart – PARD)
- III. Summary of Portland Food Policy Conference in May (Jess Guffey, Jake Stewart, Paula McDermott)
- IV. Board and Executive Committee Membership Changes (Paula McDermott, Ellen Sweets or Toni Tipton-Martin, Allison Beadle, Brandi Clark Burton)
- V. Overview of Health and Human Services Dept Structure, Social Services Contracts and Neighborhood Center Programs Related to the SFPB (Stephnie Connell – HHSD)
- VI. Working Group Changes (Paula McDermott)
- VII. Letter of collaboration for the community transformation grant (Paula McDermott)

**ADJOURNMENT**

Meet adjourned at 1:42p.m.