**GPSEN Coordinating Committee**

**Meeting Minutes**

**Thursday, April 10, 2014**

**10:00 - 12:00**

**PCC CLIMB Center Rm. 102**

**1626 SE Water Avenue**

**PREP:**  Read minutes from last meeting; review the agenda for this meeting; prepare committee reports

**In attendance:** Nancy Bond, Angela Oliverio, LeRoy Patton, Bruce Podobnik, Rose High Bear, Erin Stanforth, Judy Walton, David Cohen, Asha Nidumolu, Briar Schoon, and Kim Smith

**10:00 Logistics and Introductions**

1. Notetaker: Angela Timekeeper: Nancy Facilitator: Kim
2. Minutes approved from last meeting and will be posted on website.
3. Reviewed and revised agenda
4. Introductions of members and guests

**10:15 Old Business**

A. Nonprofit Status

* Working committee for non-profit application is Grace, Bruce, LeRoy, and Angela
* Determine who will be president, treasurer, and secretary
* Need to figure out what constitutes a member and partner. Establish terms.
* Non-profit Association of Oregon (NAO), nonprofit association of Oregon very helpful at answering questions
* Incorporate in Oregon, then apply for non-profit status
* Working group will write up by-laws: Judy, Kim, David K, and Heidi Post

B. Launch Celebration

* Wisdom of the Elders will be the fiscal agent
* Kim will draft up MOU and share with planning committee

C. Need to update Gantt Chart, with projects and plans.

**10:20 Governance - Judy**

A. Proposed agenda setting process

* Subcommittee members need to submit topics, with estimated lengths of time needed
* Draft of agenda sent out 7 days before meeting
* We will prioritize agenda according to importance and urgency
* Send materials at least 3 days in advance, to give enough time for committee members to read
* Subcommittees will post meeting minutes in Dropbox

B. Proposed meeting roles- Agreed to have a facilitator who will help develop the agenda and run the meeting and a note taker.

* Discussed need for multiple month commitments (3-12 months?) and agreed to 3 months. Representatives will rotate between the different subcommittees.
* We will have a template for note-taking
* Facilitator for next 3 months from R+D = Bruce
* Note- taker for next 3 months from Programs = Angela
* We will rotate to other 2 subcommittees to provide members opportunities to run meetings at end of 3 months.
* Offer facilitator training.
* Chose not to need a process observer. We will discuss meeting ground rules at the next meeting.

C. Proposed decision-making process- (modified consensus model) See Judy’s handouts.

* Do check-ins or “temperature checks” on topics.
* Have topics proposed by committees, after checking with experts and resources
* Discuss options, allowing all dissenters to speak
* Thumbs up, down, sideways to show how you feel about proposed action
* How address if not unanimous? Consensus - 1 prompts discussion. More discussion needed.
* What constitutes a quorum? Who are voting members? Email if some can’t come to meeting. Able to vote if not present?
* Will continue discussion at next meeting.

D. Proposed new volunteer time tracking sheet- Judy

* Tabled until our next meeting.

**11:00 Outreach**

1. Potential new logo design created by Amy Livingstone, with Mt. Hood, new pedestrian bridge, and river.

* Discussion of logo—generally positive feedback, not sure about compass with many points (does it look too much like a badge? Too nautical?) or the four Es. Some discussion over uniqueness of logo and if it represents GPSEN, network, and education. Remove points to look more like Earth? Have a web? Symbols for Es, like economy? Will tweak/experiment and bring back to next committee meeting.

B. Discussion- Outreach Strategy

* Updates- see handout for report on numbers and efforts
* Organize partners by sub-groups, e.g., K-12 schools and interests like transportation
* Discussion on whether 2 lists organized differently or 1 list with tags for sectors, interests, and issues—all like idea of sub-groups by interest topics. Also like current list organization and definitely want to keep that.
* What needs to be public in calendar?
* GIS student will update map, with lists by types and affinity groups
* Could a computer science student help with the database? Briar will help serve as a point person.
* Further recommendations?

C. Actions

* Committee members asked to use outreach letter in Dropbox (letter and emails as template). Send outreach letter and invitation.
* Review content of website. Send content to Kim.
* Website domain – we should purchase GPSEN.org name. Gary Obermeyer has offered to help.
* Email accounts—would be great to have a general group email setup, for example to send newsletter content, e.g. outreach@GPSEN.org. Maybe this is something Gary can help with?
* Need support with newsletter. Intern? Have a template for structure.
* Bruce will work on and manage additions to the master database to sync up lists.
* Subcommittee will review lists and identify groups for outreach.

**11:30 Programs and Events**

A. April

1. Starts 4/10 Hands On Teamworks – E4 educational sessions and service projects
2. Earth Week Events:

* 4/17 Wisdom of the Elders Films, 3:00-5:00, PCC Sylvania ST 107
* 4/22 NWEI, Earth Day Fundraiser, Oregon Public House, NE Dekum
* 4/24 Sustainable Development lecture, 3:00-5:00, PCC Sylvania
* 4/26 Earth Day Fair at Kenton Park- Submit booth registrations to Bob New

1. 4/28 Stakeholders Meeting: 3:00-5:00, Metro 370 A&B, Presenters: Traci P, EEAO, David C, Intertwine. Talk with speakers about talking points. Core topics: diversity, programs. Need to set vision and clear objectives for stakeholder meetings, to help support narrative of GPSEN.

B. May

1. 5/2 Youth Virtual Conference, through RCE Grand Rapids, with Rex Putnum and Catlin Gabel.
2. 5/7 Social Sustainability Forum, 10 am -12pm, Center for Intercultural Organizing, N Killingsworth.

C. June

1. 6/4 Launch Celebration, 5:30-8:30, World Forestry Center. Be sure to buy your tickets soon. <http://gpsenlaunch.brownpapertickets.com/>. Organizations can reserve tables for $100. Angela will invite Confluence groups to table. Kim will ask Bob New for list from Earth Day.

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

* Talk about vision for next stakeholder meeting
* Use outreach materials

**11:55 Reflection and Feedback**

**12:00 Adjourn**

**\*\* Next Meeting: Thursday, May 8, 10-12, CLIMB 306**