



**Sustainable Food Policy Board  
Executive Committee  
APPROVED**

**MARCH MEETING MINUTES  
Monday, March 18, 2013**

The Executive Committee of the Sustainable Food Policy Board (SFPB) convened on Monday, March 18, 2013, in Boards and Commissions Room, 301 W. Second Street, Austin, Texas.

**CALL TO ORDER**

Chair Paula McDermott called the meeting to order at 12:35 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  
Linda Terry, A/TC HHSD  
Lucia Athens, Office of Sustainability

Marisa Balancier A/TC HHSD  
Meg Williams, PARD  
Cassie DeLeon, A/TC HHSD

**1. CITIZEN COMMUNICATION**

City of Austin staff Meg Williams  
Topic: Parks and Recreation Department (PARC) staffing changes.  
Discussed future staffing changes in PARC. More information will be presented in staff briefing at full board meeting.

**2. APPROVAL OF MINUTES OF FEBRUARY 19, 2013.**

- Liaison Michele Murphy-Smith made motion to accept the minutes.
- Liaison Kathy Green seconded the motion.
- Motion passed 4-0-0.

**3. DISCUSS AND TAKE APPROPRIATE ACTION**

**A. Board Recommendations Follow-up**

- 1) Economic Analysis Study
  - Presentation on agenda and set to go before council next Thursday.
  - No Action taken
- 2) City Urban Agriculture Exemption
  - No new updates
  - 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 to lead group.
  - No Action Taken.
- C. Working Group Briefings and Recommendations
  - Distribution & Processing of Local Meats
    - Incorrect information from citizen communicated to council re: the number of chicken being processed. Several departments working with farm.
    - No Action Taken.
- D. Sustainable Food Policy Board Infrastructure and Protocol
  - 1) Board Work Plan Process and Timing
    - Board work plan wrapping up. Discussed board members' and liaisons' responsibilities regarding updates.
    - No Action Taken.
  - 2) Annual Internal Review
    - Board Chair Paula McDermott has and is revising draft prepared by member Meagan Jones.
    - Will present to board on Monday for acceptance vote.
    - No Action Taken.
  - 3) Bi-annual Publication – Tracking Community Speaking
    - Reminder that public speaking events require board approval.
    - No Action Taken.
  - 4) Board Member Appointments
    - All county appointments except Rob Borowski have been re-appointed.
    - No Action Taken
- E. State Legislative Briefing on Food Policy
  - Liaison Kathy Green discussed three bills 1107, 1306, and 1392 up for hearing this week.
  - No Action Taken

#### **4. ANNOUNCEMENTS**

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

- 1) City of Austin Food Summit – September 2013
- 2) Funky Chicken Coop Tour – March 30, 2013
- 3) Capital Area Food Bank is canvassing for volunteers to help in the Hunger in America Survey. For more information email Kathy Green at [kgreen@austinfoodbank.org](mailto:kgreen@austinfoodbank.org) (ADDED)

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

- February 19<sup>th</sup> meeting minutes approved

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

A. March 25<sup>th</sup> Meeting

**PRESENTATION – TRAVIS COUNTY RELATED ACTIVITIES/  
PROGRAMS/WORK PLANS OVERVIEW [SHERRY FLEMING]**

**PRESENTATION – TEXAS AGRILIFE EXTENSION [LINDSAY RAZZAZ]**

- 1) Board Recommendations Follow-Up
  - a. Economic Analysis Study
  - b. City Urban Agriculture Exemption (REMOVED)
  - c. Healthy, Local Sustainable Food in City/County Venues (ADDED)
  - d. Permitted Use and Zoning Resolution – Urban Farms (ADDED)
- 2) Community Engagement
  - a. Working Group Outreach Guidelines/Process
  - b. Data and Information Monitoring/Collection/Distribution
- 3) Working Group Briefing and Recommendations  
Distribution & Processing of Local Meats (REMOVED)
- 4) Sustainable Food Policy Board Infrastructure and Protocol
  - a. Board Work Plan
  - b. Annual Report Publication – Community Speaking Tracking
  - c. Bi-annual Publication – Tracking Community Speaking
  - d. Board Member Appointments
  - e. Listserv (ADDED)
  - f. Agenda Setting (ADDED)

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

- A. Board Recommendations Follow-up
  1. City Urban Agriculture Exemption – May
  2. Economic Analysis Study– April
  3. Food Recovery
  4. Supplemental Nutrition Assistance Program and Central Texas Food Assistance Program Outreach and Incentives – May
  5. Healthy, Local, Sustainable Food in City/County Venues – March
  6. Permitted Use and Zoning Resolution – Urban Farms - March
- B. Community Engagement
- C. Sustainable Food Policy Board Infrastructure
- D. Working Group Briefing

**ADJOURNMENT**

Meeting was adjourned at 1:45p.m.