



**Sustainable Food Policy Board
Executive Committee
APPROVED**



**APRIL MEETING MINUTES
Monday, April 21, 2014**

The Executive Committee of the Sustainable Food Policy Board (SFPB) convened on Monday, April 21, 2014, in room 1001, Council Chambers, first floor, 301 W. Second Street, Austin, Texas.

Committee Member Attendance:

Booth, Selena
Green, Kathy

England, Hildreth – SFPB Vice-Chair
McDermott, Paula

Staff in Attendance:

Cassie DeLeon, A/TC HHSD
Philip Huang, A/TC HHSD

Marisa Balancier, A/TC HHSD

CALL TO ORDER

SFPB Chair Ronda Rutledge called the meeting to order at 12:40 p.m.

1. CITIZEN COMMUNICATION

None

2. STAFF BRIEFING – OFFICE OF SUSTAINABILITY UPDATE (EDWIN MARTY-OFFICE OF SUSTAINABILITY)

- Future board staff liaison Edwin Marty introduced himself to the executive committee.

3. APPROVAL OF MINUTES OF MARCH 17, 2014 MEETING.

- Liaison Paula McDermott made motion to accept the minutes.
- Liaison Selena Booth seconded the motion.
- Motion passed 4-0-0.

4. DISCUSS AND TAKE APPROPRIATE ACTION

A. Board Infrastructure and Protocol

- 1) Board Membership Update – Vacancies/Appointments
 - Awaiting County appointment to replace Member Michele Murphy-Smith.
 - No action taken.

B. Board Recommendations Follow-up

- 1) Supplemental Nutrition Assistance Program (SNAP) Outreach/Incentives
 - Food Security working group presented draft City Council recommendation.
 - No action taken.
- 2) Healthy, Local, Sustainable Food in City/County Venues
 - Office of Sustainability taking over initiative, strategy meeting planned in May.
 - No action taken.

- 3) Land Use Code - Urban Farm Definition Revision
 - Liaison Selena Booth will follow up with City Staff Members Jerry Rushoven and Edwin Marty and provide full board with an update.
 - Liaison Paula McDermott will follow up with non-code recommendations.
 - No action taken.

C. Working Group Briefings and Recommendations

- 1) Code Coordination and metrics Working Group
 - Working to get group member involved in next project: CodeNEXT.
 - Board's feedback regarding the *City of Austin Urban Farm Regulations* has been forwarded to Planning Development and Review Department (PDRD) staff.
 - No action taken.
- 2) Community Engagement and Outreach Working Group
 - No new update.
 - No action taken.
- 3) Distribution and Processing of Local Meats Working Group
 - Draft budget recommendation submitted from working group regarding the creation of a Local Food Guide.
 - No action taken.
- 4) Food Security Working Group
 - Draft budget recommendation submitted from working group discussed in earlier SNAP agenda item.
 - No action taken.
- 5) Farmland Preservation and Access Working Group
 - Scheduling first meeting.
 - No action taken.
- 6) Retail Capacity Building Working Group
 - Working group chair attended a neighborhood meeting when Food Trust came to Austin April 7th and 8th.
 - No action taken.

5. REVIEW OF BOARD MEMBER ASSIGNMENTS

6. FUTURE AGENDA ITEMS

ADJOURNMENT

Meeting adjourned at 1:44 p.m.