**GPSEN Coordinating Committee**

**Meeting Minutes**

**Thursday, May 8, 2014**

**10:00 - 12:00**

**PCC CLIMB Center Rm. 306**

**1626 SE Water Avenue**

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

**In attendance: Nancy Bond, LeRoy Patton, Mary Fifield, Gary Obermeyer, Jamie Stamberger, and Kim Smith**

**Introductions:** Mary, Gary, and Jamie are all consultants and hope to meet together to talk about ideas.

**Logistics**

1. Notetaker: KIm Facilitator: Kim
2. Minutes approved from last meeting
3. Agenda was revised to accommodate schedules and focus on time-sensitive and priority topics, with several of the governance tasks postponed for when more committee members are present.

**Discuss Launch Celebration, 6/4, 5:30-8:30, World Forestry Center.**

A. Discussions:

1. How to increase ticket sales? Outreach!!

* Communicate with partners and ask for immediate response. Ask for committed numbers from organizations. Note commitment and responsibility to GPSEN, as partners.
* Set a goal and identify how close we are to the goal.

2. Still seek sponsors to cut costs.

3. Catering costs- $13,000 estimate, for 200 adults and youth meals.

* We have to put money down asap, but Wisdom of the Elders, as our fiscal agent cannot take the risk of having costs above our sponsorships
* Consider returning to a buffet rather than family style, to save money
* Reduce number of estimated attendees from 200-225 to 100-125
* Cut children’s meals and provide our own food (Costco trays vs. chicken tenders and PB&J)

B. Actions

1. The Launch Planning Committee will have an emergency meeting at the beginning of the week to revise plans.

2. Jamie will seek donations for kids meals (New Seasons?).

3. Everyone will help with outreach and commits to buying their own tickets.

**Old Business – Updates - Reference minutes**

A. Reports on Events

1. Youth Virtual Conference on food insecurity was a big success. Students from Catlin Gabel and Rex Putnam did a good job together and have suggestions on how to participate and plan for next year. A link will be made available soon. Gary suggested having the youth present their material at Camp Snowball, July 14-17.

2. The Social Sustainability Forum was well attended, with a lot of networking. We ran out of time to get deep into conversations about equity and justice. Some actions and best practices were identified.

B. Time sheets

1. Discussion: We reviewed the proposed volunteer time tracking sheets (biweekly vs. monthly) that Judy created.

2. Decision: The committee approved offering the biweekly sheets, as a recording tool, if they are helpful for people to keep track of volunteer time, but to use the monthly time sheets for collecting hours. We will send out reminders at the beginning of the month and request time sheets be submitted at the Coordinating Committee meetings.

**Strategic Planning**

A. Discussion

1. PCC has agreed to consider covering Kim’s position for the coming year, as a “bridge year,” while we set up our non-profit and funding structure. Shall we have an incubator status until file? Work with Non-profit Association of Oregon.

2. Need to identify core project priorities for the coming year

* AASHE conference (no cost to GPSEN) in October
* RCE Meetings of the Americas in Mexico, at end of July (Kim, Jamie, and Mary are going)
* UNESCO Summit in Japan, in November
* Identify core benefits of being a UNU center vs. other networks in community. Key role of ESD and equity
* Forums, films, speakers
* Check with David Cohen, for Intertwine, and Katrina Shum Miller, for schools.
* What types of critical things are we not able to do? Identify challenges.

3. Project costs? Budget needs?

* Waiting to find out about Metro grant, for funding of database.
* If a non-profit, need a paid ED. Cover experts for accounting and legal costs.
* Travel costs ($5000-$10,000)
* Staffing needs- cannot expect to be volunteer-run; overreliance is unsustainable. What tasks are reasonable for volunteers? Short-term, events, support tasks, without expertise.
* Communication/printing costs?
* Consultants?
* Food for events
* Travel/parking fees
* Costs for forums? Planning?
* When the SDGs and Global Action Program come out, will the UN or government cover any of the costs to implement?

B. Actions

1. The committee will continue to identify projects and budget needs.

2. Kim will send updated action plans and report to PCC Sylvania’s president Birgitte Ryslinge, who has offered to help.

**Outreach**

A. Discussion

1. Partnership development

* Kim has had some good meetings with different leaders, including Nancy Hales.
* We will put an emphasis into meeting the Washington County Sustainability leaders (see Hillsboro’s 2020 plan) and Clean Water Services.
* Need to increase attendance and stakeholder meetings, especially of leaders. Not always just new people that require “on-boarding.”

2. Social Media- Gary shared about how to create a coordinated social media campaign. Created:

* Facebook page (open before Launch), Twitter account (need a communications coordinator)
* GPSEN.org domain name purchased. Host on Google or Word Press? Who will create the website? Will transition PCC page to GPSEN page eventually.
* Use Mailchimp for newsletter. Mary has offered to do the monthly newsletter.
* Set up Gmail email accounts for news and events. Kim will confirm.

3. Review GIS Map for student intern. Suggestions:

* Have the 4-county region’s boundaries clearly identified and be the default map showing on website
* Have a clear member list
* Put the map on the top of the list or on the side.
* Keep the icons simple, with all the same shape, with a color code in a legend.

4. Review updated logo design. Suggestions:

* The image is beautiful but too busy. Get rid of dots around circle.
* Prefer circle to oval.
* Have the bridge asymmetrical. Make more dynamic, with a different angle.
* Use a more contemporary font, sans serif.
* Should the GPSEN acronym be in the water?

**Governance - handouts were provided and discussion was tabled until next month**

A. Proposed decision-making process (modified consensus)

B. Proposed meeting guidelines

C. A working group is developing our by-laws

**Future Events**

A. Keith Winn, with RCE Grand Rapids will be in town, May 21-24. Katrina recommended that we plan a visit with him.

B. Tickets available for a table at the Evening with the Wisdom of the Elders, June 20. 2 for $75. Jamie and LeRoy plan to attend. Others? Let Rose know.

**Next Steps- Identify Action Items**

A. Everyone will help with Launch Outreach

B. Kim will send materials to Mary and add her to Dropbox.

C. The committee will still host summer Meetings to plan non-profit. We will consider changing meeting times in the fall.

**\*\* Next Meeting: Thursday, June 12, 10-12, CLIMB Rm 306**