



**Sustainable Food Policy Board
Executive Committee
APPROVED**



**AUGUST MEETING MINUTES
Monday, August 19, 2013**

The Executive Committee of the Sustainable Food Policy Board (SFPB) convened on Monday, August 19, 2013, in room 2017, City Hall second floor, 301 W. Second Street, Austin, Texas.

CALL TO ORDER

Chair Paula McDermott called the meeting to order at 12:32 p.m.

Committee Member Attendance:

Paula McDermott, SFPB Chair	Michele Murphy-Smith, Liaison
Ronda Rutledge, SFPB Vice Chair - Absent	Erin Flynn, Liaison - Absent
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
Phil Huang, A/TC HHSD	Kate Vickery, PARD – SUACG

1. CITIZEN COMMUNICATION

None

2. PRESENTATION – SUSTAINABLE URBAN AGRICULTURE AND COMMUNITY GARDENS PROGRAM UPDATE [KATE VICKERY]

- New full time program coordinator, Meredith Gray, and part-time employee, Andrew Gill have been hired by the Parks and Recreation Department (PARD) for the Sustainable Urban Agriculture and Community Garden (SUACG) Program.
- New employees will be introduced at next full board meeting and information on the seven active projects will be given as well.

3. APPROVAL OF MINUTES OF JULY 15, 2013 MEETING.

- Liaison Michele Murphy-Smith made motion to accept the minutes.
- Liaison Kathy Green seconded the motion.
- Motion passed 3-0-0.

4. DISCUSS AND TAKE APPROPRIATE ACTION

A. Board Infrastructure and Protocol

- 1) Board Membership Update – Vacancies/Appointments
 - Mayor Leffingwell has appointed Selena Booth to board to replace Karla Loeb.
 - No action taken.

B. Board Recommendations Follow-up

- 1) Supplemental Nutrition Assistance Program Outreach/Incentives
 - Committee requests staff provide a budget update at next full board meeting.

- No action taken.
- 2) Healthy, Local, Sustainable Food in City/County Venues
 - Working group has not convened to consider board's recommendations regarding food allergies.
 - Board's definition of local has been submitted to council.
 - No action taken.
- 3) Land Use Code - Urban Farm Definition Revision
 - Kate Vickery discussed working group's recommendations after staff review 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
 - Committee requests staff provide a budget update at next full board meeting.
 - No action taken.

C. Working Group Briefings and Recommendations

- 1) Food Security Working Group
 - Working group meeting scheduled for August 27th at Meals on Wheels.
 - No action taken.
- 2) Data Tracking and Collating Working Group
 - Board seeking new leadership for working group.
 - No action taken.
- 3) Community Engagement and Outreach Working Group
 - Working group has chosen Tuesday, October 22nd from 6-8pm as board's event day during Food Week. Working group suggests forum as event with presentations, exercises and citizen feedback.
 - Working group wants to send forward opt-in language for use in emails for board to vote on.
 - 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
 - Farmer's Market Ordinance on tomorrow's Public Health and Human Services (PHHS) agenda.
 - No action taken.
- 6) Distribution/Processing of Local Meats Working Group
 - No update.
 - 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.

5. REVIEW OF BOARD MEMBER ASSIGNMENTS

6. FUTURE AGENDA ITEMS

ADJOURNMENT

Meeting adjourned at 2:01 p.m.