



**Sustainable Food Policy Board
Executive Committee
APPROVED**

**JANUARY MEETING MINUTES
Tuesday, January 22, 2013**

The Executive Committee of the Sustainable Food Policy Board (SFPB) convened on Tuesday, January 22, 2013, in Boards and Commissions Room, 301 W. Second Street, Austin, Texas.

CALL TO ORDER

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

Committee Member Attendance:

Paula McDermott, SFPB Chair
Ronda Rutledge, SFPB Vice Chair
Kathy Green, Liaison

Michele Murphy-Smith, Liaison
Erin Flynn, Liaison - absent

Staff in Attendance:

Robert Kingham, A/TC HHSD
Marcy Alonzo, TC-HHS/VS

Marisa Balancier A/TC HHSD

1. CITIZEN COMMUNICATION

Dorsey Barger

- Topic: Small animal harvesting in the City of Austin
- Referred to SFPB by PDRD because of a cease and desist order on the slaughter of animals (chickens & rabbits) on farm within City limits and wants SFPB's help in possibly modifying the definition of or permitted use of urban farms.

2. APPROVAL OF MINUTES OF NOVEMBER 19, 2012.

- Liaison Michelle Murphy-Smith made motion to accept the minutes.
- Vice Chair Ronda Rutledge seconded the motion.
- Motion passed 4-0-0.

3. DISCUSS AND TAKE APPROPRIATE ACTION

A. Board Recommendations Follow-up

1) Supplemental Nutrition Assistance Program and Central Texas Food Assistance Program Outreach and Incentives

- SNAP workgroup did not present at Public Health and Human Services Subcommittee's January's meeting. Presentation moved to February agenda.
- Liaison Kathy Green made motion to recommend that a summary letter be crafted to send to full board on Monday, January 28, 2013. Letter will be read at Public Health and Human Services Subcommittee's February meeting.
- Liaison Michele Murphy-Smith seconded motion.
- Motion passed 4-0-0.

2) Economic Analysis Study

- No Action Taken

B. Community Engagement

1) Working Group Outreach Guidelines/Process

- Item not discussed.
- No Action Taken.

2) Data and Information Monitoring/Collection/Distribution

- Item not discussed
- No Action Taken.

C. Working Group Briefings

1) Healthy, Local Sustainable Food in City Venues

- Working group chair Joy Casnovsky will present recommendation and procurement resolution in Monday's full board meeting.
- No Action Taken.

2) Distribution & Processing of Local Meats

- Chair Paula McDermott provided update – working group is currently compiling best practices research.
- Chair Paula McDermott will follow-up with working group for more information to be provided at Monday's full board meeting.
- No Action Taken.

D. Sustainable Food Policy Board Infrastructure and Protocol

1) Board Work Plan Process and Timing

- Committee discussed current work plan process and discussed ways to improve.
- No Action Taken.

2) Annual Report Publication – Community Speaking Tracking

- Item not discussed.
- No Action Taken.

3) Bylaws Language and Terms Definitions

- Item not discussed.
- No Action Taken.

4) Board Member Appointments

- Committee discussed current board openings and upcoming county reappointments.
- County staff liaison Marcy Alonzo will resend request for information.
- No Action Taken.

4. ANNOUNCEMENTS

A. Community Happenings

1. 2013 TOFGA Conference-Texas Organic Farmers and Gardeners Conference; February 7-10; Hilton Austin Airport
2. UT Health Science Center Nutrition Class Presentation – February 19th
3. City of Austin Food Summit - March

5. SUMMARY OF ACTION ITEMS

- November 17th meeting minutes approved
- SNAP summary letter to be presented to full board.

6. DISCUSS AND TAKE APPROPRIATE ACTION ON FUTURE AGENDA ITEMS

A. January 28th Meeting

1. Board Recommendations Follow-Up
Supplemental Nutrition Assistance Program and Central Texas Food Assistance Program Outreach and Incentives (REMOVED)
2. Community Engagement
 - a. Working Group Outreach Guidelines/Process
 - b. Data and Information Monitoring/Collection/Distribution
 - c. Board Representations/Community Speaking Engagements (ADDED)
3. Working Group Briefing and Recommendations
 - a. Healthy, Local, Sustainable Food in City/County Venues
 - b. Distribution & Processing of Local Meats – Permitted use and Zoning Codes (ADDED)
 - c. Supplemental Nutrition Assistance Program and Central Texas Food Assistance Program Outreach and Incentives summary letter. (ADDED)
4. Sustainable Food Policy Board Infrastructure and Protocol
 - a. Board Work Plan
 - b. Annual Report (ADDED)
 - c. Board Member Appointments
 - d. Attendance and Agenda Protocol (ADDED)

2. FUTURE AGENDA ITEMS [5 MINUTES]

• **PRESENTATION – TRAVIS COUNTY RELATED ACTIVITIES /PROGRAMS/WORKPANS - FEBRUARY**

- A. Board Recommendations Follow-up
 1. City Urban Agriculture Exemption – March/April
 2. Economic Analysis – March/April
 3. Food Recovery
- B. Community Engagement
- C. Sustainable Food Policy Board Infrastructure
- D. Working Group Briefing
Distribution & Processing of Local Meats - March

A. ADJOURNMENT

Meeting was adjourned at 1:40p.m.