



**Sustainable Food Policy Board
Executive Committee
APPROVED**



**SEPTEMBER MEETING MINUTES
Monday, September 16, 2013**

The Executive Committee of the Sustainable Food Policy Board (SFPB) convened on Monday, September 16, 2013, in room 1001, Council Chambers, first floor, 301 W. Second Street, Austin, Texas.

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:

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

Lucia Athens - OoS
Cassie DeLeon, A/TC HHSD

CALL TO ORDER

Chair Paula McDermott called the meeting to order at 12:38 p.m.

1. CITIZEN COMMUNICATION

Julie Fitch –Downtown Austin Alliance

Topic: Event – Is downtown ready for a public market? Wed Sept. 25th check in at 7:30am event starts at 8:00am.

2. APPROVAL OF MINUTES OF AUGUST 19, 2013 MEETING.

- Liaison Michele Murphy-Smith 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) Board Membership Update – Vacancies/Appointments
 - County appointment on agenda.
 - Mary Teeters has tendered her resignation from the board.
 - No action taken.

B. Board Recommendations Follow-up

- 1) Supplemental Nutrition Assistance Program Outreach/Incentives
 - Search for alternative resources to replace the benefit bank.
 - Possible \$158,000 appropriated. Transcript of budget meeting will be provided to full board.
 - No action taken.

- 2) Healthy, Local, Sustainable Food in City/County Venues
 - Inter-departmental working group convened on September 6th to consider board's recommendations and they will be included in Council briefing on September 26th.
 - No action taken.
- 3) Land Use Code - Urban Farm Definition Revision
 - Working group's recommendations approved by board at last meeting go before Codes and Ordinances Planning Subcommittee tomorrow September 17th at 6pm.
 - No action taken.
- 4) Economic Impact Analysis Recommendations
 - New program manager position in the Office of Sustainability.
 - No action taken.

C. Working Group Briefings and Recommendations

- 1) Food Security Working Group
 - Working group met August 27th at Meals on Wheels to discuss CHIP strategies.
 - Created Healthy Food Zone subgroup and will meet every other month.
 - 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
 - No new update – to present same recommendations not previous discussed.
 - No action taken.
- 4) Buy Local Food Campaign Working Group
 - Board Vice-Chair Ronda Rutledge would like to disassemble working group.
 - Vice-Chair Ronda Rutledge talk with board chair.
 - 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
 - No update.
 - No action taken.

4. REVIEW OF BOARD MEMBER ASSIGNMENTS

5. FUTURE AGENDA ITEMS

ADJOURNMENT

Meeting adjourned at 1:30 p.m.