



Sustainable Food Policy Board

JUNE MEETING MINUTES Monday, June 27, 2011

The Executive Committee of the Sustainable Food Policy Board (SFPB) convened on Monday, June 27, 2011 at City Hall—Boards & Commissions Room, 302 W. Second Street, Austin, TX 78701

Chair Paula McDermott called the meeting to order at 12:50pm.

Board Members in Attendance:

Marla Camp, Vice-Chair	Shirene Garcia	Melanie McAfee
Brandi Clark Burton	Paige Hill	Paula McDermott – Chair
Erin Flynn	Katie Kraemer	Ellen Sweets

Absent Board Members:

Allison Beadle	Michele Murphy-Smith
Arthur D’Andrea	Ronda Rutledge

Staff in Attendance:

Stephnie Connell, HHSD	David Salazar, TCHHS	Edna Staniszewski, HHSD
Juanita Jackson, TCHHS	Jake Stewart, PARD	

1. CITIZEN COMMUNICATIONS

Jolly Clark – Wasted Food

2. REVIEW AND APPROVAL OF MINUTES OF MAY 23, 2011.

Member Marla made motion to accept minutes. Member Shirene seconded the motion. Chair McDermott, Members Hill and McAfee abstained due not being in the last meeting. Vote of 5-0-3. Quorum not met. Minutes will need to be moved to next meeting.

(Member Kraemer joined the meeting at 1pm)

3. PRESENTATION - CENTRAL TEXAS FOODSHED ASSESSMENT – PART I (Karen Banks)

Karen Banks gave an update of the draft for the Central Texas Foodshed Assessment report. Ms. Banks will be presenting the completed report in the July 2011 meeting.

4. OVERVIEW OF HEALTH AND HUMAN SERVICES DEPARTMENT STRUCTURE, SOCIAL SERVICES CONTRACTS AND NEIGHBORHOOD CENTER PROGRAMS RELATED TO THE SFPB (Stephnie Connell – HHSD)

Stephnie Connell, HHSD, gave an update of the division’s breakdown. She will send out an invitation to the new director, Carlos Rivera, on behalf of the board for the July 2011 meeting.

(Member Sweets left meeting at 1:15pm)

5. DISCUSSION AND POSSIBLE ACTION

- A. **Board Changes** (Paula McDermott, Ellen Sweets or Toni Tipton-Martin, Allison Beadle, Brandi Clark-Burton)
Chair McDermott mentioned the new member, Toni Tipton-Martin who will be replacing Member Ellen Sweets, should be on board for the July 2011 meeting. Members Beadle and Burton terms end at the end of July 2011 but will stay on until new replacements are found. No action taken.
- B. **Introduction of Sustainable Urban Agriculture Coordinator** (Ricardo Soliz, Jake Stewart – PARD)
Jake Stewart, from PARD, introduced himself to the board. No action taken.
- C. **Summary of National Food Policy Conference in Portland** (Jess Guffey, Jake Stewart, Paula McDermott)
Jess Guffey, Jake Stewart and Chair Paula McDermott gave a summary of the National Food Policy Conference they all attended in Portland to the Board. No action taken.
- D. **Sustainable Food Policy Board Annual Reports Update** (Marla Camp and Allison Beadle)
Member Camp gave an update of the draft Annual Report. Member Camp made motion to accept draft with added corrections and information of missing bios sent to her to be finalized for July 2011 meeting. Erin seconded the motion. Vote 8-0

(Item F moved before E)

(Member Kraemer left meeting at 1:51pm)

- E. **Letter of Collaboration for Health and Human Services Department's CDC Community Transformation Grant application** (Paula McDermott)
Chair McDermott discussed the grant. Member Hill made motion to have Chair Paula draft collaboration letter for the Transformation Grant. Member Flynn seconded motion. Vote 7-0
- F. **Letter of Collaboration for Sustainable Food Center's USDA FMPP Grant Application** (Paula McDermott)
Chair McDermott read letter to the board. Member Camp made motion to accept letter with the minor changes. Member Burton seconded motion. Vote 7-0
- G. **Working Groups - Modifications and Updates** (Paula McDermott, Allison Beadle, Arthur D'Andrea)
- **Supplemental Nutrition Assistance Program (SNAP) Participation** (Arthur D'Andrea)
Chair McDermott mentioned that Member D'Andrea is still contacting people and may need to extend out that timeline to August. See action below.
 - **Imagine Austin** (Michele Murphy-Smith)
Chair McDermott mentioned this group is to insure sustainable foods gets into the comprehensive plan. An intern for Sustainable Food center is working in collecting data of other comprehensive plans to bring to the working group. No action taken.
 - **Urban Farming Best Practices** (Allison Beadle)
Member McDermott mentioned Member Beadle is in the process of setting up a meeting, more information to come. No action taken.
 - **Community Garden Best Practices** (Allison Beadle)
Chair McDermott proposed to eliminate working group. See action below.
 - **Farmers Market Permitting Fees** (Paula McDermott)
Chair McDermott proposed to eliminate working group. See action below.

- **Composting** (Melanie McAfee)
Member McAfee mentioned that it is still in process. No action taken.
- **Working Groups Proposals**
Member Flynn proposed the working group – Strategic Alliances. See action below.
All members unanimously voted to accept above changes which included eliminating two of the working groups (Community Garden Best Practices and Farmers Market Permitting Fees) and adding one (Strategic Alliances). Vote 7-0

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

- A. STAR Community Index Update
- B. Website and Email List
- C. Other Announcements

Due to time constraint items above moved to next meeting.

7. DISCUSS AND TAKE ACTION ON FUTURE AGENDA ITEMS

- A. July 25th, 2011 SFPB Meeting**
 - I. Central Texas Foodshed Assessment – Part II
 - II. Working Group Reports/Proposals
- B. August 22nd, 2011 SFPB Meeting**

ADJOURNMENT

Meeting adjourned at 2:55p.m.