



**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 31<sup>st</sup>. 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.