

**Sweetened Beverage Tax Community Advisory Board (CAB)
Meeting Notes**

MEETING SUMMARY	<p>Date: February 16, 2024</p> <p>Time: 9am – 11am</p> <p>Location: Virtual</p>
MEMBERS PRESENT:	Barbara Rockey, Bilan Aden, Dan Torres, Jen Moss, Kristin Sukys, Tanika Thompson Bird
MEMBERS ABSENT:	Barbara Baquero, Munira Mohamed
VACANT SEATS:	<i>Position 1 (Food Access Rep.), Position 3 (Food Access Rep.), Position 6, (Public Health Rep.)</i>
GUESTS:	<ul style="list-style-type: none"> • Office of Sustainability & Environment: Bridget Igoe

Meeting Materials:

Welcome and Introductions

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

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

There was no public comment.

Updates from CAB members and City staff

CAB members shared and discussed updates about their work:

- ACHD is looking to increase health promotion resources at its Delridge Farmers Market and forthcoming Sea-Tac Farmers Market.
- Got Green is preparing for its new community campaign. Details will be made public soon.

B. Igoe shared the following updates on behalf of the City:

- SBT/CAB [2022 Annual Report](#) is published
 - Made available on the [CAB webpage](#)
 - Promoted via a Jan 18 OSE [blog post](#) contributed by CAB co-chairs T. Thompson Bird and J. Moss
- [Food Equity Fund](#) RFP opened on Jan 16
 - Grant proposals due March 19

- Community review applications due March 7
- Updated [Food Action Plan](#) getting closer to a release date
 - If there is a launch event, CAB will be invited
- City budget in 2025
 - Major budget deficit forecast for 2025 (at least \$230 million)
 - Budget hit was expected (reduced commercial real estate, decreased federal funding, increased labor costs)
 - Mayor issued a hiring freeze for all City departments (with some exceptions for public safety sector)
 - **No guidance yet for SBT – revenue forecast comes out in April**
- New City Council: [meet the Council](#)

2024 Lookahead

The CAB reviewed and discussed its 2024 calendar (see next page), work plan topics, and strategies for engaging community and City officials.

Some special topics of interest to the CAB in 2024 include:

- Relationship building with City officials, especially Councilmembers on the [Finance, Native Communities & Tribal Governments committee](#) that has oversight over the CAB
- Reviving the water promotion work. In the past, water promotion activities included water filling station installations at Seattle Public Schools, water bottle giveaways, and the [Be Ready Be Hydrated](#) campaign. There isn't SBT funding to support these activities and the CAB would like to think creatively.
- Strategic communications about the programs/services supported by the SBT Fund.

The CAB discussed its interest in convening and hosting a **roundtable meeting in June**, featuring SBT-funded community organizations, and inviting City officials. Initial purpose of the roundtable meeting, as discussed by the CAB:

- Provide a platform for community organizations to share their good work
- Educate City officials on the importance and impact of SBT programs/services
- Raise awareness of the CAB's SBT budget recommendations

The CAB’s working 2024 calendar, reflecting updates discussed at the meeting, is shown below. This is subject to change.

Month	CAB Meeting	Key Topics
January	No CAB meeting	
February	Friday, February 16	<ul style="list-style-type: none"> Set annual priorities, discuss strategies Discuss new CAB member recruitment process
March	Friday, March 15	<ul style="list-style-type: none"> New CAB member recruitment Community and City official engagement
April	Friday, April 19	<ul style="list-style-type: none"> April revenue forecast update Start developing budget recommendations for Mayor
May	Friday, May 17	<ul style="list-style-type: none"> Continue developing budget recommendations for Mayor
June	Friday, June 21 (longer meeting, in person)	<ul style="list-style-type: none"> Potential roundtable meeting with SBT-funded organizations and City officials
July	No CAB meeting. There may be opportunities for CAB members to visit SBT-funded sites/orgs.	
August	Friday, August 16 (if needed)	<ul style="list-style-type: none"> August revenue forecast update
September	No CAB meeting. There may be opportunities for CAB members to visit SBT-funded sites/orgs.	<ul style="list-style-type: none"> Week of Sept 23, Mayor presents Proposed Budget to City Council.
October	Friday, October 4 (longer meeting) Friday, October 18 (if needed)	<ul style="list-style-type: none"> Review Mayor’s Proposed Budget and develop a response directed at Council
November	Friday, November 8 (if needed)	<ul style="list-style-type: none"> November revenue forecast update
December	No CAB meeting.	

Recruitment process and materials for vacant CAB positions

B. Igoe provided a summary of the proposed CAB recruitment process that she will be using to brief representatives from the Appointing Authorities (Mayor's Office and City Council).

At the next CAB meeting, CAB will have an opportunity to review draft application materials and B. Igoe will bring updates on the potential timeline for the recruitment process.

The CAB adjourned at 11am.

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