**GPSEN/RCE Coordinating Committee**

**Meeting Minutes**

**Thursday, March 13, 2014**

**10:00 - 12:00**

**PCC CLIMB Center Rm. 306**

**1626 SE Water Avenue**

**In attendance:** Nancy Bond, Grace Taylor, Katrina Shum Miller, Kimberly Gibb, Angela Oliverio, LeRoy Patton, Bruce Podobnik, and Kim Smith

**10:00 Logistics and Introductions**

1. Notetaker: Angela, Kim Timekeeper: Grace
2. Minutes approved from last meeting. Noted: We will try to keep minutes brief. Plus, please review minutes before posting to website. If you don’t want something included in minutes, say so at meeting.
3. Reviewed agenda. Committee likes the new structure.

**10:20 Coordinating Committee/ Launch Working Group**

A.Discussion

1. Non-profit status – pros and cons

* Non-profit status requires Board of Directors. Coordinating Committee can serve as that.
* Need designated president, treasurer and secretary. Are there individuals willing to take that on? Checks need to be written and co-signed.
* Do we want to deal with having a bookkeeper/ accountant in future, when have more finances? May have to file taxes.
* Application for non-profit not that hard and not very expensive. Have committee members who are experienced at applying and could likely get in an application by July or August,2014.
* Non-profit status offers more opportunities for grants and support.
* Identify founding and endorsing members?

2. Fiscal agent for Launch Celebration

* Wisdom of the Elders has offered to be the fiscal agent for Celebration. Registration fees and donations will be sent to their account. They will send a certificate of insurance letter to the World Forestry Center.
* Committee in support of this. A couple questions include: Is there a cost or should we offer a small percentage of donations? [Rose High Bear has confirmed that there will be no fee]? What happens if we make $ from the launch? Can Wisdom of the Elders hold onto funds until bank account is set up? [We will write a Memorandum of Understanding (MOU)]

B. Decision?

* We will do more research on 501[c]3 status. Committee agrees we want to apply for 501[c]3 status with goal of submitting in July / August 2014.
* Support for Wisdom of the Elders as fiscal agent for launch. We will find out contract details and confirm if funds can be held until non-profit status is established.

**10:45 Governance**

A. Action Plan - Discussion

1. Kim presented different models created by Governance committee, including:

* Gantt chart on Excel, with simplified projects and timelines. Flow chart was well received and useful for committee to identify projects for year.
* Action plan, with goals, objectives, and timelines. Has more details for internal work.
* Project action plans focus on specific projects, partners, resources, assessment, etc. These can be translated into reports to be uploaded to RCE Portal.

2. Support of continuing to update models and share with stakeholders. Make sure are aligned with mission, E4 challenges, objectives, and assessment tools

B. Actions

1. Link Gantt chart to different sheets with specific plans for events/projects

2. Create a calendar and put online (versus our current upcoming events list). Kim will check with Melissa Aaberg about process. Katrina recommended using SBO’s model. This could be an internship.

3. We need to clarify our asks from stakeholders (outreach committee) and offer clear ways for members to engage.

4. LeRoy reminded us to continue to emphasize that we are addressing sustainability education.

**11:20 Research and Development**

A. GPSEN Survey Discussion- Bruce

* Bruce presented draft as part of social sustainability survey tool. Goal to create a longitudinal study of networks. Wanted to know if committee felt it was useful, worth developing further?
* Some concerns about extensive details, privacy, demographics, and time it will take responders to fill out survey, but general consensus was to continue working on it further. Be clear on goal, purpose. How share language and organize sector?
* Bruce will have new draft to share next week.

B. Metro grant- Research Database- connect to broader database?

* Traci Price submitted a Metro grant for partnership between EEAO, Intertwine, and GPSEN to develop an asset analysis and database for the region.
* Discussion of what databases already exist for sustainability orgs/ environmental work in Portland. How can we contribute to that effort without duplicating? Briar offered to serve as point person in collecting lists. Bruce interested in receiving contact info for anyone already working on this goal.

**11:35 Programs and Events**

A. March- Networking social- Thursday March 20, 4:30-6:30 Oregon Public House, NE Dekum

B. April- Kim set up a Teamworks team, with lectures and E4 sustainability service projects with Hands On Greater Portland. Invitation to participate will be sent out by end of March

C. April- Earth Week Events: Wisdom of the Elders Films, NWEI, PCC, etc. Others?

* Share what Earth Week events are happening from networks

D. May- Center for Civic Participation Social Sustainability Forum (CCP, PCC) focused on equity and justice. Grace is helping organize and reaching out to social sustainability groups. Who to include?

* Will be held Wednesday, May 7th, 10-12. Location TBA
* Interested in hosting the next forum on economic sustainability

E. May- Virtual Youth Summit focused on food security- Jocelyn (Rex Putnum) and George (Catlin Gabel) are coordinating.

F. Stakeholder Meeting? Time for quarterly meeting. Given events and Launch, mixed on whether to host one. Recommended end of April. Will set date with partners who want to present (EEAO, Intertwine)

G. Launch Celebration is set for Wednesday, June 4, 5:30-7:30, at the World Forestry Center. Planning committee will continue to update with details.

**11:50 Next Steps- Identify Action Items**

* Bruce- will connect with Traci Price and Briar to coordinate survey and database research
* Kimberly- Investigate funding sources and also identify outreach targets in Clark County
* All are encouraged to complete the Engagement Pledge on our website (Nancy, Angela agreed)
* Kim- will send updated outreach letter to committee members to share with potential partners
* An Outreach committee meeting will be set, with focused discussion on outreach strategy for next meeting. Nancy, Bruce, Katrina, Kim, and Kimberly are interested in attending.
* Nancy- connect with media and writers to tell GPSEN’s stories

**12:00 Adjourn**

**\*\* Next Meeting: Thursday, April 10, 10-12, CLIMB**