



**Sustainable Food Policy Board
Executive Committee**

**APRIL MEETING MINUTES
Monday, April 16, 2012**

The Executive Committee of the Sustainable Food Policy Board (SFPB) convened on Monday, April 16, 2012, at Boards and Commissions Room, 301 W. Second Street, Austin, Texas.

Chair Paula McDermott called the meeting to order at 12:45pm.

Committee Members in Attendance:

Paula McDermott, SFPB Chair	Michele Murphy-Smith, Liaison
Ronda Rutledge, SFPB Vice Chair	Erin Flynn, Liaison - absent
Adam King, Liaison - absent	

Staff in Attendance:

Ashley Pudnos, HHSD	Marisa Balancier, HHSD
Robert Kingham, HHSD	

1. CITIZEN COMMUNICATION

None

2. APPROVAL OF MINUTES OF FEBRUARY 21, 2012.

Member Michele Murphy-Smith made a motion to accept the minutes. Vice Chair Ronda Rutledge seconded the motion. Motion passed 3-0-0.

3. DISCUSS AND TAKE APPROPRIATE ACTION

A. Board membership update and bylaw review (Robert Kingham)

- Introduction of new administrative staff, Marisa Balancier.
- New board member Mary Teeters nominated by council member Spellman. – Training is incomplete. Robert Kingham will check with Juanita Jackson regarding Judge Biscoe's appointment.
- Discussed process of amending bylaws-Executive Committee membership & attendance. No action taken.

B. City of Austin – Board Annual Review and Annual Report (Paula McDermott)

Discussed editing Board Annual Review submitted at the end of March. No action taken.

C. Work Plan Review and Plan for Implementation (Paula McDermott)

Vice Chair Ronda Rutledge suggested that there be a standing agenda item for reviewing performance.

- Have workgroups fill-in planning/tracking tool- Timeline of achievements
 - Begin date, implementation and final outcomes.
- Fill workgroups that do not have leadership and create an expectation or possible bylaw addition stating that board members should serve on workgroups.

- Add workgroup meeting announcements to listserv.

D. Working Group Updates (Area Liaisons)

Finishing Imagine Austin – Member Michele Murphy-Smith will draft a letter of support of final recommendations. Letter will be ready for next full board meeting, Monday April 23, 2012.

E. Schedule of Future Briefings:

1. **Travis County Bond Process – Farmland Preservation**
2. **Community Transformation Grant and Chronic Disease Prevention Related Work/Findings**
3. **City/County Programs/Budgets.**
4. **City of Austin Ethics and Conflict of Interest Presentation**

4. ANNOUNCEMENTS

A. Texas Food Policy Summit – May 10th – 11th – San Antonio

Vice Chair Ronda Rutledge is attending May 11th.

Chair Paula McDermott will try to attend May 10th.

B. SFC Summer Interns

If a working group has need for an intern, that working group can request an intern.

C. Presentations/Representation at community events

- Chair Paula McDermott presented at the Dept. of State Health Services Obesity Summit.
- Exec Board noted that Full Board needed to be aware that any presentation requested to represent Sustainability Food Policy Board should be referred to Chair Paula McDermott or Vice Chair Ronda Rutledge.
- Sustainability Action Plan will be unveiled at Earth Day.

5. DISCUSS FUTURE AGENDA ITEMS

A. April 23, 2012 SFPB Meeting

1. UT Law School Community Development Clinic Interns presentation to board
 - a. Legal Issues related to property taxes [10 minutes]
 - b. Best practices and challenges for leasing public land for agriculture [10 minutes]
2. Remind Board of Memorial Day meeting date change to **Tuesday May 29, 2012**
3. Austin Community Gardening Tour and Potluck on Saturday, April 28th

ADJOURNMENT

Meeting was adjourned at 1:45pm.