



Sustainable Food Policy Board



MEETING MINUTES Monday, October 13, 2014

The Sustainable Food Policy Board (SFPB) convened on Monday, October 13, 2014, at the Street Jones Building, 1000 East 11th Street, 4th Floor, Rm 400A, Austin, Texas 78702

Board Members in Attendance:

Hildreth England	Erin Flynn	Alexis Simon
Green, Kathy	Alexandra Evans	Carla Jenkins
Blackwell, Lisa	Ronda Rutledge	Selena Booth
Bowman, Dominique	Mindy Cooper	

Absent Board Members:

Brandon Reed

Staff in Attendance:

Lydia Jarjoura, OoS
Edwin Marty, OoS

CALL TO ORDER at 6:04 and introductions.

1. CITIZEN COMMUNICATION

A. None

2. STAFF BRIEFING

A. **Texas Legislative Update (Judith McGeary) [10 MINUTES]**

- Presenter was absent

B. **Feeding America Annual Report overview (Kathy Green) [10 MINUTES]**

C. **Community Gardens on Parkland update (Meredith Gray) [10 MINUTES]**

3. APPROVAL OF MINUTES OF AUGUST 11, 2014 MEETING [5 MINUTES]

- A. Member Erin Flynn moved to review minutes. Member Dominique Bowman seconded. All in favor. None opposed.
- B. Member Erin Flynn moved to approve minutes. Member Dominique Bowman seconded. All in favor. None opposed.
- C. Minutes approved with acceptance of edits to be made.

4. DISCUSS AND TAKE APPROPRIATE ACTION

- A. Board Infrastructure and Protocol [20 Minutes]
 - 1) Board Membership Update – Vacancies / Appointments

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- a. No action taken
 - 2) Boards and Commissions Task Force Information Update
 - a. Everyone has submitted to be on board until June 2015. Near future will find out how new city council will cycle new appointments; waiting for clarification.
 - b. No action taken.
 - 3) Board Officer elections
 - a. Board Chair Ronda Rutledge nominates Vice Chair Hildreth England as Chair. Member Erin Flynn seconds. All in favor. No opposed.
 - b. Board Chair Hildreth England nominates Member Dominique Bowman as Board Vice Chair. Member Erin Flynn seconds. All in favor. No opposed.
 - 4) Review SFPB ‘Member Roles and Responsibilities’
 - a. Edits will include the word “staff” not just appointer. As well as inserting language that Members must notify staff one week in advance of meeting if they will or will not attend.
 - b. Member Kathy Green moves to approve minutes including above edits. Member Lisa Blackwell seconds. All in favor. No opposed.
 - 5) Discuss options for 2015 Strategic Planning
 - a. Will discuss at November meeting
- B. Board Recommendations Follow-up [20 Minutes]
- 1) Urban Farm Ordinance update
 - a. Staff Member Edwin Marty updated that Urban Farms are now legal in Austin.
 - 2) Supplemental Nutrition Assistance Program Outreach/Incentives
 - a. Staff Member Edwin Marty updated that there is now money in the City budget to spread awareness of SNAP (\$112,000 from City and \$10,000 from County).
 - b. Health & Human Services Employee Cassandra De Leon updated that there will be a contract between HHSD and the Sustainable Food Center to get a scope of work to implement money that was allocated. The timeline is that the contract may potentially go to Council on 11/20.
 - 3) Healthy, Local, Sustainable Food in City/County Venues
 - a. Staff Member Edwin Marty updated that they are still looking at how to implement this but more research will need to be done.
 - 4) Healthy Corner Store Initiative update
 - a. No update
- C. Working Group Briefings and Recommendations [30 Minutes]
- Codes and Ordinances Working Group
 - a) Alykhan Mohamed Presented on behalf of the working group regarding CodeNEXT and the group’s Letter of Support.
 - b) Board Chair Hildreth England motions to consider letter of support. Member Mindy Cooper seconds. Board agrees that any needed edits will be done over email. Members Selena Booth and Ronda Rutledge will help edit. All in favor to approve with caveat of editing. None opposed.
 - Community Engagement and Outreach Working Group
 - a) No update
 - Distribution/Processing of Local Meats Working Group
 - Farmland Preservation and Access Working Group
 - a) Group members presented Letter of Recommendation to board.

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- Board questioned which budget year the recommendation is for. Group members confirmed it's for fiscal year 15-16.
- Board requires more specificity for what staff needs are before it can be approved. Board member Carla Jenkins, Hildreth England, Mindy Cooper and Alexandra Evans will work to edit recommendation according to Board needs by the week of 10/27.
- Member Alexandra Evans motions to approve Recommendation with caveat that edits will be done. Member Selena Booth seconded. All in favor. None opposed.
- Food Security Working Group
 - a) No update
- Retail Capacity Working Group
 - a) Board Vice Chair Dominique Bowman updated that October 28th from noon to 1:30 pm is the next scheduled meeting. Location TBD

5. REVIEW OF BOARD MEMBER ASSIGNMENTS [10 MINUTES]

- A. Board Chair Hildreth England will work with the Farmland Preservation & Access Working Group to edit the Travis County recommendation and will reach out to The County Commissioner.
- B. Member Carla Jenkins will work with the Farmland Preservation & Access Working Group to edit the Travis County recommendation and will reach out to The County Commissioner.
- C. Member Mindy Cooper will work with Member Alexandra Evans on the shorter, two page recommendations from the Farmland Preservation & Access Working Group.
- D. Member Ronda Rutledge will be working on the Codes and Ordinances Working Group recommendation.
- E. Board Vice Chair Dominique Bowman will be coordinating the next Retail Capacity Working Group meeting
- F. Member Selena Booth will help with the Code and Ordinances Working Group Letter of Support.
- G. Board members are to use the handouts given if they want any specific issues to be included in next year's plan; they must bring this to the November meeting.
- H. Staff member Edwin Marty will follow up with Judith McGeary about rescheduling her presentation.

6. Future Agenda [10 minutes]

- A. Staff Member Edwin Marty to present on Neighborhood Food Planning
- B. Texas Legislative Update (Judith McGeary)
- C. STRATEGIC PLAN

7. ADJOURNMENT

- A. Meeting adjourned at 8:30pm (Member Alexis Simon left dais at 7pm. Members Kathy Green, Selena Booth, and Erin Flynn left dais at 8:12pm).

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