



**Sustainable Food Policy Board
Executive Committee**



**MAY MEETING MINUTES
Tuesday, May 27, 2014**

The Executive Committee of the Sustainable Food Policy Board (SFPB) convened on Tuesday, May 27, 2014, in room 1001, Council Chambers, first floor, 301 W. Second Street, Austin, Texas.

Committee Member Attendance:

Ronda Rutledge
Green, Kathy

England, Hildreth – SFPB Vice-Chair

Staff in Attendance:

Cassie DeLeon, A/TC HHSD
Philip Huang, A/TC HHSD

Marisa Balancier, A/TC HHSD

CALL TO ORDER

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

1. CITIZEN COMMUNICATION

None

2. APPROVAL OF MINUTES OF APRIL 21, 2014 MEETING

- Liaison Kathy green made motion to accept the minutes
- Liaison Hildreth England seconded the motion.
- Motion passed 2-0-0

3. DISCUSS AND TAKE APPROPRIATE ACTION

A. Board Infrastructure and Protocol

Board Membership Update – Vacancies / Appointments

- 3 vacancies: Michelle Murphy Smith, Paula McDermott, Melanie McAfee;
- Will follow up with County to provide pool of applicants from City Clerk
- Hildreth to review board member assignments list
- Approved meeting minutes from April
- Discussed board meeting bi-monthly

B. Board Recommendations Follow-up

1. Supplemental Nutrition Assistance Program Outreach/Incentives
 - Add recommendation to board meeting agenda to approve
 - No action taken
2. Healthy, Local, Sustainable Food in City/County Venues
 - Office of Sustainability taking over initiative
 - Edwin to present at full Board Meeting
 - No action taken

3. Land Use Code-Urban Farm Definition Revision
 - Awaiting updates from Selena Booth and answers to follow up questions from Jerry Rusthoven and staff briefing from PDRD
 - No action taken

C. Working Group Briefings and Recommendations

1. Codes and Ordinances Working Group
 - No new update
 - No action taken
2. Community Outreach and Engagement Working Group
 - No new update
 - No action taken
3. Distribution and Processing of Local Meats Working Group
 - No new update
 - No action taken
4. Food Security Working Group
 - Present recommendation for council to full board at next meeting
 - No action taken
5. Farmland Preservation and Access Working Group
 - Group was split into 2 subcommittees (Rural Farm / Urban Farm)
 - No action taken
6. Retail Capacity Working Group
 - No new update
 - No action taken

4. REVIEW OF BOARD MEMBER ASSIGNMENTS

- Ronda to follow up with each working group chair
- Ronda to follow up on appointments and vacancies with commissioners and city council members
- Hildreth to follow up with Selena and send electronic copy of letter of support to talk about at full board meeting
- Hildreth to send web updates to Linda Cox
- Kathy to give update to full board on what happens at May 27, 3pm meeting

5. FUTURE AGENDA ITEMS

- Add presentations from: PDRD, HHSD, ARR, Wendy (?), and Jerry
- Add: discussion of bi-monthly meetings

Add:

3. DISCUSS AND TAKE APPROPRIATE ACTION

A. Board Infrastructure and Protocol

Board Membership Update – Vacancies / Appointments

B. Board Recommendations Follow-up

1. Supplemental Nutrition Assistance Program Outreach/Incentives
2. Healthy, Local, Sustainable Food in City/County Venues
3. Land Use Code-Urban Farm Definition Revision

C. Working Group Briefings and Recommendations

1. Codes and Ordinances Working Group

2. Community Outreach and Engagement Working Group
3. Distribution and Processing of Local Meats Working Group
4. Food Security Working Group
5. Farmland Preservation and Access Working Group
6. Retail Capacity Working Group

D. ADJOURNMENT

Meeting adjourned at 1:30pm

DRAFT