



**Sustainable Food Policy Board
APPROVED**

**MAY MEETING MINUTES
Tuesday, May 28, 2013**

The Sustainable Food Policy Board (SFPB) convened on Tuesday, May 28, 2013, at Boards and Commissions Room, 301 W. Second Street, Austin, Texas.

Board Members in Attendance:

Ronda Rutledge – Vice Chair	Michele Murphy-Smith	Meagan Jones
Paula McDermott – Chair	Erin Flynn	Karla Loeb
Mary Teeters	Melanie McAfee	Hildreth England
Katherine Nicely		

Absent Board Members:

Rob Borowski	Marla Camp	Kathy Green
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Staff in Attendance:

Marisa Balancier, HHSD	Linda Terry, HHSD	Marcy Alonzo, TC-HHS/VS
Juanita Jackson, TC-HHS/VS	Cassie DeLeon, HHSD	Kate Vickery, SUACG

CALL TO ORDER

Vice Chair Ronda Rutledge called the meeting to order at 12:40p.m.

1. CITIZEN COMMUNICATION

Marisol Valle-Farmer

- Topic: Local Food Gro-Act
- Wants farmer input on the permanent market space, maps of local farms on city website to help increase customer base.

*Chair Paula McDermott arrived 12:45p.m

Katie Kramer-Pitre – Tecolate Farms

- Topic: Farmer's Market Incentive Programs
- Proliferation of farmer's markets is diluting customer base. Wants a reliable covered market with a board made up of 50% professional farmer.

Sharon Crow – Ginny Hill Farm

- Topic: Economic Impact Study
- Likes idea of increasing public awareness.

2. APPROVAL OF MINUTES OF APRIL 22, 2013.

- Member Michele Murphy-Smith moved to approve minutes.
- Member Erin Flynn seconded motion.
- Motion passed 10-0-0.

3. STAFF BRIEFING-HEALTH AND HUMAN SERVICES DEPARTMENTAL BUDGET PRESENTATION [HHSD FINANCIAL OFFICE] [20 MINUTES]

City of Austin staff Kymberley Maddox presented HHSD FY14 organizational overview, key performance indicators, budget forecast cost drivers, revenue forecast, FY14 capital highlights and priority unmet service demands.

4. **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] [15 MINUTES]**

5. **DISCUSS AND TAKE APPROPRIATE ACTION**

A. Board Recommendations Follow-up [50 Minutes]

- 1) Supplemental Nutrition Assistance Program Outreach/Incentives
 - Presentation to the Public Health and Human Services Subcommittee in April.
 - No action taken.
- 2) Healthy, Local, Sustainable Food in City/County Venues
 - Staff briefing bumped to June meeting. No update can be given as recommendations are not yet public.
 - No action taken.
- 3) Urban Farm Definition
 - Third public session complete. Information can be found at keyword **Austin grows** on the sustainable urban agriculture web page:
<http://austintexas.gov/department/sustainable-urban-agriculture>
- 4) Economic Impact Analysis Working Group Briefings and Recommendations
 - Vice Chair Ronda Rutledge read clarification of economic impact analysis recommendations draft into record.
 - Board altered fourth “whereas” with input wording from member Mary Teeters.
 - Board moved sixth bullet in final recommendation to the first position.
 - Board added the word “increase” to newly forth bullet in final recommendation.
 - Member Hildreth England to accept document.
 - Member Katherine Nicely seconded motion.
 - Motion passed 10-0-0.

B. Working Group Briefings and Recommendations [10 Minutes]

- 1) Retail Capacity Building – Farmer’s Market Ordinance
 - Item not discussed
 - No action taken.
- 2) Distribution/Processing of Local Meats
 - Item not discussed
 - No action taken.

*Members Erin Flynn and Katherine Nicely left dais at 2:40p.m.

C. Board Infrastructure and Protocol [15 Minutes]

- 1) Listserv-Renaming and submission due dates
 - Vice Chair Ronda Rutledge made motion to change the listserv address to “**Austin Food News**” from “**Sustainable Food.**”
 - Member Michele Murphy-Smith seconded the motion
 - Motion passed 8-0-0. Members Erin Flynn and Katherine Nicely not present at vote.

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

- Chair Paula McDermott and Vice Chair Ronda Rutledge reminded board members that as June 1st all communications related to board business will be sent only to the “bc” email accounts established by the city for all boards and commissions members and no longer to personal email addresses.

3) Working Group Monthly Update Reporting Form

- Item not discussed
- No action taken

4) Board plans for National Food Day on October 24, 2013

- Item not discussed
- No action taken

D. Texas Legislative Update on Food and Farming Bills. [5 Minutes]

- Item not discussed
- No action taken

6. REVIEW OF BOARD MEMBER ASSIGNMENTS [5 MINUTES]

ADJOURNMENT

Meeting was adjourned at 2:46 p.m.