

Sweetened Beverage Tax Community Advisory Board (CAB)
Meeting Notes

MEETING SUMMARY	<p>Date: May 19, 2023</p> <p>Time: 9am – 11am</p> <p>Location: Virtual</p>
MEMBERS PRESENT:	Barbara Baquero, Barbara Rockey, Bilan Aden, Christina Wong, Dan Torres, Jen Moss, Kristin Sukys, Munira Mohamed, Rebecca Finkel, Tanika Thompson Bird
MEMBERS ABSENT:	Jaimée Marsh
GUESTS:	Office of Sustainability & Environment: Bridget Igoe, Robyn Kumar City Budget Office: Greg Shiring Human Services Department: Seán Walsh Department of Neighborhoods: Lisa Chen

DECISIONS MADE	<ol style="list-style-type: none"> 1. The CAB decided on its upcoming meeting schedule: <ul style="list-style-type: none"> • June 16 meeting: SBT Evaluation presentation and scoping community engagement. • <i>July – no meeting</i> • August 18 meeting: continue to scope community engagement. • <i>September – no meeting</i> • October 6 meeting: review the Mayor’s 2024 Proposed Budget for alignment with the CAB’s recommendations and discuss/decide on a response. 2. The CAB discussed and decided on the key features to include in its 2024 budget recommendations memo. <p>(Note: To read the final memo that was ultimately transmitted to the Mayor and City Council, click here.)</p>
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Meeting Materials & Notes

Meeting Material	Notes
2022 Program Progress Reports	Draft content that will form the basis of the 2022 SBT Annual Report (forthcoming) and was used before and during the meeting for reference
Jamboard	Used during the meeting to facilitate online discussion and collaboration
Discussion document (outline of budget recommendations)	Used during the meeting to facilitate online discussion and collaboration
Food Insecurity in King County (2023)	Reference data

Welcome and Introductions

T. Thompson Bird, CAB Co-Chair, opened the meeting.

CAB members and City staff introduced themselves and responded to a check-in question.

There was no public comment.

CAB Updates

T. Thompson Bird shared the following updates:

- Several CAB members (M. Mohamed, R. Finkel, B. Rockey) agreed to join a conversation with the evaluator from the SBT-funded Farm to Preschool program on May 23. The goal of that listening session is to provide CAB input on the goals and outcomes that define success for the Farm to Preschool program to make sure it aligns with our goals and intentions of SBT funding.
- The SBT Evaluation Team released its last series of studies and reports. They are available on the CAB webpage ([click here](#)). The SBT Evaluation Team will present at the CAB's June meeting.
- The CAB will resume its work to update its values and bylaws at a future meeting, after the budget recommendations are finalized and submitted.

***Decision Point:** The CAB discussed its upcoming meeting schedule and decided on the following:

- June 16 meeting: SBT Evaluation presentation and scoping community engagement.
- July – no meeting
- August 18 meeting: continue to scope community engagement.
- September – no meeting

- October 6 meeting: review the Mayor’s 2024 Proposed Budget for alignment with the CAB’s recommendations and discuss/decide on a response.

2024 Budget Recommendations

J. Moss (CAB Co-Chair) introduced the next agenda item.

T. Thompson Bird (CAB Co-Chair) and B. Igoe (City staff) oriented the CAB to the online meeting materials that were used during this session (see table on page 1).

J. Moss (CAB Co-Chair) walked the CAB through the [discussion document](#) that was prepared in advance to help facilitate discussion and collaboration. This way CAB members would understand how the discussion and decision making would be structured.

After this document orientation, CAB members took 15 minutes on their own to review the materials (which were also sent in advance of the meeting) and prepare for the discussion.

Note: Notes from the CAB discussion were captured directly in the [discussion document](#) are not provided again here. Please refer to the discussion document for details.

***Decision Point:** The CAB used a new green-yellow-red decision-making tool to test for agreement with key features of the budget recommendations. The CAB was unanimously “green”, indicating approval.

T. Thompson Bird outlined the next steps in drafting and finalizing the budget recommendations memo:

1. Executive Committee will draft the memo with our budget recommendations (B. Igoe will support).
2. B. Igoe will circulate the draft to the CAB for review and comment by **May 30**.
3. CAB review and comment on the draft by **June 5**. (1 week to review)
4. Executive Committee will review all comments and prepare a final draft (B. Igoe will support). *If there is conflicting feedback, Executive Committee will follow up with CAB members as needed.*
5. CAB will aim to send its final budget recommendations memo to the Mayor and City Budget Office on or around **June 12**.

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