**RCE Coordinating Committee**

**Meeting Minutes**

**Thursday, February 13, 2014**

**10:00 - 12:00**

**PCC CLIMB Center Rm. 306**

**1626 SE Water Avenue**

**In attendance:** Nancy Bond, David Cohen, Rose High Bear, Angela Oliverio, LeRoy Patton, Bruce Podobnik, and Kim Smith

**10:00 Logistics**

1. Notetakers April- Teamworks - Develop social sustainability projects with Hands On Greater Portland.: Kim and Angela Timekeeper: Nancy
2. Minutes approved from last meeting, with suggestions to make shorter
3. Review agenda- revised “Review Actions” to “Old Business” to clarify. Committee leads requested to identify if tasks are done, in progress, or delayed. Report details and ask for feedback, if needed. *Feedback from meeting:*  *Make shorter, without details, have focused issues for discussions, and timeline for actions.*

**10:10** **Check-Ins – A particular RCE project you are excited about?** From the Peter Yarrow concert, for Wisdom of the Elders (2/14) and the Intertwine Summit (3/19) to the Youth Network and the School of the Future design contest (3/18), members are working on some great projects.

**10:20 Coordinating Committee**

A.Old Business- Reports

1. Committee Members

* Reminders:
  + Locations for events and meetings (place of work, restaurants, partners, etc.) were collected. More suggestions can be added to the file in the Admin & Coordination folder in Dropbox.
  + To join the UNU-IASS Portal and have access to resources and assessment tools – Send an email asking for a password to join to: rceservicecentre@ias.unu.edu.
  + Kim asked the committee to help take photos at Stakeholders Meetings and events
* Decision: The committee chose not to focus on a theme or challenge for the year. We need to nail down more of our Action Plan first and then can consider a theme next year. Our emphasis will be on building the network itself and focusing on cross-pollination.

2. Subcommittee Leads

* Committee members were asked if they had checked out the spreadsheet for short-term and long-term priority projects for the Action Plan, which was mailed out to set timelines and goals. Some committees had looked at it, but members said that the design was unclear and overwhelming. We need to build a clear platform and not be scattered with too many projects.
* All of the committees have held meetings since last meeting and have reports to share. Subcommittee Leads: Governance: Judy, Outreach and Communications: Nancy will be co-lead with Bruce. Jamie was recommended to help, when she gets back. R+D: Marion and Bruce, and Programs: Kim

3. Stakeholder Meeting went well, 20 people attended. Partners presented: Council of Educational Facility Planners International (CEFPI), American Institute of Architects (AIA), and Cascadia Green Building, Wisdom of the Elders, and Portland Public Schools. Recommend to have partners present again. Who? Traci Price (EEAO), David Kunz (DEQ), and David Cohen (Intertwine Alliance) have expressed interest. Recommended Grant Spickelmier, from the Zoo/Metro

B. New Business

1. The Coordinating Committee is operating as a type of board, with the emphasis on supporting Subcommittee work. We need more representation across sectors, particularly government. Suggested to invite officials from Metro and counties and even host meeting there. The Communications director for BPS has been assigned to help us with projects.

2. Subcommittees need to identify discussion questions, decisions, and action items needed by Coordinating Committee. Committees should have short summaries for their reports. Leads will be responsible for reports. Have other members be prepared to give reports, if cannot attend. Noted that it might take a while to find our balance between overcommunicating and having short reports, with written reports that people can read on their own. We need to emphasize valuable work at meetings vs. just giving reports. Committees need to know what they should be tracking. We have a long learning curve, with a balance needed between process and actions. We are trying to change the community, so encouraged to be patient with the process.

**10:30 Governance Subcommittee**

A. Old Business- Reports

1. Policy and Planning- Kim and David C

* Reviewed committee tasks – see handout. Posted on website, so others can understand commitments and join.
* We are working on our Action Plan to align projects with objectives, challenges, and timelines. We need to create a clear timeline, set up expectations, show on-going projects, and establish a year plan. We need to change the Action Plan into a new format that is concrete and visual. Nancy recommended using a model like a Gantt chart. Kim will do more research on models.
* Discussion: Make a distinction between RCE-led events and supported events, e.g, Equity Stories Project- Develop a policy, so documented and advertised correctly.

1. Ethics –LeRoy

* The committee is doing research on:
  + Ethical governance models
  + Processes for decision-making
  + Group Dynamics Rules/Process/Guidelines/Groundrules
* They currently know that they do not want Robert’s Rules.

1. Funding- David K

* Checking in on status of grant proposals. Metro has invited us to submit applications for Nature in Neighborhoods grant. David C is on advisory board for zoo proposal. We have been invited to participate in building design process. Traci P has submitted a grant to the EPA as well. (Kim and Rose)
* Reminders:
  + Committee members encouraged to look for more grant opportunities and to let David K know.
  + Invited to identify needs so we can advertise for interns and students interested in research projects. We need to create a formatted form to standardize internship requests. We need to check out the PCC, PSU. L&C, and UP models to see if there are recommended structures for advertising. Bruce will connect.
* Decisions:
  + We chose to do more research on Americorps/VISTA volunteers for next year. We will work with Confluence and need to identify matching funds. $13,000- source? Angela is done in July and we are not a non-profit, so need to apply with a partner.
  + Research on fiscal sponsors- EEAO (8%) Concerned about being too associated with environmental education vs. broader sustainability work; Kim will check with Debra Rowe on US Partnership on ESD.

B. New Business

1. A Working Group (WG) is looking at sustainability plans (city, regional, state, national and federal), so we can align with missions and objectives, and help with implementation and outreach. Traci Price, Rick Reynolds, Judy Walton and Kim are working on this. It is a good opportunity for student research. There is a PSU program in systems design. Could be a PhD project. Darcy Winslow is interested in the RCE project.

2. Discussion: Need to work on Action Plan to make concrete and visual. EEAO is interested in developing an “E4” model, which aligns with our challenges, objective, projects, and timelines. E3 Washington focuses on Environment, Education, and Economy. We have added in Equity. The government created E3 WA, but it has lost some momentum. We will look into how to tie into the effort, along with the equity addition, and connect with the OSU environmental literacy database.

3. Action Items:

* *Keep track of volunteer hours- see new form*

**10:55 Outreach and Communications-** Nancy and Bruce

A. Old Business- Reports

1. Communications

* We participated in Virtual Meeting with Americas- there were some technical difficulties and they couldn’t hear Kim, but Judy was able to cover our efforts.
* Have to work on Outreach Strategy
* We need to develop a plan for committee chairs to follow up with people who complete the Engagement Pledge. Kim will connect people for now.

2. Newsletter

* Different structures are being looked at, with hyperlinks. Suggestions? This could be a good student project. One option is the E-Center at PCC. Recommended to post events to Sustainable Business Oregon calendar, with a weblink.

3. Website – Kim gave a tour of the site

* Website content and organization have been revised by Judy, Kim, and Melissa.
* Judy and Angela finalized the FAQs. Kim posted on website. Check out to make sure everyone is clear and consistent on our message. Direct folks to website, if they have questions.
* Newsletters moved to Events page on website. Send events to Kim to post.
* Engagement Pledge has consistent topics with new committee & WG names
* Partner list posted with links on website. Others to add?

4. Marketing

* Decision: Instead of a Survey Monkey survey, we did a survey at the Stakeholders Meeting to choose a new name. Chose Greater Portland Sustainability Education Network (GPSEN). Does everyone like the name and are comfortable with the acronym?
* Need to buy the GPSEN website domain name.
* Kim connected with PCC’s graphic design teacher and shared suggested revisions. No report back on next steps from students.
* Resource file created with partner logos, in Dropbox. If groups want their logos included, please send to Kim.

B. New Business

1. Advocacy

* Several members (Kim Smith, Grace Taylor, and Judy Walton) plan to help with lobbying and policy advocacy. Rob Wagner, PCC Government Relations, is setting up a meeting for end of February to meet with Oregon officials.
* New Oregon Conservation Education Coalition forming (Rex Burkholder). Conservation Education Advocacy Day at the State Capitol in Salem on February 17th. We hesitate to make commitments to different centers until we know their missions.

2. Discussion: Are there any key talking points to include in meetings with officials?

3. Action Items

* *Subcommittee members: Provide resources and events for newsletter and websites*
* *Subcommittee members: Provide feedback on website and FAQs*

**11:20 Programs and Events**

A. Old Business

1. Events

* Coalition for a Livable Future Storytelling Project will be on display thru Feb at PCC. Al-Jazeera came to campus to do a story.

2. Youth Network (Bruce, LeRoy, Rose, George, and Nancy)

* Developing a student network: summer field science camp through Wisdom of the Elders; Joselyn, with Clackamas SD, is focused on watershed health and wants to present with the RCE Grand Rapids Virtual Youth Conference.

3. Service-Learning (Katrina, Rose, Nancy, Kim, and Bruce)

* Develop service projects that can benefit schools and colleges. Choose K-12 schools for Green Apple Day, with Katrina, in September. Creating a learning garden.
* Teamworks project for spring term - Develop social sustainability projects with Hands On Greater Portland. Kim is teaching Environmental Sociology and wants to offer project as part of her class.
* Decision: Having a service project as part of World Environment Day is too much. We will reconsider next year.

B. New Business

1. Events

* RCE Launch WG (Nancy, Angela, Kim, Grace, and Christopher)
  + UNEP agreed to have as part of World Environment Day – June 5. We will host launch on June 4. Looking at World Forestry Center.
* AASHE Conference will be in October, in Portland- Presentation proposals are due by Feb 28. We will offer an RCE session, with other groups from the Americas, as well as an international luncheon. The committee suggested having an RCE dinner too.
* Discussion: Developing a Difficult Dialogue forum (CCP, PCC) focused on equity and justice in May. We hope to host at SE Uplift. Recommend including OPAL, Center for Diversity and Environment, and Momentum Alliance.
* Decision: We decided to host another networking social, in March, at the Oregon Public House. Rose offered the Wisdom Gardens, which fits 50 people, in the spring, during warmer weather. Angela noted that the Green Drinks model invites a speaker from the host space.

2. Professional Development (Kim and Briar)

* We are working on developing a database with different groups- see chart. We will see what happens with the broader state effort, along with grant funding.

3. Youth Network

* Virtual Youth Summit on Food in April

**11:40 Research and Development- Marion and Bruce (co-leads)**

A. Old Business- report?

1. Research Projects

* Reminder: Invited to submit articles to UNU-IAS E-bulletin, Eco-Thinking Journal, and Clearing.
* We have been invited to write a short article on development process of our RCE for UNU DESD book.

B. New Business

1. Discussion: Working on research database- we need to study this more and determine whether to connect efforts to broader database discussed above?

2. Assessment (moved back to R&D)

* Reporting materials found on RCE Portal were shared with the committee- www.rce-network.org/portal
* We need to determine our metrics of success
* Committee was to create a baseline survey for longitudinal research. Do an internal Survey Monkey survey (less than 20 mins) as a social network analysis (Excel tool), to determine who, how and how many connections are identified in existing networks and gaps. It was recommended to keep the survey short and insure individual privacy. Good to see which organizations are connected with whom.

**11:55 Feedback:** Too much to cover in 2 hours, but good to encourage each other and recognize efforts, kindness, and good work.

**12:00 Adjournment**

**\*\* Next Meeting: Thursday, March 13, 10-12, CLIMB**