



**Sustainable Food Policy Board
Executive Committee**



**JULY MEETING MINUTES
Monday, July 16, 2012**

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

CALL TO ORDER

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

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:

Robert Kingham, HHSD	Marisa Balancier, HHSD
Jake Stewart, PARD	Meg Williams, PARD

1. CITIZEN COMMUNICATION

Meg Williams
- Jake Stewart introduced PARD intern

2. APPROVAL OF MINUTES OF JUNE 18, 2012.

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

3. DISCUSS AND TAKE APPROPRIATE ACTION

A. Health Department Food Permits and Farmers Markets Update (Paula McDermott)

- In response to a citizen communication at the June full board meeting Paula plans to meet with permitting office about the new requirements of vendors to wrap foods (mainly prepared) at farmers markets.
- Committee agrees that new policy is not consistent with Zero waste or Imagine Austin initiatives.
- No Action Taken.

B. Economic Analysis Recommendation Follow-up (Paula McDermott)

- Letter has been sent and Paula is following up with council aides.
- No Action Taken.

C. Annual Report Update (Paula McDermott)

- Updated committee on status of Annual Report.
- No Action Taken.

D. Work Plan Updates and Approval (Michele Murphy-Smith)

- Committee discussed updates made to planning/tracking tool.
- No Action Taken.

E. Working Group Reports

- Food Access and Wellness (Michele Murphy-Smith)
 - Updated committee on status of working group report.
 - No Action Taken
- Food Production and Business (Adam King)
 - Liaison Adam King not present at meeting.
 - No Action Taken

F. Supplemental Nutrition Assistance Program-related recommendations –update (Robert Kingham)

- First meeting scheduled July 17th at 1:00p.m.
- No Action Taken.

G. Supplemental Nutrition Assistance Program Recipient Automatic Eligibility for COA Utility Discount

- Committee requested official announcement regarding automatic discount for SNAP recipients when utility rates increase in October.
- Questions posed: How does the discount work? Amount of discount? Can information be provided in utility bills?
- SNAP work group currently in the process of finding out information reports Robert Kingham.
- No Action Taken.

H. Community Outreach Update (Paula McDermott)

- Liaison Michele Murphy-Smith will chair work group.
- No Action Taken

4. ANNOUNCEMENTS

A. Food Day Updates

5. DISCUSS FUTURE AGENDA ITEMS

A. July 23rd Meeting

1. City HHSD Briefings re: SFPB-related Budget/Activities/Metrics (Philip Huang)
2. Sustainable Urban Agriculture and Community Garden
3. Community Transformation Grant and Chronic Disease Prevention Related Work/Findings (Philip Huang)
4. Travis County Budget/Activities/Metrics Briefings
5. Working Group Reports – Food Surplus (moved to August)

B. Future Meetings

1. Travis County Bond Process – Farmland Preservation
2. Sustainable Urban Ag. and Community Gardens Briefing
3. Community Transformation Grant and Chronic Disease Prevention Related Work/Findings
4. County Briefings (including HUD report)
5. Sustainability Office Briefing
6. SFPB Web Presence

ADJOURNMENT

Meeting was adjourned at 1:50p.m.