**RCE Coordinating Committee**

**Meeting Minutes**

**Thursday, December 12, 2013**

**10:00 - 12:00**

**PCC CLIMB Center Rm. 305**

**1626 SE Water Avenue**

**PREP:**  Read minutes from last meeting; review the agenda for this meeting; prepare committee reports; let Kim know if you plan to call in on the conference phone; let us know if you can serve as the note-taker.

Conference call #: 641-715-3300 Code: 114549

1. **In attendance:** Judy Walton, Angela Hamilton, LeRoy Patton, Katrina Shum Miller, David Cohen, Jamie Stamberger, Shelby Wilkinson, Grace Taylor, Amy Higgs, Nancy Bond, Kim Smith, Bruce Podobnik

**II. Check-in**

1. Note Taker: Grace Taylor, Facilitator: LeRoy Patton
2. Minutes from last meeting approved – to be posted online.
3. Agenda reviewed.

**III. Committee reports**

**A. 8th Global RCE Conference, Nairobi, Kenya “Promoting Sustainability through Collaboration and Diversity”**

**1. Report by Kim Smith. Handout on Sustainable Development Goals (SDGs)**

* Greater Portland RCE was informally accepted as an RCE at the conference, by the United Nations University Institute of Advanced Studies (UNU-IAS) and the Ubuntu Council of Peers. Formal paperwork will follow, by the end of December or the beginning of January.
* We received positive feedback and great support. In addition to learning from other RCEs, the RCEs are interested in what Portland has to offer. Portland is in a position to be a resource/mentor to other sites. The scale and depth of sustainability-related work already done in Portland lays the groundwork for larger scale work. Other RCEs are typically housed in one University or institution, or in smaller communities. Expect the global community to be asking Portland to share resources and connect.
* The conference provided much sharing of best practices. ***Look for the best practices file in our Dropbox files, on our website, and on the UNU-IAS Portal.***
* The current global focus is on promoting sustainability through collaboration and diversity, with a focus on traditional knowledge. Greater Portland is encouraged to support Native American communities and share indigenous knowledge with others. For example, Rose High Bear, of the Wisdom of the Elders, is interested in being on the coordinating committee and curriculum committee. The Wisdom of the Elders wants to apply for a grant for developing curriculum. ***The Coordinating Committee agreed to write a letter of support.***
* All RCEs are asking similar core questions: how to fund, how to work with volunteers, how to have staff capacity for projects?
* If we choose, there will be many opportunities to connect and collaborate globally, as RCEs around the world are interested in partnering with us. This is particularly true for people who speak Spanish and would like to connect with RCEs in Central and South America. Given the use of English as the common language, it limits the participation of speakers of other languages, so we are encouraged to facilitate engagement with our partners in the Americas.
* North America was very sparsely represented (Kim, for the US, and 4 people from Canada. RCE Grand Rapids Michigan was not able to attend). More RCEs will hopefully be developed in the Americas.
* [UNESCO, the lead ESD institution](http://www.unesco.org/new/en/education/themes/leading-the-international-agenda/education-for-sustainable-development/), will continue to focus on ESD in years to come. Even though 2014 is the end of the “decade of education for sustainable development,” the RCEs are being asked to step up more. Sustainability education will be increasingly relevant, as UNESCO is supporting RCEs, with guiding themes, best practices, and alignment with Sustainable Development Goals (SDGs) and Millennium Development Goals (MDGs). Post- DESD, UNESCO is changing gears to enact a new Global Action Program in the fall of 2014, with education clearly a stakeholder, RCEs being elevated to be leaders of the whole movement. ***Review UNESCO’s DESD strategy.***
* The opportunities are big, but in the US, our hands are tied somewhat because of the US’s refusal to pay dues to UNESCO due to Palestine policy and our loss of voting rights in UNESCO, in November. We are concerned that UNESCO may be less willing to support our RCE, but we have been reassured that RCEs are run through the UNU, not UNESCO. Obama wants to restore membership, so we will need to lobby politicians and political advocacyat the state and federal level to let them know we have been designated an RCE. ***Several group members (Kim Smith, Grace Taylor, and…???) expressed interest in helping with lobbying and policy advocacy.***

**2. Slides on Safari, Maasai, and Kibera Slums**

Kim commented on the power of being in Kenya for the conference. She showed slides from her personal experiences before the conference to illustrate the three dimensions of sustainable development, including environmental issues in the Maasai Mara reserve, cultural diversity and education among the Maasai, and the extreme poverty and innovation in the Kibera slum.

Representatives from the Maasai Mara University are interested in working with us.

For more information on Kibera, check out: <http://kiberatours.com/kibera-slum-tours/>

**3. Powerpoint Presentation** (See supplement)

***Best Practices:***

* + Take lead on research, expertise, new knowledge/curriculum, community outreach, and policy

(Share innovative new work and traditional knowledge)

* + Choose themes for organizing projects each year (Could go with DESD themes, see list of possibilities from conference report and UNESCO)
* Do Self-assessments, use existing assessment tools (UNU has a Portal with assessment tools, database and other resources)
* Projects: Teacher trainings; forums, film series, service projects, resource fairs, with poster sessions and demonstrations, webinars, etc. (How will we align with teacher trainings in the region? Pick ESD or regional challenge topics for forums. Connect with service projects through Hands on Greater Portland and time with World Environment Day. For resource fairs, have some prepared demonstrations and displays. Topics for webinars, e.g., Climate Action Plans?)
* Increase visibility and marketing. (Do a big launch, leverage launch for press and recruitment. Invite top execs, presidents of institutions, mayors, and international RCEs. February is too early. March? Connect with Earth Day? Need to have a working group on the launch.)
* Emphasize social sustainability and traditional knowledge (Emphasize economic and social)
* Expand capacity development (What existing resources do we have? Need to develop?)
* Use event-planning templates
* Turn challenges into opportunities and solutions

***Recommended Actions***

* + Align with UNESCO DESD and Global Action Program, UNEP, and SDGs (see handout)
  + Check out other RCEs and networks (GUPES, Copernicus) (See webpages and handouts)
  + Develop a youth network (Bruce Podobnic – wants L&C students to do a class project on developing a youth network, Le Roy would like to participate, Katrina has K-12 resources to offer.)
  + Participate in virtual meeting with Americas (Spanish speakers especially interested. See handout on Prophesy of the Eagle and Condor, encouraging relationships between the North and the South, from the Pachamama Alliance).
  + Post best practices and documents on UNU Portal
  + Submit to UNU-IAS e-bulletin and Eco-Thinking Journal
  + Participate in World Environment Day- International Day of Service?
  + Exchange Programs (Rotary, AFS, CIEE, Lewis and Clark? Marylhurst? Need to focus on getting youth to conferences)
  + Recognition Awards (See UNU and RCE Saskatchewan templates)

***Next year’s RCE Conferences***

3rd Americas Conference (end of July, Guadalajara, Mexico), 9th Global RCE Conference (11/6-9/14, Okoyama, Japan); UNESCO ESD World Summit (11/10 – 11/14, Nagoya, Japan [limited number of delegates])

B. Outreach

1. Website- pledge form, partner map and page. How best to document past events?

See website: [Engagement Pledge](http://www.pcc.edu/about/sustainability/regional-center-expertise/) is live on the website and commitments will populate a spreadsheet. Be sure to complete it. Jamie asked if there is a strategy for following up with people. Members will receive confirmation of commitments. ***Whoever is leading committees needs to follow up, but we need a better strategy. We need to create a partner list with links and logos too.***

2. City of Portland Bureau of Planning and Sustainability (BPS) Managers meeting

Kim reported that managers of BPS are very interested in working with us. ***Look at sustainability plan, align with objectives, and help with implementation and outreach.***  May be able to tap into staff and funding, if supporting their projects.

C. Programs

1. Grant discussion

* David – Metro Nature in Neighborhoods program looking to hire a coordinator to do a range of environmental education. New hire could stay connected, possibly provide some support to RCE. Traci Price is putting a grant together, with EEAO, Intertwine Alliance, and RCE. Letter of interest due in January. Won’t hear till August. ***Is Portland Metro STEM program involved in the Metro grant?***
* ***RCE agreed to write a letter of support for Wisdom of the Elders, for a Metro grant*** (as noted above)
* Nancy asked if the RCE is going to be a 501-(c)3? We already have partners with 501-(c)3 status, so we should be able to apply for grants with their partnership. This should promote collaboration, rather than competition.

2. Coalition for a Livable Future Regional Equity Map 2.0 Presentation at PCC

Not well attended (due to weather), but good conversation. Other presentations will be available in the region. ***PCC will also host their Storytelling Project in January and February.***

3. Social Sustainability Colloquium at PSU—Hands On Greater Portland

Hands on Greater Portland – Through the Teamworks model, can include education in their volunteer activities, great potential resource for working on issues, etc. ***We will develop a Teamworks team, focused on social sustainability.***

**IV. Old Business**

A. Graphic Design class

1. Students submitted logo designs for the RCE – We looked at them and gave feedback. Many are beautiful and ***we will give feedback and thanks to the students***. Our recommendations include:

* Decrease emphasis on natural images and more on social sustainability
* Emphasize hands; able to combine with a natural image?
* Like the bridge (too similar to AASHE) but could be hands, with water flowing beneath
* Need to make distinct from other groups (bridge like AASHE, pine tree like Next Adventure)
* Have trees look more Northwest (pine tree vs. oak tree)
* Concerned about Native American salmon design – culturally appropriate?
* Make salmon smaller in yin/yang type logo, with a larger image within?
* We liked some of the fonts better than others, with Education emphasized.
* Change Sustainability Education Partnerships to Sustainability Education Network

2. ***Recommended Name: Sustainable Education Network***

B. Ethical governance doc (next iteration)- Judy – We can ***go over this at the next meeting***. This is a document that transforms our values into practice. We will integrate this into our governance plan. Judy will send out a draft and invited input. She is looking at different examples, such as Zappos’ model and lots of examples in Oregon. LeRoy is willing to help. Also RCE Munich has conducted a lot of research on governance models and wants us to share resources with each other.

C. ***Committees and members- See handout and spreadsheet on-line for updates. Sign up on form handed around.***

D. ***List of meeting/social/program locations?? File is in Dropbox. Please help document places where we can host events and meetings.***

**IV. New Business**

A. Launch- ***We need a working group to plan Launch***. Determine when (March or April? Earth Day?), where, who to invite, etc. Nancy, Grace, Angela, and Kim volunteered (???, anyone else?). We need to make it a big media event. PCC, PSU, and PPS’s communications teams will work together to create a press release. PR people from all the various institutions will be encouraged to help with outreach. Make sure to figure out who the spokesperson is for “pithy quotes.” Kim has already met with PCC PR Director Kate Chester about the RCE and she can share draft with other communication teams. Can we interview an international RCE or UNU-IAS leader?

B. FAQs doc- Judy sent the draft as an email attachment. ***Take a look at her FAQ draft*** (developed from Saskatchewan). ***What is missing?*** Are there edits? Give input, can go over next month, maybe by email between now and then. The FAQs will be posted on our website.

C. Programs— ***Priority Projects? Be sure to check out spreadsheet. Set timelines.***

1. Hands On Greater Portland

* ***Teamworks project- Develop a theme and series of projects.*** Try to have ready for spring term. Kim would like to have it available for her Environmental Sociology class.
* ***World Environment Day of Service?*** Katrina knows of 2-3 school contracts that could serve as volunteer sites.

2. ***Do we want to have themes for forums or events? DESD Theme?*** Send out a survey to the network to vote on Themes.

3. PCC’s Center for Civic Participation will help us ***develop a Difficult Dialogue forum*** on Equity vs. Justice – dialogue coming this spring.

4. We need to ***make a distinction between RCE-sponsored events and supported events***. How do we designate when we are sponsoring? Partnering? How does RCE describe the relationship and document it in our assessment reports?

D. Student Resources

1. ***Develop a student network***- how can we support student relationships between colleges and universities, as well as schools (Bruce and LeRoy will help lead this)

2. Kim invited people to ***identify RCE needs, which would benefit from interns***. Write descriptions, so we can advertise them. The University of Portland has expressed interest.

3. ***Develop service projects which can benefit schools and colleges***

4. ***Do we want to apply for an Americorps/VISTA volunteer? Need to do more research on this.***

E. We need to ***develop a Business Plan (vs. Strategic Plan)***—David Cohen has offered to help lead. The governance committee will be invited to participate. An email will go out to set a date.

F. ***Committee leads are encouraged to set dates for Subcommittee and Working Group meetings for January.***

**V. Action Items**

**All:**

* Review best practices and recommended actions above to determine actions we will take
* Join UNU-IAS Portal. To access the UNU-IAS RCE Portal, go to: [http://www.rce-network.org](http://www.rce-network.org/)). If you need assistance to access the RCE portal, please contact the Global RCE Service Centre ([rceservicecentre@ias.unu.edu](mailto:rceservicecentre@ias.unu.edu)).  You can also share resources for the E-Bulletin via this email.
* Review UNESCO’s DESD strategy, in order to familiarize selves with objectives and language.  <http://unesdoc.unesco.org/images/0014/001486/148650e.pdf>
* Look at FAQ draft sent out by email by Judy. What is missing?
* Sign-up for committees and working groups (see Kim)
* Identify places where we can host events (such as the Launch) and meetings (tell Kim). List of meeting/social/program locations is in Dropbox. <https://www.dropbox.com/s/1lb7ews5pfzu9qx/Meeting%20and%20Event%20Locations.xlsx>
* You are encouraged to write and submit articles to UNU-IAS e-bulletin and Eco-Thinking Journal.  <http://www.eco-thinking.org/>
* See handout on Prophesy of the Eagle and Condor, encouraging relationships between the North and the South, from the Pachamama Alliance). <https://www.dropbox.com/s/3g26x13oz891kt7/The%20Eagle%20and%20the%20Condor.docx>
* Check out other RCEs and networks (GUPES, Copernicus) to familiarize selves with partners and practices (See webpages: <http://www.ias.unu.edu/sub_page.aspx?catID=108&ddlID=183> and Kim for brochures from the conference)

**Committee Leads:**

* Set dates for Subcommittee and Working Group meetings for January.

**Governance Subcommittee WG:**

* Look at sustainability plans (city, regional, state, national and federal), align with objectives, and help with implementation and outreach
* Work with Coordinating Committee to align our goals with UNESCO DESD and Global Action Program, UNEP, and SDGs (see: <https://www.dropbox.com/s/g2all10vlchpkae/Aiming%20Higher%20UN%20SDG%20Document2.docx>)

**Programs Subcommittee:**

* Develop service projects that can benefit schools and colleges

**Kim:**

* Write a letter of support for the Wisdom of the Elders grant proposal; run by Coordinating Committee for approval.
* Organize Advocacy Working Group meeting. Contact Grace Taylor, Bruce Podobnik, LeRoy Patton, Judy Walton, Lori Stole, and Gary Obermeyer who expressed interest in helping with lobbying and policy advocacy.
* Organize Launch Working Group to plan Launch; choose day for Launch; run by Coordinating Committee for approval
* Look into idea of choosing a theme for organizing projects each year (DESD themes or regional challenges). (Work with Programs & Events Subcommittee and Outreach & Communications Subcommittee)
* Create a partner list with links and logos (work with Outreach & Communications Subcommittee)
* Check on status of grant proposals and opportunities (work with Funding Working Group – David Kunz, lead)
* Work with Youth Working Group (LeRoy, Hope are leads) to:
  + Develop a youth network (Bruce Podobnik wants L&C students to do a class project on developing a youth network, Le Roy would like to participate, Katrina has K-12 resources to offer.) Report back to Coordinating Committee.
  + Develop Exchange Programs (Rotary, AFS, CIEE, Lewis and Clark? Marylhurst? (Need to focus on getting youth to conferences)
  + Teamworks project- Develop a theme and series of projects with Hands On Greater Portland. Develop a Teamworks team at PCC, focused on social sustainability
  + Look into participating in World Environment Day- International Day of Service? (work with Katrina, and with Programs & Events Subcommittee)
* Develop a Difficult Dialogue forum with CCP at PCC (work with Program & Events Subcommittee)
* Submit feedback to graphic design students on logos (work with Outreach & Communications Subcommittee and Governance Subcommittee)
* Identify RCE needs that would benefit from interns; present ideas at future Coordinating Committee meeting (work with all Subcommittees). Look into applying for an Americorps/VISTA volunteer if needed.
* Lead development of a Business Plan (vs. Strategic Plan), working with Governance Subcommittee.
* Develop criteria to distinguish between RCE-led events and RCE-supported (work with Governance Subcommittee and Programs Subcommittee)
* Participate in virtual meeting with Americas (send out request for Spanish-speakers in RCE who might be interested in participating.) (note: Angela Hamilton, others? expressed interest)
* Develop Recognition Awards (See UNU and RCE Saskatchewan templates) (work with Programs & Events Subcommittee)
* Post best practices and documents on UNU Portal (working with Coordinating Committee and Governance Subcommittee)
* Priority Projects? Be sure to check out spreadsheet. Set timelines.

Judy:

* Work with Outreach Committee to create a strategy for following up with Engagement Pledge
* Prepare ethical governance document for review at next meeting

**VI. Feedback and Adjourn**

Next meeting is Jan 9, at the PCC CLIMB Center. (Second Thursdays)