



**Sustainable Food Policy Board
APPROVED**

**MARCH MEETING MINUTES
Monday, March 24, 2014**

The Sustainable Food Policy Board (SFPB) convened on Monday, March 24, 2014, at The Sustainable Food Center, 2921 East 17th Street Bldg. C, Austin, Texas 78702

Board Members in Attendance:

Blackwell, Lisa	Cooper, Mindy	England, Hildreth; Vice-Chair
Evans, Alexandra	Flynn, Erin	McDermott, Paula
Murphy-Smith, Michele	Reed, Brandon	Rutledge, Ronda; Chair

Absent Board Members:

Booth, Selena	Bowman, Dominique	Green, Kathy
McAfee, Melanie		

Staff in Attendance:

Cassandra DeLeon, HHSD	Phil Huang, A/TC HHSD	Dylan Siegler, OoS
Meredith Gray, PARD	Jerry Rusthoven, PDRD	

CALL TO ORDER

Chair Ronda Rutledge called the meeting to order at 6:04 p.m.

1. CITIZEN COMMUNICATION

- Andrew Smiley – Sustainable Food Center
Topic: GAVA Program- provided an update on the Go Austin Vamos Austin Initiative including the upcoming Food Trust technical assistance visit scheduled for April 7-8, 2014.

2. STAFF BRIEFING – OFFICE OF SUSTAINABILITY UPDATE (DYLAN SIEGLER – OFFICE OF SUSTAINABILITY) [15 MINUTES]

- City of Austin staff member Dylan Siegler gave update regarding the status of the new hire for Environmental Policy Manager. Edwin Marty has been selected and will start April 7. Board requested a copy of the job description. Staff also provided information regarding meeting location availability at Street Jones Building

3. APPROVAL OF MINUTES OF FEBRUARY 24, 2014.

- Member Erin Flynn moved to approve minutes
- Member Lisa Blackwell seconded motion.
- Motion passed 9-0-0. Approved with corrections-member Brandon Reed should be removed from absent list.

4. DISCUSS AND TAKE APPROPRIATE ACTION

A. Board Infrastructure and Protocol [20 Minutes]

1) Board Membership Update – Vacancies / Appointments

- Introductions and board welcomes its newest member Alexandra Evans
- Member Michele Murphy-Smith officially resigns from board.
- Commissioner Daugherty has been notified and will appoint a new member.
- No action taken.

- 2) Approval of 2014 Annual Review
 - Member Michele Murphy-Smith moved to approve the 2014 Annual Review.
 - Member Brandon Reed seconded motion.
 - Motion passed 9-0-0.
 - Chair Ronda Rutledge will forward approved Annual Review to the County Clerk's office by March 31st.
- 3) Boards and Commissions Task Force Information Update
 - Board reviewed upcoming meeting dates.
 - Members Paula McDermott and Brandon Reed agreed to attend one of the upcoming meetings.
 - Member Mindy Cooper will review previous meeting minutes
 - No action taken.
- 4) Clarification of Uses of Board Documents
 - Chair Ronda Rutledge reiterated to members to use BC e-mail.
 - Staff member Cassandra DeLeon notified board that an FTP site has been established if the board would prefer to use instead of Google Docs.
 - Board discussed protocols for submitting a formal resolution for board consideration and the appropriate templates for workgroups.
 - Board discussed timelines for work group updates and documentation must be provided the Wednesday prior to the executive committee.
 - Board discussed the need for each member to take turns to take meeting notes, Paula McDermott volunteered for the April 2014 meeting.
 - No action taken.

B. Board Recommendations Follow-up [30 Minutes]

- 1) Supplemental Nutrition Assistance Program Outreach/Incentives
 - Food Security Workgroup will be bringing a formal recommendation at the April meeting to request SFPB resolution to support SNAP incentives.
 - No action taken.
- 2) Healthy, Local, Sustainable Food in City/County Venues
 - Staff member Dylan Siegler provided update that the working group recommendations do not require city council action and that City staff are considering options to implement recommendations.
 - No action taken.
- 3) Land Use
 - a. Urban Farm Definition Revision
 - Vice-Chair Hildreth England made motion to formalize recommendations to "City of Austin Urban Farm Regulations" draft document including clarifying questions and recommendations from codes and ordinances working group. (Document provided as back-up)
 - Member Paula McDermott seconded motion
 - Motion passed 9-0-0.
 - b. Non-Code Recommendation SNAP EBT Technology at Farm Stands
 - No new update.
 - No action taken.

C. Board Recommendations Follow-up [15 Minutes]

1) Codes and Ordinances Working Group

- Member Selena Booth is following up on Program Development and Review Department's March 21st implementation of the urban farm ordinance.
- No action taken.

2) Community Engagement Working Group

- Working group's new chair, member Brandon Reed is working on organizing next meeting.
- No action taken.

3) Distribution/Processing of Local Meats Working Group

- Farmers recently met and discussed identified on-going concerns related to marketing support.
- No action taken

4) Farmland Preservation and Access Working Group

- Group is planning next meeting and seeking leadership from the community outside of the board.
- No action taken

5) Food Security Working Group

- No new update.
- No action taken

6) Retail Capacity Working Group

- No new update.
- No action taken.

D. FY2015 Budget Recommendations [20 Minutes]

- Board considered Distribution/Processing of Local Meats Working Group's budget recommendation to develop a local food guide.
- Board requested additional budget details be provided to support cost rationale, and identify how this recommendation is supported by the Economic Impact Assessment Recommendations.
- SNAP budget recommendation anticipated to be formally presented for board consideration at the April 2014 meeting.
- Board discussed combining the SNAP and Local Food Guide budget requests.
- Board asked for clarification on Community Health Improvement Plan budget requests that are being made by HHSD.
- No action taken.

5. REVIEW OF BOARD MEMBER ASSIGNMENTS [5 MINUTES]

- Board members were reminded that working group reports are due April 16, 2014 for consideration for April 21, 2014 executive committee.

6. FUTURE AGENDA ITEMS [5 MINUTES]

- County Farmland Preservation
- Meredith Grey update on community garden licensing process
- Sustainability Office Introduction of new staff
- Set new location and meeting schedule
- CHA/CHIP budget recommendations

ADJOURNMENT

Meeting was adjourned at 8:06 p.m.