**RCE Coordinating Committee**

**Meeting Minutes**

**Thursday, January 9, 2014**

**10:00 - 12:00**

**PCC CLIMB Center Rm. 200**

**1626 SE Water Avenue**

**In attendance:** Nancy Bond, Amy Higgs, Rose High Bear, Angela Oliverio, LeRoy Patton, Bruce Podobnik, Briar Schoon, Kim Smith, Marian Sharp, Jamie Stamberger, Judy Walton

**Logistics**

1. Thank you to Amy for serving as Notetaker and Nancy for facilitating.
2. Minutes were tentatively approved, with final revisions to be sent via email to committee.
3. Reviewed agenda. The agenda for this meeting has a new structure, organized by subcommittees, with action items from previous minutes, reports, discussion questions, decision topics, and new action items. The goal is a more process-oriented, easy-to-understand agenda that holds us accountable and helps us revisit old action items and establish new ones, connected to clear committees. It will allow us to assign timelines and responsibilities for each item.

**Introductions – A New Year Intention/Resolution**

Each person identified goals for the year. Kim and Judy were invited to be Fellows for the US Partnership for Education for Sustainable Development. Jamie is going to Guatemala for two months, and may meet with the RCE Guatemala coordinator, Eduardo Sacayon.

**Governance Committee**

A. Review action items- Kim

* ***Comm. members- Review best practices and recommended actions in minutes to determine actions we will take.*** From the Global RCE Committee. Available in Dropbox, in the Conferences folder, under Programs.
* ***Comm. members- join UNU-IAS Portal –*** Send an email asking for permission to join to rceservicecentre@ias.unu.edu.
* ***Write a letter of support for the Wisdom of the Elders (Kim and Rose).*** Done.
* ***Comm. members- Review UNESCO’s DESD strategy*** ***in order to familiarize selves with objectives and language.*** Available in Dropbox, in the Articles folder, under Resources.
* ***Advocacy Working Group meeting. Several members (Kim Smith, Grace Taylor, and Judy Walton) plan to help with lobbying and policy advocacy.*** Confirmed
* ***Committee redesign and sign-up -*** Judy, Angela H, and Kim reorganized working groups and committees into 4 Subcommittees that correspond to our goals, with working groups under each bucket – 1) Governance, 2) Outreach and Communications, 3) Research and Development, and 4) Programs and Events.
* ***Committee leads- Set dates for Subcommittee and Working Group meetings for January and follow up with committee members* –** Committee Leads are as follows: Governance: Kim, Outreach and Communications: Judy, R+D: Marion, and Programs: Kim and Briar.
* ***Need to create a Working Group (WG) to look at sustainability plans (city, regional, state, national and federal), so we can align with objectives, and help with implementation and outreach.*** Subcommittees should make sure their projects are aligned with RCE goals.
* ***Check on status of grant proposals and funding opportunities.*** Letter of support is ready for Wisdom of the Elders. EEAO-led project (partnering with Intertwine and RCE) still needs review. Committee members encouraged to look for more grant opportunities.
* ***Review ethical governance document at next meeting-*** Instead of a separate document, it might be a set of policies that infuses the organization.
* ***Look at FAQ draft sent out by email by Judy.* What is missing?**New revisions were sent, check for edits.
* ***Do we want to apply for an Americorps/VISTA volunteer? Need to do more research on this.*** Discussion below.
* ***Develop a Business Plan (vs. Strategic Plan)*** See report below***.***

B. Subcommittee Meeting

1. Report

* Action plan vs. business plan vs. strategic plan - Governance WG discussed difference between these plans and how to move forward, recognizing need to develop short-term and long-term plans and identify capacity needs and funding to achieve organizational goals. David Cohen offered to lead that planning discussion for us. Decided to focus on action plan first. It is now being finalized, and we have continued to align projects with objectives and timelines.
* Each of the four subcommittees should start a conversation about their outcomes and action plans, and how they ***align with the objectives established for the RCE. Each committee leader will be given a sample action plan and timeline. A revised list of the subcommittees will also be sent out.***

2. Discussion questions: Funding

* + Capacity needs?
    - Governance committee members met and identified their own personal interests and capacity to serve the RCE. We started discussing our group needs. Further identifying these needs to achieve RCE goals will guide us in applying for grants. For example, Jamie can attend meetings, but cannot commit to follow-up task work.
    - Finding funding for someone who can implement committee tasks and RCE management would be helpful – preferably someone getting a stipend, and possibly an intern.
    - We need to identify our specific needs so we can advertise for interns and students interested in research projects, e.g., PSU Capstone Projects and service-learning can focus on the areas needed by the RCE.
    - Traci Price is applying for a Metro grant and needs a write-up of our capacity needs for the application. This would be a grant for EEAO, Intertwine, RCE, and The Gray Foundation. Judy suggested creation of a shared database of sustainability education providers as a project we could receive funding for.
    - We need to document our volunteer hours. We will create a shared document to track hours. Jamie noted that the general rate is $18/hour, but we should charge our actual rates, if we are consultants, instructors, etc.
  + Sources (grants, organizational sponsorships, membership fee?)
    - The Funding WG (David Kunz, lead) will research grant opportunities
    - Americorps volunteers are an option. Positions are either 11-month, full time positions, 6 months full time, or 11 months half-time. Angela O (with PPS) encouraged us to consider other Americorps programs in addition to Vista, like Confluence. Confluence Environmental Center (former NW Service Academy) is focused on equity, diversity, and access in the environmental field. It is possible to get a team of 5 Vista volunteers who come with their own funding, but volunteers need supervision. Comes with a paid supervisor for $10,000, with required matching funds. Vista volunteers focus on community development, poverty, and social problems. Briar has experience and will help do research. Applications are due soon. We could also try to help other groups with their work.
    - Judy encouraged us to remember the potential to partner with other organizations – to share staff, interns, and volunteers.
    - We have chosen not to charge membership fees at this time.
  + Fiscal sponsors: We have had several offers from potential fiscal sponsors, including EEAO, Intertwine Alliance, colleges, and Earth Wisdom Alliance (Angela Hamilton is the new president). This will become an agenda item for next time. We should consider the fees – many are 10%, but Angela said the Earth Wisdom Alliance could charge us 5-8%.

3. Decisions: Process for decision-making?

* While we have discussed several models and experimented with different approaches, we have not formally agreed on one process, so we need more research, recommendations, and a final codified policy.
* Bruce suggested the ethical governance group make a proposal to the group.
* Marion says we are trying to design a new way of working and encourages us to think beyond majority rules, creating a space for dissent.
* In the native community, Rose noted that they practice CBPR (community-based participatory research); the community group leaders consult and discuss, then take ideas back to their board, which makes the decisions. It’s an evolutionary process, honoring the work of the community, developing cultural and spiritual values, allowing experimentation and “piloting” and giving the community power.
* Most comm. members agreed that our decision-making should start in subcommittees, with proposals being brought back to the larger group, then trying and adjusting our approach, and creating space for dissenting voices. We could have an internal blog, where diverse voices can be heard.
* Kim proposes pulling the work we’ve already done on this together (reviewing past minutes and Jamie’s draft), and bringing it to the ethical governance WG, who will create a written proposal to share with the coordinating committee before the next meeting. It will explain how we make decisions, disagree, get information from other people, and work together. We will pilot the model and then seek feedback and revise, modeling respect, patience, trust, and gratitude. We can set deadlines in our decisions, but it was recommended that we allow for some flexibility and flow.

4. Action Items

* ***Comm. members- Review best practices and recommended from the Global RCE Committee to determine actions we will take. Available in Dropbox.***
* ***Comm. members- join UNU-IAS Portal – Send an email asking for permission to join to rceservicecentre@ias.unu.edu.***
* ***Subcommittee and Working Groups- Set meeting dates. Committee Leads: Governance: Kim, Outreach and Communications: Judy, R+D: Marion, and Programs: Kim and Briar***
* ***Subcommittees- establish outcomes and action plans to inform overall RCE plan. Kim will give each subcommittee leader a sample action plan and revised list of the subcommittee members***
* ***Committee members- encouraged to look for grant opportunities***
* ***Funding WG (David Kunz, lead)- do research on fiscal sponsors***

C. Ethical Governance Working Group

1. Report: Judy, LeRoy, and Angela H. have met about establishing ethical governance policies. They have collected many resources and are looking at different models. They have decided that we need to establish more of our structures and integrate our values into our practices before completing a formal policy statement.

2. Actions: ***Ethical Governance WG: More research on ethical governance models;***  ***Create a written proposal to share with the coordinating committee explaining how we make decisions, disagree, get information from other people, and work together***

D. Committee Structure WG

1. Report: Judy, Angela, and Kim have been reviewing the different objectives and committees and simplified them into four subcommittees: Governance, Outreach and Communications, Research and Development, and Programs and Events and specific Working Groups. A sign-up sheet was handed out.

2. Discussion: There were questions about the Research and Development subcommittee and whether curriculum efforts should still be located there rather than Programs & Events. Judy explained that “research” refers to research on ESD in our region and development ideas that focus on improving our RCE as an organization, or can enhance the RCE network. Curriculum projects (as listed in action plan) fit better under “programs” of the RCE. We can still include transformative education topics in our research, and curriculum projects can have a research component. Assessment or evaluation can be done by various subcommittees, depending on what is being assessed, with the Assessment WG under Governance referencing assessment of the RCE itself, for reports to the UNU-IASS.

3. Action Items

* ***Comm. members- review the lists and add phone numbers so we can contact each other***
* ***Kim- Update Engagement Pledge with new names***
* ***Kim and Judy- Post committees, with task descriptions and leads on website, so others can join***

**Outreach and Communications-** Judyis stepping in for Jamie as lead.

A. Review Action items

* ***Outreach WG- Create a strategy for following up with Engagement Pledge.*** Strategy creation is on our agenda. We’ll edit the engagement pledge to match the working groups.
* ***Create a partner list with links and logos.*** We have started this list. Since logos change frequently, we’ll use a simple list, with names and webpage links. Sponsor logos can be placed on advertising for projects. ***Should have a resource file with logos, in Dropbox.***
* ***Submit feedback to graphic design students on logos*** We submitted feedback and got additional input from Claudia. See discussion below.
* ***Participate in virtual meeting with Americas*** The meeting will be sometime in late January/ early Feb. We are invited to participate in the English-speaking North America meeting, with Canada and US RCEs. RCE Shenandoah (Virginia)’s application was accepted as well.

B. Subcommittee

1. Report

* The subcommittee will focus on partnership development, marketing, newsletter, etc.
* Website – Kim and Judy will work on this together. Kim can take people’s recommendations and update website, as PCC limits revisions to only PCC employees who have gone through a special training. Most feel it would be good to eventually develop our own outside of PCC. The Nonprofit Association of Oregon is offering a website development workshop this month. ***Comm. members should review the website and give any suggestions for content and organization to Judy and Kim.*** Judy recommends a book on website development called “Don’t Make Me Think”.

2. Discussion: FAQs

* We are all invited to ***provide feedback on the FAQ document*** and share it with Judy.
* ***Make revisions below:*** Nancy suggests deleting from Question 3 “Higher Ed institutions are often lead organization,” as it gives too much focus on higher ed institutions and isn’t accurate for Portland. Can say “includes.” Also suggests changing question 10: instead of “official launch will be held in March” to “is planned for March. Check back for details.” Areas highlighted in yellow on the document need to be updated. Jamie: Section on “Benefits of joining RCE” should be stronger for organizations/ businesses that are outside of higher ed. Kim agreed that Goals need to be stronger too.

3. Decisions:

* Recommended Name: Sustainability Education Network- Pros and Cons to having an alternative to RCE Greater Portland. Another possibility is GPSEN – Greater Portland Sustainability Education Network. We can have our own name with the formal longer RCE title and UNU IASS (need to check on acronym) recognition below it. Nancy would opt for both Sustainability Education Network with the long title underneath it. ***We’ll conduct a Survey Monkey survey of the committee with a couple of name options.***
* Logos
  + We have received permission to use the official RCE UNU-IASS logo on website and marketing materials. We have to seek permission for new uses.
  + Graphic design students’ logo recommendations: Need to change name from Sustainable Education Partnerships. It is not required that we choose the options, but we narrowed down logos to two options, with revisions. The hands on the logo with handshake and trees are not clear enough and looks a lot like Next Adventure’s logo. Bridge one is like the AASHE logo and is not unique enough to speak to the Pacific Northwest. Recommended to modify (or add) bridge element, perhaps to look like the new suspension bridge. Need to decide on the fonts and colors we like. ***Kim will connect with PCC’s graphic design teacher again and see if revisions can be made.***

4. Action Items

* ***Outreach- Revise Outreach Strategy***
* ***Kim and Judy- Update Engagement Pledge with new committee & WG names***
* ***Outreach- create a resource file with partner logos, in Dropbox.***
* ***Kim and Judy- Complete Partner list and post on website***
* ***Comm. members- review the website and give any suggestions for content and organization to Judy and Kim.***
* ***Comm. members- Provide feedback on FAQs***
* ***Judy and Angela- Finalize FAQ and send to Kim to post on website***
* ***Kim and Judy- Create a Survey Monkey survey of the committee to choose name.***
* ***Kim- connect with PCC’s graphic design teacher again and see if revisions can be made.***

**Programs**

A. Review action Items

* ***Look into choosing a theme for organizing projects each year (related to DESD themes or regional challenges, e.g,*** environment, economy, equity, education. *Consider later.*
* ***Document places where we can host events and meetings. (There is a file in Dropbox)*** Being central in Portland is important, with access to public transportation. Several options: PSU, Metro, EcoTrust, Portland Parks and Rec community centers, and Olympic Mills building. *We are all invited to add our ideas or place of work to the file in Dropbox.*
* ***Working group to plan Launch-*** We need to choose a day for the launch and location.
* **Priority Projects?** Each subcommittee should check out spreadsheet that shows short-term and long-term prioritization – they’ll be mailed out to us so we can set timelines.
* ***Develop a student network-*** Bruce, LeRoy, and Nancy are meeting after this meeting today with George Zaninovich, from Catlin Gabel*.*
* ***Develop service projects which can benefit schools and colleges –***Katrina, Rose, Nancy, Kim, and Bruce are interested.
* ***Develop Exchange Programs***- continue discussion another time. Options for colleges and service organizations like Rotary and AFS to partner with other RCEs.
* ***Teamworks project-*** *Develop theme of social sustainability and series of projects with Hands On Greater Portland.*
* ***Look into participating in World Environment Day of Service (beginning of June)?*** *Continue discussion*
* ***Develop a Difficult Dialogue forum (CCP, PCC)*** Thishas been set for May (Center for Civic Participation)
* ***Make a distinction between RCE-led events and supported events***- *Develop a policy*
* ***Identify RCE needs, which would benefit from interns and/or Americorps/VISTA*** See discussion above on capacity needs
* ***Develop Recognition Awards –*** *will happen later on.*

B. Report

* Action Plan – 6-month priority project list has been created. Kim showed a flow chart. In process of implementing plans.
* Upcoming Events
* Sustainability Colloquium (every Friday at PSU)
* Coalition for a Livable Future Storytelling Project (Jan-Feb, PCC)
* Stakeholder Meeting (January, PPS)
* Hands On Greater Portland Teamworks (Spring term)
* Wisdom of the Elders Film Series (April)
* Center for Civic Participation (CCP) Dialogue- Equity vs. Justice (May, PCC)

C. Discussion Questions

* Choose a theme for the year? Undecided.
* How best to document past events? Archive? Should they be on the website? It would be helpful for assessment purposes to document stakeholder meetings, networking meetings, etc. Bruce recommends keeping this list on Dropbox, but not putting it on the website. Briar thinks it would be helpful for web users to see a sample of past events to illustrate what we do. We agreed to post events we have had that show what we do as an organization.
* Vision for the Launch? Nancy, Grace, and Kim are on WG and will develop a plan and report back with details.

D. Decision

* Stakeholder meeting- Kim proposed last week of January or first week of February. Agreed to host on Monday, Jan 27, 3:30-5:30, PPS Cafeteria. Governance Committee will plan, inviting partners to speak and participate.

E. Action Items

* ***Comm. members- Add locations for events and meetings ( place of work, restaurants, partners, etc.) to the file in Dropbox.***
* ***Subcommittee leads- check out spreadsheet for short-term and long-term priority projects – they’ll be mailed out to us so we can set timelines.***
* ***Service WG (Katrina, Rose, Nancy, Kim, and Bruce)- Develop service projects which can benefit schools and colleges***
* ***Service WG- Teamworks project- Develop theme of social sustainability and series of projects with Hands On Greater Portland.***
* ***Kim- Check with UNEP on participating in World Environment Day of Service (beginning of June)?***
* ***Kim- Develop a Difficult Dialogue forum (CCP, PCC) focused on equity and justice***
* ***Governance (Policy & Planning WG) Comm- Make a distinction between RCE-led events and supported events- Develop a policy***
* ***Kim- Invite partners to present at Stakeholders meeting.***
* ***Kim- Move Newsletters to Events page on website***
* ***Coord. comm.- Choose whether to focus on a theme for the year.***
* ***Launch WG (Nancy, Kim and grace)- Plan Launch***

**Research and Development**

A. Review Action Items

* ***Invited to write and submit articles to UNU-IAS E-bulletin and Eco-Thinking Journal (international journal out of Vancouver, BC – not just serious academic writing – everyday articles too.)*** Will be included in RCE newsletter.

**Celebration:** Kim expressed gratitude to the committee for all of their efforts to get the RCE approved and gave everyone a “Mother of Thousands” plant to symbolize the effect of our work multiplying and growing as an RCE. ***Photos to be taken at Stakeholders Meeting and next Committee Meeting***

**Feedback: *Still need to work on the structure of the agenda to make a reasonable length and not rush discussions.***

**Adjournment: 12:05**

**\*\* Next Meeting: Thursday, February 13, 2014, 10-12, CLIMC Center**