



**Sustainable Food Policy Board  
APPROVED**

**JANUARY MEETING MINUTES  
Monday, January 27, 2014**

The Sustainable Food Policy Board (SFPB) convened on Monday, January 27, 2014, at The Sustainable Food Center, 2921 East 17th Street Bldg C., Austin, Texas 78702

**Board Members in Attendance:**

Blackwell, Lisa	Booth, Selena	Bowman, Dominique
Rutledge, Ronda; Chair	Flynn, Erin	McAfee, Melanie
McDermott, Paula	Murphy-Smith Michele	Nicely, Katherine

**Absent Board Members:**

Green, Kathy	Koock Ward, Martha	Reed, Brandon
England, Hildreth; Vice-Chair		

**Staff in Attendance:**

Cassandra DeLeon, HHSD	Phil Huang, A/TC HHSD	Ana Almaguel, TCHHS/VS
Meredith Gray, PARD	Jerry Rusthoven, PDRD	

**CALL TO ORDER**

Chair Ronda Rutledge called the meeting to order at 6:12p.m.

**1. CITIZEN COMMUNICATION**

- Sharon Crow –
- Topic: Saltillo Farmer's Market
- Sharing information on research that impacts sustainability and farmers.

**2. STAFF BRIEFING –COMMUNITY TRANSFORMATION GRANT UPDATE (CASSANDRA DELEON – HEALTH AND HUMAN SERVICES DEPARTMENT) [15 MINUTES]**

- Staff member Cassandra DeLeon briefly summarized CTG initiative related to food.

**3. REQUEST FOR BOARD FEEDBACK –COMMUNITY GARDEN PROCESS AT THE CITY (MEREDITH GRAY – PARKS AND RECREATION DEPARTMENT) [20 MINUTES]**

- Staff member Meredith Gray reviewed current draft of process and provided information regarding known community gardens in Austin and maintenance requirements for gardens on city land.

Citizen Input: Paige Olivero

Urban Patchwork

Citizen provided written statement and is with back up documents.

**4. STAFF BRIEFING – URBAN FARM ORDINANCE 20131121-020 (JERRY RUSTHOVEN – PLANNING DEVELOPMENT AND REVIEW DEPARTMENT) [30 MINUTES]**

- Staff member Jerry Rusthoven presented highlights from the ordinance which will be implemented March 21, 2014.
- Jerry will meet offline with Katherine Nicely to discuss logistics of implementation of the ordinance.
- The board requested that Jerry attend the next full board meeting, February 24, 2014.

Citizen Input: Paige Olivero

Urban Patchwork

Citizen provided written statement and is with back up documents.

**5. APPROVAL OF MINUTES OF DECEMBER 16, 2013.**

- Member Paula McDermott moved to approve minutes.
- Member Dominique Bowman seconded motion.
- Motion passed 10-0-0.

**6. DISCUSS AND TAKE APPROPRIATE ACTION**

**A. Board Infrastructure and Protocol [25 Minutes]**

- 1) Approval of Revised Minutes for November 25, 2013 Meeting
  - Member Paula McDermott moved to approve minutes.
  - Member Erin Flynn seconded motion.
  - Motion passed 10-0-0.
- 2) Board Representations/Speaking Engagements
  - Member Paula McDermott seeking approval to represent board at the Texas Organic Farmers and Gardeners Association (TOFGA) Conference January 30, 2014.
    - Paula McDermott seeking approval to represent board at the Texas Organic Farmers and Gardeners Association Conference January 30, 2014.
    - Member Selena Booth made motion to approve request.
    - Member Dominique Bowman seconded motion
    - Motion passed 10-0-0.
  - Selena Booth requested clarification for speaking engagement for February 22<sup>nd</sup> one day conference where Paula McDermott is representing board as chair emeritus.
  - Paula indicated that the speaking engagement was approved and that the title was appropriate meaning past chair.
- 3) Board Membership Update – Vacancies / Appointments
  - Katherine Nicely announced that she is resigning from the board
  - No new appointments on current vacancies have been made.
  - No action taken.
- 4) Boards and Commissions Task Force Information Update
  - SFPB members applied to participate on the task force but none were selected.
  - No action taken.
- 5) Discussion of Annual Review
  - Discussion was postponed until next meeting.
  - No action taken.

**B. Board Recommendations Follow-up [10 Minutes]**

- 1) Healthy, Local, Sustainable Food in City/County Venues
  - Staff member Cassandra DeLeon provided update that the working group recommendations do not require city council action and City staff are considering options to implement recommendations.
  - No action taken.

2) Land Use Code-Urban Farm Definition Revision

- Waiting to hear back from Council on reiteration to non-code recommendations associated with the urban farm ordinance sent last month.
- No action taken.

C. Discussion of 2014 Work Plan – Timeline, Charges, and Working Groups [40 minutes]

- Reviewed past accomplishments and discussed and made various changes made to board's Work Plan, an internal document.
- No action taken

**7. REVIEW OF BOARD MEMBER ASSIGNMENTS [5 MINUTES]**

**8. FUTURE AGENDA ITEMS [5 MINUTES]**

**ADJOURNMENT**

Meeting was adjourned at 8:20 p.m.