



**Sustainable Food Policy Board
Executive Committee
APPROVED**

**APRIL MEETING MINUTES
Monday, April 15, 2013**

The Executive Committee of the Sustainable Food Policy Board (SFPB) convened on Monday, April 15, 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
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

Marisa Balancier A/TC HHSD
Philip Huang, A/TC HHSD
Cassie DeLeon, A/TC HHSD

1. CITIZEN COMMUNICATION

City of Austin staff Meg Williams

Topic: Parks and Recreation Department (PARD) staffing changes.

Discussed future staffing changes in PARD. More information will be presented in staff briefing at full board meeting.

2. APPROVAL OF MINUTES OF MARCH 18, 2013 MEETING.

- Liaison Michele Murphy-Smith made motion to accept the minutes.
- Vice Chair Ronda Rutledge seconded the motion.
- Amendment made to item 4C re: how Council received incorrect information.
- Motion passed 4-0-0.

3. STAFF BRIEFING – ECONOMIC ANALYSIS STUDY UPDATE [MARGARET SHAW FROM ECONOMIC GROWTH AND REDEVELOPMENT SERVICES OFFICE]

4. DISCUSS AND TAKE APPROPRIATE ACTION

A. Board Recommendations Follow-up

1) Economic Analysis Study

- Chair Paula McDermott read resolution 20130411-038 into the record.
- Committee discussed most efficient way for board to prioritize recommendations.
- Liaison Michele Murphy-Smith made motion table the prioritization discussion until the end of the meeting.
- Liaison Kathy Green seconded the motion.
- Motion passed 4-0-0.

- 2) Land Use Code Amendment – Urban Farm Definition
 - Planning Commission approved amendment to urban farm definition.
 - Working group meetings set up to discuss definition in pieces.
 - No action taken.
- 3) Healthy, Local, Sustainable Food in City/County Venues
 - Cross-department team convened and working on recommendations to take to Public Health and Human Services Subcommittee and to Council in May.
 - No action taken.

B. Sustainable Food Policy Board Infrastructure and Protocol

- 1) Annual Internal Review
 - Chair Paula McDermott presented draft to committee.
 - Liaison Michele Murphy-Smith moved that the presented draft of the Annual Internal Review be brought before the full board.
 - Liaison Kathy Green seconded the motion.
 - Motion passed 4-0-0.
- 2) Listserv
 - Board staff has to be trained on new system so all postings must go through corporate PIO. Please allow 2-3 days from time information is to staff until it is posted.
 - No Action Taken.
- 3) Website Updates
 - Liaison Michele Murphy-Smith will send updated working group description to staff.
 - No action taken.
- 4) Working Group Outreach
 - Liaison Michele Murphy-Smith discussed citizen suggestion for improving outreach such as social media and information on citizen communication or how to start a community garden and community input to the board.
 - City Clerk's office will have to be consulted before a social media site can be created.
 - No action taken
 - Liaison Kathy Green left at 1:28p.m.

C. Working Group Briefings and Recommendations

- 1) Food Security
 - The SFPB Food Security working group would begin working on the policy related to food zones which was prioritized by CHIP.
 - No action taken.
- 2) Central Texas Food Assistance Programs
 - Related to food security.
 - No action taken

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

- Update already provided.
- No action taken.

4) City/County Bond Issues Work Group

- Name updated to Code Coordination and Metrics.
- No action taken.

5) Retail Capacity Building

- Farmer's market piece still moving forward.
- No action taken.

6) Increasing Distribution/Processing of Local Meats

- No new updates.
- No action taken.

7) Affordable Water for Sustainable Farms

- No new updates.
- No action taken.

D. Texas Legislative Update on food and farming bills

- Liaison Kathy Green had to leave dias before item was discussed. However, she will provide summary at the full board meeting.
- No action taken.

5. ANNOUNCEMENTS

A. Community Happenings

- 1) City of Austin Food Summit – September 2013
- 2) 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
- 3) East Austin Garden Fair - Saturday April 20th, from 9:30am – 1:30pm at Parque Zaragoza (2608 Gonzales St Austin, TX 78702). This year's theme is "Get Up, Get Green!"
- 4) Local Food Policy Panel - UT LBJ School of Public Affairs - April 29th

6. SUMMARY OF ACTION ITEMS

7. DISCUSS AND TAKE APPROPRIATE ACTION ON FUTURE AGENDA ITEMS

A. April 22nd Meeting

- **STAFF BRIEFING – ECONOMIC ANALYSIS STUDY UPDATE[MARGARET SHAW FROM ECONOMIC GROWTH AND REDEVELOPMENT SERVICES OFFICE AND JON HOCKENYOS FROM TXP]**

- 1) Sustainable Food Policy Board Infrastructure and Protocol
 - a. Annual Internal Review
 - b. Listserv
 - c. Website Updates

- 2) Board Recommendations Follow-Up
 - a. Economic Analysis Study
 - b. Land Use Code Amendment - Urban Farm Definition
- 3) Working Group Briefing and Recommendations
- 4) Texas legislative update on food and farming bills

2. FUTURE AGENDA ITEMS [5 MINUTES]

- A. Board Recommendations Follow-up
 1. City Urban Agriculture Exemption – May
 2. Economic Analysis – 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
 6. Permitted Use and Zoning Resolution – Urban Farms

ADJOURNMENT

Meeting adjourned at 2:15p.m.