

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

MEETING SUMMARY	<p>Date: March 15, 2024</p> <p>Time: 9am – 11am</p> <p>Location: Virtual</p>
MEMBERS PRESENT:	Bilan Aden, Dan Torres, Tanika Thompson Bird [No Quorum]
MEMBERS ABSENT:	Barbara Baquero, Munira Mohamed, Barbara Rockey, Jen Moss, Kristin Sukys
VACANT SEATS:	<i>Position 1 (Food Access Rep.), Position 3 (Food Access Rep.), Position 6, (Public Health Rep.)</i>
GUESTS:	Office of Sustainability & Environment: Bridget Igoe

Meeting Materials:

Welcome and Introductions

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

There was no public comment.

2024 Calendar and Work Streams

CAB members reviewed the [CAB’s 2024 priorities and work plan topics](#), a continuation of their discussion from the February meeting.

Future Engagement with City Officials

CAB members discussed what briefing materials they want to use in future meetings with Councilmembers and other City officials. The CAB does not have any meetings scheduled yet but is interested in building relationships with City officials.

CAB members reviewed past briefing materials and discussed ways to fine tune their messaging for 2024.

Planning for a Roundtable Meeting in June

CAB members reviewed a scoping document to help plan for a June 21 roundtable event featuring community representatives from a variety of SBT programs/services. The CAB intends to invite City officials to the event. The purpose of the event is to:

- Provide a platform for community organizations to share their good work and speak to its impact;

- Educate City officials on the importance and impact of SBT programs/services; and
- Raise awareness of the CAB's SBT budget recommendations (which will be transmitted to the Mayor's Office in June).

Recruitment and Application Materials for Vacant CAB Positions

There are three vacant positions on the CAB:

- Position 1 (Food Access Representative, Council appointed)
- Position 3 (Food Access Representative, Mayor appointed)
- Position 6, (Public Health Representative, Council appointed)

CAB members discussed the process to recruit and identify new CAB members for vacant positions and reviewed draft application materials. The process will involve representatives from the Appointing Authorities (Mayor and City Council), the CAB, and SBT-funded departments.

B. Igoe (CAB staff) is working to brief the Appointing Authorities on the CAB vacancies and will continue to update the CAB as the recruitment process gets underway.

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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