



**Sustainable Food Policy Board
Executive Committee
APPROVED**

**FEBRUARY MEETING MINUTES
Tuesday, February 18, 2014**

The Executive Committee of the Sustainable Food Policy Board (SFPB) convened on Tuesday, February 18, 2014, in the Boards and Commission room, first floor, 301 W. Second Street, Austin, Texas.

Committee Member Attendance:

Booth, Selena
Green, Kathy
Rutledge, Ronda – SFPB Chair

England, Hildreth – SFPB Vice-Chair
McDermott, Paula

Staff in Attendance:

Linda Terry, A/TC HHSD
Cassie DeLeon, A/TC HHSD

Marisa Balancier, A/TC HHSD
Meredith Gray, PARD - SUACG

CALL TO ORDER

SFPB Chair Ronda Rutledge called the meeting to order at 12:34 p.m.

1. CITIZEN COMMUNICATION

- None

2. APPROVAL OF MINUTES OF JANUARY 21, 2014 MEETING.

- Liaison Kathy Green made motion to accept the minutes.
- SFPB Vice-Chair Hildreth England seconded the motion.
- Motion passed 3-0-0.

*Liaison Selena Booth not present at vote.

*Liaison Paula McDermott not present at vote.

3. DISCUSS AND TAKE APPROPRIATE ACTION

A. Board Infrastructure and Protocol

1) Board Membership Update – Vacancies/Appointments

- Member Michele Murphy-Smith has resigned from the board.
- No action taken.

*Liaison Paula McDermott arrived at 12:36 p.m.

*Liaison Selena Booth arrived at 12:39 p.m.

2) Discussion of 2014 Annual Review

- Annual review due to County Clerk's office by March 31st. Complete annual review must be presented to full board to vote at March 24, 2014 meeting.
- No action taken.

3) Discussion of 2014 Work Plan

- Discussed options for work plan.
- No action taken

B. Board Recommendations Follow-up

- 1) Supplemental Nutrition Assistance Program (SNAP) Outreach/Incentives
 - Community Health Improvement Plan's (CHIP) reporting information is currently being compiled.
 - Committee requests status of letter regarding funds sent forward to Council.
 - No action taken.
- 2) Healthy, Local, Sustainable Food in City/County Venues
 - There has been no formal City action. However, aspects of recommendation are being implemented.
 - No new update.
 - No action taken.
- 3) Land Use Code - Urban Farm Definition Revision
 - Katherine Nicely reports through Selena Booth that the ordinance has gone through legal and the final draft is awaiting the clerk's signature.
 - No action taken.

C. Working Group Briefings and Recommendations

- 1) Code Coordination and metrics Working Group
 - No new update.
 - No action taken.
- 2) Community Engagement and Outreach Working Group
 - SFPB Vice-Chair Hildreth England is working with Linda Cox to update website.
 - No action taken.
- 3) Food Security Working Group
 - No new update.
 - No action taken.
- 4) Distribution/Processing of Local Meats Working Group
 - No new update.
 - No action taken.
- 5) Land Access for Food Production Working Group
 - Committee requests information on Land Preservation Bond.
 - No action taken.
- 6) Retail Capacity Building Working Group
 - No new update.
 - No action taken.

4. REVIEW OF BOARD MEMBER ASSIGNMENTS

5. FUTURE AGENDA ITEMS

ADJOURNMENT

Meeting adjourned at 1:55 p.m.