**RCE Coordinating Committee**

**Meeting Minutes**

**Thursday, June 12, 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: Leroy Patton, Grace Taylor, Angela Oliverio, Derrik Zebroski, David Kunz, Bruce Podobnik, Gary Obermeyer, Pamela Sullvan, Kim Smith, Briar Schoon, and Jamie Stamberger**

**10:00 Introductions - we have a lot to members with musical history and current skills.**

**10:05 Logistics**

1. Notetaker: Kim and Gary O. and Facilitator: Kim and Bruce
2. Approved minutes from last meeting, without any revisions
3. Reviewed agenda to distribute time based on priority items

**10:15 Old Business – Updates - Reference minutes**

A. Debrief Launch: Successful and pretty. Kids Room needed clear point person. ZooTeens did not expect that they would be helping with child care. Give clear guidelines to volunteers. Follow up with thank you cards and final report on budget. People had good conversations with different guests. Some didn’t realize that we had a GPSEN table.

B. Outreach

1. New GIS map

* Pamela Sullivan, PCC student, has done a second iteration of the map for the website. Need to decide on names of categories and filter colors.
* Timing of live map will take a week or so. Will be able to click on each organization to go to web site and to map, using a fusion map.
* Christina Friedle will still support, through PCC.

2. Social media-

* Advertise FB page and Twitter account.
* Derrik Z will work with Gary O and Jamie on the format and content.
* Mary Fifield is working on Mailchimp template.

**10:30 Governance**

A. Discussion

1. Meeting roles- we reviewed the tasks and suggested revisions.

* The facilitator will help manage the process of the meeting.
* The Lead reports on particular topics, rather than “holding” the meeting. Presenters should help identify outcomes for the conversations.
* The facilitator and lead will help create the agenda
* Gary offered to serve as Notetaker for several months.

1. The Proposed decision-making process (modified consensus)- we discussed the purpose and process. We want to hear all voices and integrate dissent, but will use a modified consensus with consensus minus one, if full consensus cannot be achieved. We will use our thumbs to identify the range of consensus. Proxy votes do not count, as they aren’t able to participate in the discussion. People can submit ideas and rationale for consideration if they can’t attend a meeting. In general, will use this model, with some exceptions pending committee approval.
2. Online communications: Will consider depending on topic and process. When consult stakeholders, can consider a vote by email, using on-live survey. This does not allow consensus-building discussions, so should be used for particular issues. Want some flexibility in by-laws for different models of decision-making depending on issues and elections.
3. Proposed meeting guidelines- Ethics committee developed guidelines to insure good group dynamics. It has been synthesized into a short version focused on being ready to engage in the meeting, stay engaged in the meeting, and show respect to one another in the meetings.
4. By-laws- Dave Kunz walked us through the governance committee’s by-laws. Many questions were deferred to the Coord Comm and more conversations are needed.

* TBD: What constitutes a voting member? Organizations or individuals? Types of membership? What types of benefits will be available for members?
* Will we have dues? Tiered system; pros and cons. Vary by size of institution? Don’t want to inhibit people’s ability to participate, so have a nominal fee? Other suggestions on open-source, fundraising events, and grants. Events take a lot of effort and do not always generate a lot of funding. Dues provide a more steady, consistent budget.
* Paying sponsors, will expect advertising. How set up donation? Friends of the network model?
* Be sure to fill out the engagement pledge, so groups can identify the staff, resources, and in-kind support that they can provide.

B. Decisions

1. Meeting roles were approved, with revisions

2. Modified consensus model approved with flexibility for some exceptions.

3. Online communications were approved for particular issues, if use appropriate survey tools.

4. The proposed meeting guidelines were approved and will be made available at meetings to remind us.

5. By-laws: We agreed that 40% of the committee will constitute a quorum. We still need to decide on quorum for stakeholder meetings: 10%?

C. Actions

1. Keep track of volunteer time tracking sheets (biweekly vs. monthly)
2. Kim will do research on best practices with RCEs in Europe and Nancy, Jamie, and Kim will research the RCEs in Mexico. Jamie will create a survey for standardized questions.
3. Committee should review the by-laws and provide feedback to Dave K. LeRoy, Grace, Jamie, and Derrik have offered to help.

**11:15 Summer Schedule - Strategic Planning (See May minutes)**

A. Discussion

1. Non-profit process - This is our “gap year” and we will set up a sustainable structure.

2. Core summer project priorities –

* Received Metro grant for database, starts in July;
* non-profit research;
* getting upcoming fall events on our radar, so we can identify how to be involved.

3. Budget needs – Exec Director, staff capacity, accountant, manager, travel (Japan, Mexico), etc. (See May Minutes)

4. Travel

* Kim in Europe, research questions?
* Nancy, Jamie, and Kim, plus Momentum Alliance youth going to RCEs of the Americas meeting – presentations and posters?
* Japan meetings- RCE meeting 1st week in November, UNESCO Conference on ESD 2nd week. Need to identify delegates.

5. Further recommendations?

B. Decisions

1. The committee will do research on the structure of GPSEN. Kim will provide feedback on best practices of other RCEs.

C. Actions

1. Bruce, Grace, Angela, and Jamie will work on getting non-profit status. Angela O will connect with the Oregon Nonprofit Association for support.

2. Create list of summer and fall activities

* Green Apple Day (Katrina)
* GoGreen Conference
* CLF Summit (Kim will contact Mara Gross)
* AASHE conference- a number of sessions were accepted, including an RCE panel

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

We will not hold a July Meeting. We will meet again in August, when everyone is back. Subcommittees will work on tasks over the summer. We will discuss whether to change the time of meetings in the fall.

**12:00 Adjourn**