



**Sustainable Food Policy Board  
Executive Committee**



**FEBRUARY MEETING MINUTES  
Tuesday, February 19, 2013**

The Executive Committee of the Sustainable Food Policy Board (SFPB) convened on Tuesday, February 19, 2013, in Boards and Commissions Room, 301 W. Second Street, Austin, Texas.

**CALL TO ORDER**

Chair Paula McDermott called the meeting to order at 12:37 p.m.

**Committee Member Attendance:**

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

**Staff in Attendance:**

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

**1. CITIZEN COMMUNICATION**

City of Austin staff Meg Williams

Topic: Food and Farm Leadership Conference September 23<sup>rd</sup> & 24<sup>th</sup>

Discussed logistics of City of Austin Food Summit combining with the Food and Farm Leadership Conference in September.

**2. APPROVAL OF MINUTES OF NOVEMBER 19, 2012.**

- Liaison Kathy Green made motion to accept the minutes.
- Liaison Michele Murphy-Smith seconded the motion.
- Motion passed 3-0-0.

**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
  - Health Department presentation to Public Health and Human Services Subcommittee's today at 3:00p.m.
  - Liaison Kathy Green signed up to speak on behalf of the board
  - Goal is to have PHHS Subcommittee make a suggestion to council to get budget item this fiscal year
  - No Action taken
- 2) Economic Analysis Study
  - No new updates
  - No Action taken

3) Healthy, Local, Sustainable Food in City/County Venues

- No new updates
- No Action taken

4) Distribution & Processing of Local Meats

- No new updates
- Agenda item changed to Permitted Use and Zoning Resolution – Urban Farms
- No Action taken

B. Community Engagement

1) Working Group Outreach Guidelines/Process

- Working group still in planning stage.
- First meeting date not set.
- No Action Taken.

2) Data and Information Monitoring/Collection/Distribution

- Member Meagan Jones interested.
- No new updates.
- No Action Taken.

C. Working Group Briefings and Recommendations

Food Security

Community Health Assessment/Community Health Improvement Plan (CHA/CHIP) presentation

- CHA complete, moving on the CHIP.
- Stakeholder meeting in April.
- 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

- Meagan Jones as prepared a draft to present to the board.
- No Action Taken.

3) Bylaws Language and Terms Definitions

- Item not discussed
- No Action Taken.

4) Board Member Appointments

- Chair Paula McDermott, member Michele Murphy-Smith, and member Meagan Jones reappointed
- 3 county appointments still to be made
- No Action Taken.

#### **4. ANNOUNCEMENTS**

##### **A. Community Happenings**

- 1) UT Health Science Center Nutrition Class Presentation – February 19<sup>th</sup>
- 2) City of Austin Food Summit – TBA (Changed to September 2013)
- 3) Funky Chicken Coop Tour – March 30, 2013 (ADDED)

#### **5. SUMMARY OF ACTION ITEMS**

- November 17<sup>th</sup> meeting minutes approved

#### **6. DISCUSS AND TAKE APPROPRIATE ACTION ON FUTURE AGENDA ITEMS**

##### **A. February 25<sup>th</sup> Meeting**

- 1) Board Recommendations Follow-Up
  - a. Supplemental Nutrition Assistance Program and Central Texas Food Assistance Program Outreach and Incentives
  - b. Healthy, Local, Sustainable Food in City/County Venues
  - c. Distribution & Processing of Local Meats
- 2) Community Engagement
  - a. Working Group Outreach Guidelines/Process
  - b. Data and Information Monitoring/Collection/Distribution
- 3) Working Group Briefing and Recommendations
- 4) Sustainable Food Policy Board Infrastructure and Protocol
  - a. Board Work Plan
  - b. Annual Report Publication – Community Speaking Tracking
  - c. Board Member Appointments

#### **7. FUTURE AGENDA ITEMS [5 MINUTES]**

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

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

#### **ADJOURNMENT**

Meeting was adjourned at 1:50p.m.