**GPSEN Coordinating Committee Meeting Minutes**

**Thursday, September 11, 2014**

**3:00 pm – 5:00 pm**

**CLIMB Center, Rm 306**

**1626 SE Water Avenue**

**Action Items**

* + All members:
    - Look at conference list and identify if attending and can represent GPSEN.
    - Identify upcoming events this year.
  + Outreach and Governance committees:
    - Develop social media and political advocacy policies.
  + Kim:
* Post minutes to website
* Synthesize decision-making process into half sheet for minutes
* Send non-profit application in, with check for $50 annual fee (will get reimbursed).
* Meet with Rose to finalize fiscal agreement.
* Ask Amy Higgs if she is interested in Oregon Environmental Education Conference.
* Introduce Rachel to Ada to check in on AASHE volunteer possibilities
* Send a Doodle for fall committee meetings
* Kim and Bruce: set up bank account when tax ID number is received.
  + Lin, Jamie and Bruce: interested in working on international topics. Will form a working group.

**In attendance:** Bruce Podobnik, Derrik Zebrodski, Lin Harmon-Walker, Jamie Stamberger, Kim Smith, Gary Obermeyer, Rachel Willis, and Nancy Bond

**3:00 Introductions**- new member, Rachel Willis, an Americorps volunteer with PPS

**3:05 Logistics**

1. Notetaker: Gary Obermeyer and Facilitator: Bruce Podobnik
2. Minutes approved. *Kim will post on website.*
3. Reviewed agenda- no revisions
4. See group process and decision-making handouts- Kim reviewed decisions and actions from June and called attention to the group process agreement & decision-making modified consensus process agreed to for GPSEN meetings, to be used in today’s meeting. *Kim will synthesize decision-making process into half sheet.*

* We met quorum (40% of committee). Discussed that proxy votes are not accepted, but Bruce noted that in limited cases, people can be present via phone.
* Gary asked for clarification on online decisions. The committee agreed that if there are questions that can be framed as yes/no, they could be done by an online survey vote, although this doesn’t allow for discussion to achieve consensus.
  + In order to not overly bureaucratize efforts, there can be exceptions to decision-making process, depending on issues.

**3:15 Old Business – Updates - Reference minutes**

1. Launch- balance of funds from Launch =$3839.55. Jamie noted that in the future, we need to identify that excess funds raised will be used for operating expenses. *Kim will meet with Rose to finalize fiscal agreement.*
2. Update on International Reports

* Alan AtKisson has suggested that we offer sustainable development workshops, to help communities identify issues and solutions. See details at: <http://pyramid2030.net/>
* From the RCEs of the Americas commitments (see handout), different RCEs are interested in developing Exchange Programs.
  + Lyle Benko, with RCE Saskatchewan, is developing plans, with support of Alberto Ortiz, Salvador Garcia (RCE Western Jalisco) and Marco Esposito (RCE Bogota). We hope to use any developed templates.
  + Need to find out what exchange programs already exist in region for students, faculty, and community members and find out who wants to get involved. PCC and Lewis & Clark have strong exchange programs.
  + Nancy expressed concern about stretching ourselves too thin. Kim reassured that we don’t want to take on administration of the program, but want to connect people who already have programs like this.
  + Lin noted that we can develop MOUs between institutions. Agreements vary.
  + The term “exchange” implies 1-to-1. Problem with more students wanting to come to the US and not the other way around. Some students want to come to the US to learn English. We should open to one-way exchanges.
  + Look into Sister City programs, plus international organizations like AFS, World Affairs Council, and Rotary.
  + Virtual “pen-pal” exchanges of any age and any sector are also possible.
  + *Lin is interested in working on international topics, so will lead working group. Jamie is interested in helping. Bruce will offer support.*

C. Kim and Jamie presented on research project, using [Survey Monkey](https://www.surveymonkey.com/s/8F96ZL8) , on RCE structures and funding models. Sent to UNU for review. They are really excited about it. We can run it, but they gave feedback and hope to put it in the September E-Bulletin and get feedback by October, in time for the November meetings in Japan. We will use the data to help determine our structure.

D. Discussed actions items; how to document in minutes and send reminders. Action items will be italicized in minutes. Jamie requested that a list of action items be placed in a box at the top of the minutes along with the name(s) of the persons assigned to each action item. Action items should go out immediately after meetings, along with meeting minutes.

**3:35 Governance - Future Structure of GPSEN**

1. Lin- Report on Oregon non-profit organization process and form: <http://sos.oregon.gov/business/Documents/business-registry-forms/np-articles.pdf>

* Organizations file with the Secretary of State to claim name and declare non-profit status. It doesn’t secure federal 501.c3 status, but can impact the application. The advantages of 501.c3 status are not having to have a fiscal agent and making contributions tax-deductible, but also require a board of directors and staff to manage books.
* For Oregon state form, someone has to be in charge and receive the documents. Have to list three incorporators (no long-term obligation), with titles.
* Discussion on whether to have members. Form says that members must be able to regularly vote for directors. It’s not necessary; responsibilities and membership can be defined in the by-laws. Committee decided to not designate formal members.
* Concern whether this registry process precludes us from becoming a B-Corp . Research during meeting suggests that there is no problem.
* Need to designate what happens to the assets if organization is dissolved. Decision to keep vague with wording: “distribution of assets to regional sustainability organizations designated by directors.”
* Kim asked about indemnification (protects the officers & staff). Bruce described risks with injuries at events or if staff members are not doing proper withholding.

1. Consensus decision: Group will proceed with application.

* We selected three incorporators/signers:
* Bruce, Treasurer (writes the checks)
* Kim, Chair (runs the meetings)
* Lin, Secretary (keeps the records)
* *Kim will send application in, with check for $50 annual fee (will get reimbursed).*
* *Kim and Bruce will set up bank account when tax ID number is received.*

1. By-laws being revised by Dave Kunz. New version will be sent to committee (Dave K). Broader questions remain.
2. Governance committee suggests addressing questions at a retreat, for a mini strategic planning session. Bruce sees virtue in having a retreat, if we have clear decisions to make and time to connect. We need to discuss by-laws, membership, fees, board of directors, and election process. By-laws are not a pre-requisite for state non-profit status, but will guide our work. Decided to wait to schedule until after RCE research data comes in, when schedules are more open in January. Lin will look into a consultant/facilitator to help.
3. Bruce confirmed that state application can be submitted without formal by-laws. Until structure is determined and bank account it set up, the money can stay with Wisdom of the Elders.

**4:05 Outreach and Communications**

A. Report- Gary, Jamie, and Derrik shared a draft social media policy

* Discussion on political statements and prohibition on taking positions on candidates and issues. The political advocacy statement suggests that positions can be taken on issues and ballot initiatives related to ESD. Further discussion of this part of the policy needs to include the governance group.
* Gary provided a graphic of additional communication issues (see handout) to illustrate social media effort to connect with partners, larger network and community. Several members gave suggestions for additional clarity. Further discussion of the graphic will involve the larger Outreach group.

B. Question: OK to become members of other organizations/networks in region?

* E.g., Coalition for a Livable Future (CLF), with conference coming up on Oct. 3. Can become members for $150; 10 committee members can get $10 off registration.
* Jamie asked about Launch contributions and how they can be spent. Nancy noted that sponsorships were paid for the Launch, but most of the money that’s left over came from tickets. Jamie encouraged clarity around expenditures.
* Committee decided to wait on becoming members of other organizations until we have our tax ID number, with our own bank account. Will explore further at the retreat.

**4:15 Research and Development**

A. Evaluations- It is UNU- IAS Report time. Kim shared the annual report, project reports, and submission for an international RCE award, submitted to the RCE Service Center. <http://www.rce-network.org/portal/> Jamie noted that all committee members who work on projects should help write reports.

B. Received $100,000 from Metro, with Intertwine and EEAO, to develop a database on sustainability providers in region. No word on hiring of database coordinator yet though. Briar will help develop.

C. Bruce will lead R&D committee. Interested in Network Analysis research.

**4:30 Programs and Events**

* Committee asked to support fall projects
* [Green Apple Day of Service](http://centerforgreenschools.org/greenservice.aspx)- September 27 (additional days Sept 23-mid-October), Katrina sent links to projects. Requested outreach for volunteers in the newsletter and through Hands On Greater Portland. Encouraged cross promote through our partners. Rachel can announce through AmeriCorps.
* PSU’s Social Sustainability Colloquium- Marion confirmed Nov 21
* Briar suggested we have an RCE session during PSU’s Cultural Sustainability Month. Derrik will look into once classes start.
* Social media team will help advertise on CNRG, Facebook, and Twitter
* Kim asked who is attending which conferences to identify potential for outreach and tabling
  + [Coalition for a Livable Future Regional Livability Summit](https://clfuture.org/news-events/regional-livability-summit), tabling- October 3, PSU, volunteer opportunities available
  + [CEFPI Conference](http://www.cefpi.org/i4a/pages/index.cfm?pageid=3335)- October 3-6, Convention Center
  + [GoGreen Portland Conference](http://portland.gogreenconference.net/)- October 16, Convention Center
  + [AASHE Conference](http://www.aashe.org/)- October 27-29, we will have an RCE panel, plus Rose, with Wisdom of the Elders, and Kim will be presenting. There will also be an international luncheon.
* Winter/Spring events?
  + Oregon Environmental Education Conference- 3/18-21/15 at Camp Collins. Kim invited committee to participate. Might offer a session, but no one has time to be on planning committee. Will focus on K-12. *Kim will ask Amy Higgs if she is interested.*
* Stakeholder Meeting, Friday, September 12, 2014, 10-12, World Forestry Center
  + Speakers: Eric Vines, World Forestry Center and Melia Tichenor, Hands on Greater Portland
  + Committee is concerned about the volume of content and the need to be really concise in reports.
  + Committee decided to change the interactive activity to organize by sectors and request the highlights of the region to be reported at AASHE and international meetings
  + No-host lunch at Zoo afterwards

**4:45 Next Steps- Review and Complete Action Items**

1. No additional announcements
2. Review Action Items (see box above)

**4:55 Reflection and Feedback**

Need to establish day and time of fall meetings. *Kim will send out a Doodle.*

**5:00 Adjourn**