



**Sustainable Food Policy Board
APPROVED**

**FEBRUARY MEETING MINUTES
Monday, February 24, 2014**

The Sustainable Food Policy Board (SFPB) convened on Monday, February 24, 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
Cooper, Mindy	England, Hildreth	Flynn, Erin
Green, Kathy	McAfee, Melanie	McDermott, Paula
Reed, Brandon	Rutledge, Ronda	

Absent Board Members:

Green, Kathy	Knock Ward, Martha	Murphy-Smith, Michele
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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 6:02 p.m.

1. CITIZEN COMMUNICATION

- Don Jackson – Co-founder of Moontower Coop
Topic: Interested in joining Farmland Preservation working group.

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

- Staff member Jerry Rusthoven updated board on status of ordinance, stating that ordinance has moved from law to clerk's office and awaiting Mayor's signature.
- Ordinance is scheduled to take effect on March 21, 2014.

3. APPROVAL OF MINUTES OF JANUARY 27, 2014.

- Member Paula McDermott moved to approve minutes. Approved with corrections. Hildreth England should be marked absent from the meeting.
- Member Dominique Bowman seconded motion.
- Motion passed 11-0-0.

4. DISCUSS AND TAKE APPROPRIATE ACTION

A. Board Infrastructure and Protocol [45 Minutes]

1) Citizen Communication and Input Protocol

- Chair Ronda Rutledge clarifies Citizen Communication protocol.

2) Board Membership Update – Vacancies / Appointments

- Introductions and board welcomes its newest member Mindy Cooper
- Currently two vacancies, one City and County. Appointments need from Council member Morrison and Commissioner Daugherty to replace Martha Knock-Ward and Michele Murphy-Smith respectively.
- No action taken.

- 3) Available Travis County Venues for Full Board Meetings
 - County staff member Juanita Jackson is asking County Commissioner's office about meeting space.
 - No action taken.
- 4) Discussion of Annual Review
 - Board asked to provide Vice-Chair Hildreth England with any changes to the Annual Review by March 7th.
 - Draft Annual Review attached as back-up.
 - No action taken.
- 5) Discussion of 2014 Work Plan – Timeline, Charges, and Working Groups
 - Reviewed board's goals assigned goals to working groups and made various changes Work Plan including working group names, chairs, co-chairs, members and definitions.
 - Member Paula McDermott moved to approve 2014 work plan as amended.
 - Member Selena Booth seconded motion
 - Motion passed 11-0-0
- 6) Working Group Protocol
 - Chair discussed item working group update should include and deadline for submission.
 - Board requests staff to look into a City database, shared drive, file transfer protocol (FTP) site or other single place to store Board internal documents.
 - No action taken.

B. Board Recommendations Follow-up [15 Minutes]

- 1) Supplemental Nutrition Assistance Program Outreach/Incentives
 - Awaiting interlocal agreement between City of Austin Health and Human Services Department and Health and Human Services authorized on February 13, 2014.
 - HHSD RCA 20140213-30142 attached as back-up
 - No action taken.
- 2) Healthy, Local, Sustainable Food in City/County Venues
 - Member Kathy Green to follow up with Council member Morrison's office regarding costs and funds allocated for board recommendations.
 - No action taken.
- 3) 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 in December.
 - No action taken.

C. Board Recommendations Follow-up [15 Minutes]

- 1) Codes and Ordinances Working Group
 - 2014 work plan for has been created and currently collating contact list from urban farm code community engagement process and using it to reach out about CodeNEXT process.

- 2) Community Engagement Working Group
 - Former working group co-chair SFPB Vice-chair Hildreth England to meet with working group's new chair member Brandon Reed.
- 3) Distribution/Processing of Local Meats Working Group
 - Working group chair member Erin Flynn attended whole foods processing meeting in Elgin where barriers to getting local meat raised and distributed were discussed.
 - No action taken
- 4) Land Access for Food Production Working Group
 - Requesting update summary from Travis County from November 25, 2013 staff briefing on Ag Land Preservation Bond.
 - No action taken.

REVIEW OF BOARD MEMBER ASSIGNMENTS [5 MINUTES]

FUTURE AGENDA ITEMS [5 MINUTES]

- Meredith Gray update on staffing
- Office of Sustainability Update on staffing
- Budget recommendations for 2014

ADJOURNMENT

Meeting was adjourned at 8:05p.m.