**GPSEN Coordinating Committee Minutes**

**Thursday, October 8, 2015**

**10:00 am – 12:00 pm**

**CLIMB, Rm 203**

**PREP:**  Read minutes; review agenda and supplements; prepare committee reports

**In attendance:**  (X – present):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| X | Lin Harmon-Walker | E | LeRoy Patton | E | Heather Spalding |
| X | Dave Kunz | E | Bruce Podobnik | E | Grace Taylor |
| E | Laura Kutner | X | Briar Schoon |  | Rachel Willis |
| X | Gary Obermeyer | X | Kim Smith |  |  |

**Guests:** Kyoko Shiota

|  |  |  |  |
| --- | --- | --- | --- |
| **Action items** | **Person(s) responsible** | **Due Date** | **Status** |
| Work on grant proposals & concept papers | Laura and Development Committee | Nov 12 | In process |
| Provide finished descriptions of internship positions and processes. | Dave and Kim, with UP intern? | Nov 12 | In process |
| Send videos for Youtube channel to Gary | Coord Comm | Nov 12 | In process |
| Update Partner form and put on website | Kim, Briar, Keith, and Gary | Oct 30 | In process |
| Review Annual Plan | Committees and working groups | Nov 12 | In process |
| Post Annual Plan on Google Docs | Kim | Oct 10 | X |
| Review newsletter and participate in GPSEN events: EcoChallenge and UN Day | All committee members | Oct 30 | X |

**10:00 Introductions**

**10:05 Logistics**

1. Notetaker: Kim Smith and Dave Kunz; Facilitator: all
2. Review group dynamics and decision-making process- established that there was a quorum for consensus
3. Agenda confirmed, with a revision of moving the Partner section to the beginning
4. Minutes approved

**10:15 Updates**

A. Partnership fees and benefits – Briar

1. Per recommendations of CC/Board and the Partners, the following changes have been made to the Partner Model:

* An introduction on why GPSEN has become a fee-based partner model, with some history, the benefits and staff- capacity needs and an emphasis on the partnerships, rather than simply a fund-raising model.
* Include a question on how the organization aligns with our mission.
* Put Contributing Partners before Sustaining Partners
* Will add the schools/colleges categories back in.
* Education institutions usually use student enrollment as a basis for fees, so will rank by FTE (full-time equivalency).
* There are some very small for-profit businesses that don’t make much money, so request to start small businesses at $50.
* The public agency rates seem reasonable
* Need to state advocacy policy, so will add a link.
* Still need to merge with engagement pledge, with a link to the action plan
* Flesh out Partner roles more.

2. Decision- changes approved with full consensus.

3. Action Items:

* Kim will add in introduction for committee review
* Briar will edit the partner form, with new categories
* Gary and Keith will add new categories, questions, and links to website

B. Review action items from minutes

1. Laura arranged a meeting for the Development Committee

2. Jacob is no longer working on the Internship forms, so Dave and Kim will look at the documents. 4 students from Dave’s UP MBA class have expressed interest in serving as interns.

3. Keith and Suzanne have set up the YouTube channel. Can send videos now. Need 500 subscribers to get our own URL.

4. Letter and emails sent to reinstate UNESCO funding was sent to President Obama and Congressional representatives in our RCE districts. Virginia chose not to be included.

5. Partner Meeting was a success. SDG exercise notes were sent to attendees.

C. Website- Gary

1. Committee reviewed website, with Gary’s guidance.

2. Dave recommended that we simplify all of the pages to fit within one screen, if possible, so do not need to scroll down so far. Just have pull down tabs, such as on the About Page, with objectives, etc.

3. Need to change Provider to Partners, once people confirm their formal partnership. Need some big partners in the beginning, so that page doesn’t look too small.

4. Will have a sustainability provider page too, under Resources, which will be developed further once the searchable database is developed. How map these differently from partners?

5. Gary suggests having a tab on widgets under the resources page, with providers, etc.

6. Need to decide on consistency in language: sustainability education/educators/providers; education for sustainable development (ESD), education for sustainability (EfS; E4S); education for a sustainable future (ESF).

6. Keith will set up analytics. Want to have forms to help track impacts, #s, etc.

7. Gary envisions eventually have a GPSEN seal of approval that partners could have on their pages.

**10:50 Discussion**

A. Review 2015 Action Plan

1. Comparison of Past Action Plans– Lin

Lin created a document with a comparison between 2014 and 2015 Vision, Mission, Objectives, etc. Very helpful!

1. Group Discussion and Recommendations:

* Need to be able to clearly express strategies for each objective.
* Each committee and working group should identify how they will meet the objectives with specific strategies.
* Strategies will be broken down into specific tasks, with resources/partners, indicators, and deadlines, in action charts.
* Committees and working groups will be asked to identify strategies and tasks to achieve the objectives.
* The Action Plan will be posted on Google docs, to allow for editing
* Recommend that we add a column to events and meetings to identify where they are being held, to identify geographic diversity
* Update Event Location document (In Google docs and Dropbox) to identify places where we can host events across the region.

B. Be sure to add events to 2015-2016 Calendar and help advertise and do outreach

**11:50 Appreciations and Announcements**

A. Gratitude to Keith and Gary for all of their progress on the website.

B. Thanks to Lin for doing the comparison between the 2014 and 2015 action plans and starting listing the different strategies to achieve the objectives.

C. Dave Kunz will now serve as the Governance committee chair and Lin will serve on the governance committee and International committee

D. Be sure to review the newsletter and participate in the following GPSEN events:

1. GPSEN’s EcoChallenge Team (Oct 15-30) [Click here](http://pcc.us8.list-manage.com/track/click?u=5e8ea1a005b67de6ae0ac0147&id=150df75ceb&e=3aad4c6930" \t "_blank) to join our GPSEN team

2. **UN Day: Can We Create a "Sustainable" Future? It's Still Possible!**

Thursday, October 22

Time: 7:00 pm - 9:00 pm

World Forestry Center, Cheatham Hall

E. Mark your calendars for our next Board (CC) meeting:

Thursday, November 12, 2015

10:00 am – 12:00 pm

CLIMB, Rm 207

**12:00 Adjourn**