**GPSEN Coordinating Committee Meeting Minutes**

**Thursday, October 9, 2014**

**9:00 am – 11:00 am**

**CLIMB Center, Rm 102**

**1626 SE Water Avenue**

**Action Items**

* Kim:
  + Post approved minutes on website
  + Organize responses from the Stakeholder survey and send out a new survey to CC to ask for priorities
  + Share the ED Training manual document with the committee
  + Take the privacy policy reference off of the website (needs to go to the governance committee)
  + Revise the bookmark and send the file to the CC
  + Contact Lewis & Clark to see if we can combine efforts to host an event for Chuck Hopkins.
* Lin:
  + Serve as secretary and keep hard copies of documents.
  + Call a Governance committee meeting; provide an updated bylaws draft to the Coordinating Committee; be prepared to discuss more deeply at the January retreat.
* Derrik will send requests to stakeholders inviting them to subscribe to the Google calendar, “Like” the Facebook page, and Follow the Twitter account.
* Committee members:
  + Promote Facebook and Twitter accounts
  + Join the GPSEN EcoChallenge team
* Social Media team: Make noted revisions to policy; adopted by consensus.

**In Attendance:** Kim Smith**,** Bruce Podobnik,Lin Harmon-Walker**,** Briar Schoon**,** Derrik Zebrodski**,** LeRoy Patton**,** Gary Obermeyer**,** Jamie Stamberger

**9:00 Introductions**

**Logistics**

1. Notetaker: Gary Obermeyer and Facilitator: Bruce Podobnik
2. Minutes approved, by consensus, with noted changes to title and R&D responsibilities. Jamie clarified that she will help with assessment reports but doesn’t want it to be a regular task. Bruce is the leader of the R&D committee, so will help with reports. Jamie recommended that all committee members help with assessment reports if they have been involved with the projects. *Kim will post minutes on website. Lin will serve as secretary and keep paper copies of documents.*
3. Reviewed agenda- Jamie appreciates that the agenda is more bare-bones this time (should help keep things on schedule). Some risk to not get through the final sections. All agreed to try to stay within the time limits.
4. Reviewed group dynamics and decision-making process- Kim referred to the norms for the meeting and noted that the facilitator will help us stay on track and move forward. We also have a shared responsibility to stay on task and support healthy group dynamics. At the last meeting we didn’t do a good job of assigning needed times for discussions and we need to be a better job tracking the time. LeRoy noted that it’s easy to lose track of time while engaged in advocating - people should feel that they can speak up if they need to, but to be concise. Bruce acknowledged that as the current facilitator, he has primary responsibility for keeping us on schedule.

**9:15 Old Business – Updates - Reference minutes**

1. Reported back on status of action items in minutes

* Briar, Lin, and Kim will go to the GoGreen Conference.
* Intertwine has a Health and Nature Forum next week – Lin and Leroy will attend.
* Kim recommended checking out the CIEE (Council on International Education Exchange) program for exchange opportunities
* Lin was in NYC meeting with environmental law colleagues and reps from the Philippines – looking at creating workshops. She will submit a report.
* Social media and political advocacy policies updated. To be discussed and approved during meeting.

1. Stakeholder Meeting
   * Discussion of Stakeholder Meeting attendance. Questions… why such low turnout? Location? Newness has worn off? Problems with MailChimp? Will continue to work on outreach and have a more central location. On the positive side, partner reports are appreciated, so we will continue to invite partners to participate.
   * Report on Regional Highlights survey- Reviewed feedback from Stakeholder Meeting and Survey Monkey questions (see supplement)
     + Highlights to be reported to the UNESCO Conference on ESD, noting our areas of expertise and how we will help implement the Global Action Programme.
     + Leroy suggested looking at something that can be done right away. Could prioritize existing items and those that can be done in near term.
     + Jamie suggested synthesizing and categorizing the lists, e.g. youth programs.
     + *Action – Kim will cull/combine/categorize and send out a new survey to the committee.*
2. Budget- Kim met with Rose High Bear. Reviewed budget and Wisdom of the Elders agreed to provide a report and a check for the balance of the funds to be deposited in our new bank account.

**9:35 Governance**

1. Report
   * Application update- The application was submitted to the state but returned for having two names, due to the full name and acronym. Worked out now. Our Oregon registered number is: 1048797-96. We may now set up a bank account.
   * The RCE Structure Survey was completed and submitted to the UNU, but did not get included in the October E-Bulletin due to delays. This affects the RCE report in Japan, but hopefully can still be done in time for our retreat. GPSEN can circumvent the process and survey the RCEs directly, but we would like the UNU’s input, as the data should be valuable to all RCEs.
   * By-laws Report- Lin reported that the bylaws were revised and circulated again to the governance committee. There are still questions, including length of terms, membership, and funding structures. These will be discussed at the retreat in January. The governance committee wants the larger CC to be involved and may direct some questions to the stakeholders. Kim scanned in a how-to guide for executive directors shared by Lin*. She will make it available to the CC*.
2. Discussion: Should the Coordinating Committee (CC) have term limits? One or two-year minimum?

* While other By-law questions will be resolved during the retreat, Kim noted that term limits need to be resolved asap, so we can firm up the CC for the year.
* We agreed that CC members and Subcommittee leaders need to commit to specific times. Lin suggested a mix of 1 and 2-year terms to achieve staggered terms. Bruce suggested that being on the Coordinating Committee requires at least a one-year commitment.
* Asking for time commitments led to some committee members choosing to step down due to other commitments.
* The responsibilities of serving on the CC are identified in the By-laws.
* Because we are new, LeRoy suggested that we be flexible as we figure out our structure. Decisions will be clearer once we have our retreat.
* There appears to be a consensus that CC meetings could be open to guests, but that does not mean that they will have voting rights. An orientation might reduce the distraction that visitors can cause. An alternative is to begin involvement via sub-committee work.

1. Action Items:

* *Lin will call a governance committee meeting to provide an updated/collated Bylaws draft to the CC.* Will discuss more deeply at the January retreat.
* Need to write up privacy policy. *Kim will take the privacy policy reference off of the website until it has been written by the Governance Committee.*

**9:50 Outreach and Communications** (Gary, Jamie, and Derrik)

1. Report
   * Facebook and Twitter accounts have been created, along with guidelines to distinguish between practices for posting on Facebook and Twitter. *Committee members and partners encouraged to promote Facebook and Twitter accounts*
   * Outreach materials:
     + Bookmark created and handed out at CLF Regional Livability Summit. Jamie recommended adding an invitation to engage on the back. *Kim will revise the bookmark and send the file to the CC.*
     + Need to work on “elevator speech.” Kim outlined an example. All committee members are GPSEN ambassadors, so we need to have consistent messages. We are a network of networks promoting sustainability education in our region to help create a “greater” Portland. We support outreach, create programs/conference/training, and offer research and development opportunities.
     + The promotional efforts are effective. Senator Merkley connected Kim with his staff. Labor Commissioner Brad Avakian invited us to present to the State. Jackie Dingfelder, Advisor to Mayor Hales, has scheduled a meeting with Kim at the end of October.
     + Derrik likes the constellation analogy. Constellation networks are non-hierarchical.
   * Derrik created a Google calendar. Send events to email: [news.gpsen@gmail.com](mailto:news.gpsen@gmail.com) and link calendar to the website. Question about whether we can link to other calendars*. Derrik will send requests to stakeholders inviting them to subscribe to the calendar, “Like” the Facebook page, and Follow Twitter.* Lin suggested a limited number of editors on the Google Calendar. Bruce suggested compiling links of other organizations’ calendars.
   * Committee suggests setting up a blog, with invitation to partners to contribute. Gary prefers Wordpress.org. Jamie recommended Wordpress.org instead of Wordpress.com.
2. Discussion: Social Media and Political Advocacy Guidelines

* Need to tweak the Outreach Policy to expand beyond social media. Add sections for website, blog, and newsletter, in addition to Facebook and Twitter.
* We discussed a need for multiple moderators.
* Kim called attention to section #5 (political posts) in the social media policy and whether we needed to revise our political advocacy statement.
* Bruce raised the issue of material produced by advocacy organizations. As long as the focus is on education it should be OK.
* For example, if the natural gas industry posts something, would we have to publish it? If we get such a request, we can post the event if it can be framed in terms of education to consider the complexity of the issues. It still needs to align with our vision, mission, and values. No green-washing. Our mission is focused on sustainability education so we will always use that as our lens.

1. Consensus Decision: The committee agreed that there’s enough language to guide decisions, recognizing that there will still be complicated decisions. We support adopting the social media policy, including section 5 on political advocacy.
2. Action Item: *Outreach committee will revise Social Media Policy with suggestions*

**10:20 Research and Development**

1. Report: Update on database status and hiring process

* Bruce talked about the Metro grant to develop a database – to capture resources and contact info for sustainability educators in the region. We want it to have searchable capabilities, with layers and tags to provide for user-friendly searches related to speakers, curriculum, research, grants, internships, etc.
* Different groups have already created different lists, but none are linked together. Briar started gathering info to get a feel for what will be involved.
* The goal is to not just list organizations, but what they do and who to contact.
* Kim demonstrated the database structure that Briar helped design. See supplement.
* EEAO, the Intertwine Alliance, and GPSEN are hiring a coordinator who will shepherd the project to build relationships and oversee the database process. Applications due Oct 17. There is money for the coordinator and the database work. It’s a little behind schedule. EEAO is the fiscal agent. Briar, Kim, Bruce, and David C. will serve on the hiring committee, along with Matthew Collins, of EEAO.

1. Discussion: Other core goals this year?

* Bruce will do a Social Network Analysis – to get a baseline and to be able to measure progress in the development of our networks. Bruce’s Lewis & Clark students will be involved.
* Need to re-establish our connection with PSU. Briar – suggested reaching out to Kevin (a PSU student) to participate in their Social Sustainability Month. Kim will connect with the Institute for Sustainable Solutions (ISS) and meet with Jennifer Allen and Christina Williams.
* We need to create a template for internships. PSU has lots of students who are looking for internships. PCC students are looking for design projects. We need a newsletter intern.

**10:35 Programs and Events**

1. Reports
   * Update on events- Requested to continue to send events for the calendar, to add to the results from the survey
   * Exchange Programs- Lin, Bruce, and Jamie will continue to work on possibilities.
2. Discussion: Support needed for other projects this year?

* Kim proposed that we host an event for Chuck Hopkins, UNESCO Chair and creator of the RCEs, when he is here for AASHE. He wants to talk about the Global Action Programme. Proposed, Tuesday, Oct 28, but Briar noted that Lewis & Clark is hosting a sustainability networking event at Doug Fir that night. *Kim will contact Lewis & Clark to see if we can combine efforts.*
* The UN Portland Chapter –Gordon Green – is offering a variety of events for the UN’s 69th anniversary celebration. He wants to do a press release about GPSEN. PCC has not offered much help with PR, so we will seek out more media support from other partners. Kim needs help writing a press release.
* PCC is a sponsor of the sustainability exhibit at OMSI. Wisdom of the Elders is involved - includes an indigenous food exhibit (Nov 7, 3pm). Briar invited people to attend.
* Oct 22 is Campus Sustainability Day at PSU. Winona LaDuke will be speaking.
* There is also a Lewis & Clark Sustainability Symposium from Oct 14-16.
* GPSEN has a NWEI EcoChallenge team – October 15-29. Committee members asked to join.
* Kim recommended hosting a networking social in November.

1. Actions: Committee decided to host the Stakeholder meeting on Thursday, December 11, with a Coordinating Committee business meeting to precede. Recommended that we host it at a partner location and have Leah Schrodt, from Washington County, speak.

**10:45 Next Steps- Review and Complete Action Items**

1. Additional announcements? Kim will be in Japan November 2-18. Jamie will be in Taiwan Oct 14-30.
2. Review Action Items- Included in the action box above.
3. Committee decided to hold a November meeting on Thursday, 11/20, from 9-11.
4. We will host a Coordinating Committee retreat in January. Kim will do a Doodle to set the date. We will hire a facilitator to help us work through our core By-Laws and structural questions.

**10:55 Reflection and Feedback**

We agreed that this new agenda format, with facilitation and group guidelines, is working well.

**11:00 Adjourn**