



**Sustainable Food Policy Board  
Executive Committee  
APPROVED**



**JULY MEETING MINUTES  
Monday, July 15, 2013**

The Executive Committee of the Sustainable Food Policy Board (SFPB) convened on Monday, July 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 12:33 p.m.

**Committee Member Attendance:**

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

**Staff in Attendance:**

Linda Terry, A/TC HHSD	Marisa Balancier A/TC HHSD
Marcy Alonzo, TC-HHS/VS	Cassie DeLeon, A/TC HHSD

**1. CITIZEN COMMUNICATION**

Elliott Nelson –Boy Scouts of America, Troop 61; Gorzycki Middle School  
Topic: Austin ISD composting idea.  
Letter submitted as backup documentation.

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

- Liaison Erin Flynn made motion to accept the minutes.
- Liaison Kathy Green seconded the motion.
- Motion passed 3-0-0.

**3. DISCUSS AND TAKE APPROPRIATE ACTION**

**A. Board Infrastructure and Protocol**

- 1) Board Membership Update – Vacancies/Appointments
  - All three vacant positions have been posted.
  - Applications available online.
  - No action taken.
- 2) Board Website Updates
  - All updates have been made.
  - No action taken.
- 3) July 22, 2013 full board meeting
  - a. Quorum Check
    - According to e-mail responses, quorum should be present at meeting.
    - No action taken.

- b. Interim Chair Appointment
  - No appointment made. Will announce later.
  - No action taken.

B. Board Recommendations Follow-up

- 1) Supplemental Nutrition Assistance Program Outreach/Incentives
  - No new update.
  - No action taken.
- 2) Healthy, Local, Sustainable Food in City/County Venues
  - Staff member Cassie DeLeon provided update stating that item was changed to a Council briefing.
  - The same presentation presented to the board and to the Public Health and Human Services Subcommittee (PHHS) will also be presented to Council
  - No action taken.
- 3) Land Use Code - Urban Farm Definition Revision
  - Members of the code coordination and metrics working group (Katherine Nicely, Heather Frambach, Kate Vickery) presented the working groups recommendations as well as next steps to finalizing code.
  - All of information presented by the working group is public and can be viewed at the urban agriculture and community garden website.  
<http://austintexas.gov/department/sustainable-urban-agriculture>
  - No action taken.
- 4) Economic Impact Analysis Recommendations
  - Resolution 20130627-080 approved by council
  - Resolution provided as backup documentation.
  - No action taken.

C. Working Group Briefings and Recommendations

- 1) Food Security Working Group
  - No update
  - No action taken.
- 2) Data Tracking and Collating Working Group
  - Board needs to seek new leadership for working group.
  - No action taken.
- 3) Community Engagement and Outreach Working Group
  - Board needs to seek new leadership for working group.
  - No action taken.
- 4) Buy Local Food Campaign Working Group
  - Board needs to seek new leadership for working group.
  - No action taken.

- 5) Retail Capacity Building Working Group
  - Group met last week. Farmer's market ordinance still moving forward. Hopes to get it on PHHS agenda for August.
  - No action taken.
- 6) Distribution/Processing of Local Meats Working Group
  - Farmer's meeting in September.
  - No action taken.
- 7) Affordable Water for Sustainable Farms Working Group
  - No update
  - No action taken.
- 8) Code Coordination and metrics Working Group
  - Update given in recommendation follow-up.
  - No action taken.

#### **4. REVIEW OF BOARD MEMBER ASSIGNMENTS**

#### **5. FUTURE AGENDA ITEMS**

#### **ADJOURNMENT**

Meeting adjourned at 1:45 p.m.