**RCE Coordinating Committee**

**Meeting Minutes**

**Thursday, November 14, 2013**

**10:00 - 12:00**

**PCC CLIMB Center Rm. 300**

**1626 SE Water Avenue**

**I. In attendance:** Kim Smith, Amy Higgs, Nancy Bond, Brady Moss, Briar Schoon, Rose High Bear, LeRoy Patton, Marion Sharp, Angela Hamilton, Bruce Podobnik, Katrina Shum Miller

**II. Check-in**

1. Notetaker: Amy Higgs, Facilitator: Nancy Bond
2. Minutes from last meeting approved – to be posted online.
3. Agenda reviewed, revised, and approved, with addition of a request from Rose High Bear to be added to the Programs section.

**III. Subcommittee reports**

A. Governance- meeting – Kim and Judy met last week to talk about organizational structure and policy statements. Progress was made by Judy, Kim, and Amy on drafting committee by-laws, a political advocacy statement, and an ethical governance practices statement. (discussed below)

B. Outreach

1. Bruce will contact Jamie regarding outreach plans.
2. Progress has been made on the elevator speech (discussed below). As part of the introduction, the “ask” should be clarified.
3. Website – Kim has been updating it, and including our revisions to documents. Kim will check to see if there is a tracker on the website, and if not, will look into adding one, such as Google Analytics. Judy will draft a “Frequently Asked Questions” list to add.
4. We will need to establish a clear process for documenting who has contacted whom, with a consistent message in emails and conversations.

C. Programs

1. The Social Sustainability Colloquium had 16 participants, half of whom were committee members. Amy and Kim provided background on the RCE, the group brainstormed ESD providers, resources, and their own ESD needs, and then used a yarn web exercise to match up participants’ needs with resources offered by other participants. In the future, we should record the suggestions for how to meet needs. It was recommended that the Colloquium find a way to capture the good ideas that come out of all of their events (9 years worth!)
2. The Networking Social at Hopworks had five participants and rich conversation (4 Coordinating Committee members and Richard Halpern, of EcoApprentice). LeRoy proposed recording or otherwise capturing important discussions so they can be later reflected on and built on, as case studies. Wisdom of the Elders sometimes uses a video team to capture their events, in addition to stories on their website and blog. Jamie proposed including organized activities at our socials, such as questions at each table. Marion suggests establishing a theme for the gathering. Katrina suggests partnering with other organizations (such as Cascadia GBC), and possibly holding the event at the partner’s office.
3. Wisdom of the Elders: Rose High Bear (Athabaskan, originally from a Native American village in Alaska) formed the organization with her husband (a Lakota Medicine Man) to preserve the messages of their ancestors and culture and restore healing and cultural identity. There is a prophecy that the Native Americans will rise to teach us how to survive and live. They hope to become models of caring for the Earth by developing their leadership roles and voice and increasing outreach. They plan to use their audio and video recordings (re-airing on KBOO) to produce curriculum for their middle and high school youth, through their Wisdom Project. They are piloting STEM-based summer field science camps on climate change, including an emphasis on subsistence and traditional first foods. They work with the Native American Youth and Family Center (NAYA), with Portland representing the 9th largest region of urban Indians (1-2% of population in Portland are Native American). The group is seeking help with the curriculum and outreach. Kim suggested contacting PCC, PSU, University of Portland, and Lewis and Clark college students for interns. We look forward to working with Wisdom of the Elders. For more information, check out: http://wisdomoftheelders.org/

**IV. Old Business**

1. Graphic Design class
   1. Work on the logo is progressing. Drafts have been turned in and finals are due Nov 19th. At our next meeting, we will have all of the student’s options. An umbrella was suggested as a logo.
   2. Recommended Name: The class proposed a shorter, more precise name, such as “Sustainable Education Partnerships.” We prefer Network, Coalition, Center, or Alliance, or a term which reflects our broader role as an umbrella organization. Amy feels “sustainability education” might suit us better than “sustainable education.” It was asked whether we need to include education in the title, but we agreed that we do, as it is key to our mission. No decision was made, but we will decide by our launch in January. We will send out a survey with the logos and names to stakeholders, inviting participation in deciding the name in the weeks following December 1. Amy will receive the students’ ideas to create the survey and the stakeholders’ responses.
   3. Slogan: We decided to use “Educate, Inspire, Engage” instead of “Educate, Empower, Engage.” This will be reflected in our outreach material.

B. Committees and members- See handout, which was passed around. Attendees added/ revised their committee sign-ups.

**IV. New Business**

A. Governance

1. The committee agreed that the “Committee Roles and Responsibilities” draft will be referred to as Bylaws instead of “terms of reference.” We are grateful for the RCE Saskatchewan template and will revise as needed. Core questions include:

* Is it necessary to have a minimum or maximum number of members? A “maximum of 9 members” will be deleted. We will not specify a maximum number (given our current number, 12?), but it was recommended to have a minimum. Is 6 enough?
* Is it OK to have new committee members join throughout the year? The preference is to have a committed core of people for at least a year. Though there is no desire to be a drop-in committee, Bruce proposed inserting a time in the agenda to include new people, and then excusing them for our business. We will try to “on-board” new members at stakeholders meetings.
* What is an appropriate length of time for different positions?
* How do we choose the chair? How long should the term be?
* What is the best rotation of committee members, in order to have some continuity?
* Have we agreed to meet once a month?
* What is a quorum? How many people are needed to make a decision?
* What is the accepted protocol for on-line decision-making? Are there options if we need to expedite a decision?
* How best do we establish Sub-Committee leads and members?

This discussion will be continued over email, with revisions submitted, and agreed upon at our next committee meeting.

2. “Ethical Governance” - The document is being drafted by Judy, and will be circulated soon. It is based on how to govern in ways that reflect our values. Committee members are invited to participate and review the draft.

3. Review “Political Advocacy statement”- (see attachment). Amy proposed clarifying “expand leadership capacity and program development of the RCE”. Kim will fix the typos on the second and last lines, will delete “not necessarily, ” will make Judy’s revision to the last sentence, and will send it out for review. Nancy proposed on-line conversation and in-person voting.

B. Outreach

1. Elevator Speech (see attached revisions)–The UN context should be added, but perhaps not right at the top. An idea was proposed to include an umbrella in our logo, as our emphasis is really on being an umbrella for a variety of coalitions. All are encouraged to conduct our own individual outreach efforts.

2. Newsletter- Steve Kolmes has offered an intern to put together the newsletter. We could have interns be in charge of our Facebook page/social media, and of tracking the provider list on the website. Descriptions need to be written up for specific internship leads, identifying clear educational values.

3. City of Portland Bureau of Planning and Sustainability (BPS) Managers meeting, with Director Susan Anderson- Tues, 11/19, 12-12:30, 19000 SW 4th, Ste. 700 LeRoy and Amy may join Kim. Others are welcome.

C. Programs

1. Presentation Opportunities

* 1. Angela invited us to present a webinar in Feb through PSU.
  2. AASHE has an upcoming deadline (11/27) for next year’s webinar schedule- we could either feature our own work, or the work of our partners. We could do a joint webinar with Lyle, in Saskatchewan and RCE Grand Rapids.
  3. Nick Aster, with Triple Pundit, a sustainability website out of San Francisco is interested in our story, and wants a guest writer to pitch it. Brady will look further into this. This may be appropriate for March or April.

2. RCE Designation Launch- Kim and PCC Sylvania President Linda Gerber met with the new PCC District President Dr. Jeremy Brown, who wants to help plan the RCE launch. A working group will focus on planning this event, ideally in February. The group will include Kim, Bruce, LeRoy, Marion and anyone else who is interested in helping.

D. Business Plan (vs. Strategic Plan)

Creation of a business plan will be added to the January agenda. David Cohen offered to facilitate a strategic planning retreat. We will check to see if he can facilitate a business planning session as part of the strategic planning process as well.

E. Nairobi updates

1. Between 11/21 and 12/1, Kim will be at the global RCE conference in Kenya. She needs to prepare a report on the state of ESD in the Americas. Anyone who has expertise about ESD in the Greater Portland region is encouraged to please tell Kim so she can include it in the discussion.

2. She has signed up to participate in several core Themes and Discussion Groups: the Americas, Climate Change, Traditional Knowledge, Capacity Development, Governance, and Fundraising and will bring back best practices from the other RCEs on these topics.

3. Kim is nervous about attending the conference alone and wishes that other Greater Portland RCE representatives were joining her. She is grateful for all of the hard work and support that committee members have offered in our process and is proud to represent the group.

**V. Feedback and Adjourn**