



**Sustainable Food Policy Board  
Executive Committee  
APPROVED**



**MAY MEETING MINUTES  
Monday, May 20, 2013**

The Executive Committee of the Sustainable Food Policy Board (SFPB) convened on Monday, May 20, 2013, in Boards and Commissions Room, 301 W. Second Street, Austin, Texas.

**CALL TO ORDER**

Chair Paula McDermott called the meeting to order at 12:43 p.m.

**Committee Member Attendance:**

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

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

**Staff in Attendance:**

Linda Terry, A/TC HHSD  
Marcy Alonzo, TC-HHS/VS

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

**1. CITIZEN COMMUNICATION**

None

**2. APPROVAL OF MINUTES OF APRIL 15, 2013 MEETING.**

- Vice Chair Ronda Rutledge 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 Infrastructure and Protocol**

**1) Listserv**

- Proposal to rename the Austin Notes email sign up list in Austin Notes form "Sustainable Foods" to "**Austin Food News**" was unanimously approved on Vice Chair Ronda Rutledge's motion, Liaison Erin Flynn second on a 4-0 vote.

**2) Boards and Commissions email accounts-Mandatory utilization effective immediately- training refresher**

- Staff Liaison Linda Terry reminded Executive Committee that as of June 1<sup>st</sup> all communications from staff will only be sent to board members "bc" email addresses and no longer to their personal email accounts.
- No action taken.

**3) Working Group Reporting Form**

- Staff Liaison Linda Terry created form working group chairs could use to report updates to Executive Committee due the Wednesday before Committee meeting.
- No action taken

- 4) Board plans for National Food Day on October 24, 2013
  - Staff Liaison Linda Terry wanted to make Committee aware that preparations have already begun for National Food Day and board should start discussing plans.
  - No action taken

#### B. Board Recommendations Follow-up

- 1) Supplemental Nutrition Assistance Program Outreach/Incentives
  - Chair Paula McDermott discussed the Executive Summary of students of the LBJ school of Public Affairs' report to be given to the Public Health and Human Services Subcommittee tomorrow May 21, 2013.
  - No action taken.
- 2) Healthy, Local, Sustainable Food in City/County Venues
  - Cross-department team has recommendations to take to Public Health and Human Services Subcommittee tomorrow May 21, 2013 and to Council in June.
  - No action taken.
- 3) Land Use Code Amendment – Urban Farm Definition
  - Third working group meetings set up to discuss definition in pieces.
  - No action taken.
- 4) Economic Impact Analysis
  - Committee discussed possible clarifications to the board's economic impact analysis recommendations.
  - No action taken.

#### C. Working Group Briefings and Recommendations

- 1) Food Security
  - No update
  - No action taken.
- 2) Data Tracking and Collating
  - No update
  - No action taken.
- 3) Community Engagement and Outreach
  - Working group meeting tomorrow May 21, 2013
  - No action taken.
- 4) Buy Local Food Campaign
  - No update
  - No action taken.
- 5) Retail Capacity Building
  - Farmer's Market Ordinance scheduled to go before Public Health and Human Services Subcommittee in June.
  - No action taken.
- 6) Distribution/Processing of Local Meats
  - Group working on Farm and Ranch Freedom Alliance (FARFA) efforts and the better public health communication bill.
  - No action taken.

- 7) Affordable Water for Sustainable Farms
  - No update
  - No action taken.
- 8) Code Coordination and metrics
  - Update given in recommendation follow-up.
  - No action taken.
- D. Budget in a Box – City’s budget engagement interactive tool
  - Staff Liaison Linda Terry made committee aware of the interactive tool if members wanted to provide input.
  - No action taken.

\*Vice Chair Ronda Rutledge left at 1:45p.m.

#### **4. REVIEW OF BOARD MEMBER ASSIGNMENTS [5 MINUTES]**

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

##### **A. May 28<sup>th</sup> Meeting**

- **STAFF BRIEFING – HEALTH AND HUMAN SERVICES DEPARTMENTAL BUDGET PRESENTATION [HHSD FINANCIAL OFFICE]**
- **STUDENT PRESENTATION-FARMERS MARKET INCENTIVE PROGRAMS: VEHICLES FOR INCREASING LOCAL FOOD ACCESS AMONG NUTRITION ASSISTANCE BENEFICIARIES-POLICY RECOMMENDATIONS FOR AUSTIN, TEXAS [LBJ SCHOOL OF PUBLIC AFFAIRS GRADUATE STUDENTS: JEANIE DONOVAN, AMY MADORE, MEGAN RANDALL, KATE VICKERY] [15MINUTES]**

- 1) Board Recommendations Follow-up
  - a. Supplemental Nutrition Assistance Program Outreach/Incentives
  - b. Healthy, Local, Sustainable Food in City/County Venues
  - c. Land Use Code Amendment – Urban Farm Definition
  - d. Economic Impact Analysis
- 2) Working Group Briefing and Recommendations
  - a. Retail Capacity Building – Farmer’s Market Ordinance
  - b. Distribution/Processing of Local Meats
- 3) Board Infrastructure and Protocol
  - a. Listserv
  - b. Boards and Commissions email accounts-Mandatory utilization effective immediately- training refresher
  - c. Working Group Reporting Form
  - d. Board plans for National Food Day on October 24, 2013
- 4) Texas legislative update on food and farming bills
- 5) Budget in a box

#### **ADJOURNMENT**

Meeting adjourned at 1:56 p.m.