**GPSEN Coordinating Committee Minutes**

**Thursday, November 12, 2015**

**10:00 am – 12:00 pm**

**CLIMB, Rm 305**

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

**In attendance:**  (X – present):

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

**Guests:** Suzi O’Rear and Jenny Slepian

|  |  |  |  |
| --- | --- | --- | --- |
| **Action items** | **Person(s) responsible** | **Due Date** | **Status** |
| Finish grant concept papers | Laura and Development Committee | Dec 10 | In process |
| Sync up regional sustainability providers lists | Kim and Briar | Dec 10 | In process |
| Send resources, events, videos, and recommendations for website to Gary | Coord Comm | Dec 10 | In process |
| Update Partner and Engagement form and put on website , with committee recommendations | Kim, Briar, Keith, Gary, and Suzi | Dec 1 | In process |
| Review Annual Plan | Committees and working groups | Dec 10 | In process |
| Submit UNU RCE report and award nomination | Kim | Nov 15 | X |
| Develop Outreach Plan, with marketing brochure, with recommendations below | Gary, Briar, Suzi and Kim | Dec 10 |  |
| College Student and Youth Networks- establish contact lists and annual goals | Irene, Heather, and Kim | Dec 10 |  |
| Share proposals for OHESC conference | Heather, Briar, and Kim | Dec 10 |  |

**Recommendations and action items marked below with \***

**10:00 Introductions**

**10:10 Logistics**

1. Notetaker: Heather Spalding and Facilitator: Gary Obermeyer
2. Reviewed group dynamics and decision-making process; reminder of modified consensus model
3. Agenda confirmed
4. Minutes approved

**10:20 Updates**

1. Review action items from minutes
   * Development Committee- Dave, Laura and Gary
     + Writing concept papers\*, focusing on capacity building, including:
       - Train the trainer models
         * Heroic Imagination Project – Considering developing a pilot project to train college students and other regional groups, who can do trainings in the community.

PCC wants to participate with funds from their Green Initiative Fund (TGIF). PSU still deciding.

Concern about privileging groups with more resources. Hoping that the opportunities will be able support underserved communities too.

Recommend translating into Spanish

* + - * + AASHE is interested in having regional trainings for faculty
      * Asset map/searchable database
        + Looking at Murdoch Foundation ($50,000-$100,000)- Need letter of intent by mid-December
        + Shared a draft concept paper and discussed progress so far

Recommend adding money for translation fees to make it accessible

Include equity and accessibility efforts in grants (ex: sliding scales)

Kim – Oregon Zoo Education Center sees the need for the partner list and is committing some time to help compile; Briar wants to support\*

* + - * Sustainability Symposium- sponsors for annual event to highlight research in the region
    - Please share additional grant opportunities with the committee
  + Internships – Kim and Dave were not able to update the internship forms yet. Gary shared that Keith is doing a great job as the website intern. Also have a PSU grad who is interested in an internship, in addition to UP MBA students.
  + YouTube – Still in process. Send videos and resources to Gary to upload.\*
  + Newsletter and GPSEN events:
    - EcoChallenge- 4,300 participants, with 10 people on GPSEN team and 438 participants on 16 GPSEN partner teams. International RCE team had 36 participants, led by Kyoko Shiota.
    - UN Day – 160 people attended UN Day. Many partnerships emerged through this event, including a strong youth networked, thanks to the engagement of ONE and their choreographed program for the launch of the Sustainable Development Goals (SDGs).
    - Submit events for the newsletter and website calendar

B. Partnership Fee transition status - Finalizing partner fees and benefits (see below). Still working on merging forms with Keith for website. Will host a meeting with working group to work on this.

C. Website

* + Working on updating partner engagement forms for website
  + Want to distinguish between partners and resource providers. Will sort partners, as they formally join, and maintain a provider list for all organizations in the region who work on sustainability. Still in process on the GIS maps, but making progress. Will add discussion to next month’s agenda about categories, tags, etc. that could be used in the broader asset map. Gary recommended looking at Jamie Cloud’s Sustainable Jersey Schools, as a template.
  + Review the GPSEN website and make recommendations for improvements and additions.\*

D. Annual Plan – has been added to Google docs. Still need to get committees and working groups to complete their action charts. Thinking Tank has set their goals for the year\*

E. UNU RCE Report- Kim is pulling together the UNU report, which is due 11/15/15.

* If you have a project that you feel should be added to the report, please share.
* Decided to clarify GPSEN’s specific roles in the events and projects listed in the report (ex: Tabled, co-sponsored, hosted, presented, etc.)
* Will submit award nomination for NWEI’s EcoChallenge program

**10:50 Discussion**

1. Partnership Outreach- Briar
   * Reviewed listed benefits by partner fee levels, based on feedback received from working group, partner meetings, and board meetings. (see handout)
   * Dues structure
     + Influenced by partner models, e.g., Intertwine Alliance and AASHE, for higher ed institutions.
     + Encouraged sliding scale, with suggested donations. .
     + Noted that some big public schools have smaller budgets, while small private schools have bigger budgets. Hard to base on FTE. How address? Can test with partners and see how they respond and adapt the forms over time.
     + Board approved model, with suggested fees, sliding scales, and partnership matches and trades.
   * Benefits recommendations\*:
   * Need to establish intrinsic and extrinsic rewards to identify value proposition and motivate engagement.
   * Include an equity value statement so that equity related organizations can participate actively; can also mention that sustaining partners provide funding and opportunities for other organizations – to address history of economic inequality and contribute to sustainability of organizations that traditionally cannot afford to participate. Perhaps match them with an organization that can grow with support. Underwrite the cost for under-represented organizations or individuals.
   * Make the outreach brochure more concise – refine wording and consider combining bullets.
   * Make sure to show that donations are tax deductible when website is updated.
   * Consider sustaining partners hosting and underwriting events to help others attend. Concerned about free or priority locations for tabling.
   * Some public organizations (city governments) will not be able to accept benefits that are not available for all partners, e.g., free tickets for events. Consider identifying cash value of services and being able to offer in-kind donations
   * Research potential to offer discounts to partner events, e.g., GoGreen conference
   * Translate into Spanish
   * Heather and Irene will provide detailed feedback on the partner form- benefits, roles.

* Timeline
  + Need to launch a partner outreach process, with marketing
  + Need to launch in December to match fiscal calendars, for tax deductions
  + Host a Partner Launch party in December- Suzanne, Suzi, and Laura offered to organize. Recommend to host on Wednesday, Dec. 16. Where?
  + Need to identify committed partners in advance

1. Youth Networks
   * College Student Network- Irene

* PSU will help coordinate this year.
* Compiling a list of contacts at each college and university in the region. Do outreach to all colleges, including Concordia and Mt Hood.
* Need to establish a process to keep updated and identify point people for each campus.
* Reference survey of needs completed by Lewis & Clark last year- outreach for events (e.g., OHESC, resume event), engage student governments, networking (e.g., grad schools, jobs, internships), training events, articulation of classes and credits between schools.
* Discussed potential and hesitations with Heroic Imagination Project and will continue conversation about how we want to be involved and what context will be necessary when working with project.
  + K-12 School Network
    - Lots of enthusiasm from the UN Day SDGs event; youth from Catlin Gabel, Lincoln HS, PLACE program, Muslim Education Trust
    - Reviewed the notes from youth networking meeting; established goals:
      * To create a network of high school students to empower and mobilize youth to help create a sustainable future in the greater Portland region and beyond.
      * To create meaningful projects and programs founded by high school students that address real needs in their communities.
      * To maintain projects and programs founded by high school students that can be maintained after students graduate, so they can be sustainable and leave an ongoing imprint on Portland
      * To mentor incoming cohorts of youth to carry on projects and participate in the Youth Network

1. 2015-2016 Calendar

* December
  + Human Rights Day – 10
  + Launch partner party- 16
  + Indigenous think tank- Milt and Think Tank
* Jan
  + “This Changes Everything” film screening
  + Disaster preparedness training- Jeremy O’Leary
* Feb
  + OHESC (can offer programs for GPSEN too)\*
  + Black History Month (PCC has events)
  + EcoFilm Festival
* March
  + Alternative Spring Breaks and service projects
  + Partner meeting
* April
  + Earth Day events
  + Whiteness History
  + Sustainability Symposium
* May
  + College student HIP training?
* July
  + Member meeting
* August
* September
* October
  + AASHE
* November
* December

**11:55 Appreciations and Announcements**

Grateful to all of the committees and working group leads for getting so much done this year. The UNU report documents a lot of success!

Thankful to Suzanne for her support with the newsletter.

Be sure to get events in for the newsletter.

**12:05 Adjourn**

**\*Next meeting:**

**Thursday, December 10**

**10:00-12:00**

**CLIMB 305**

Topics to include discussing asset map in more detail; continue talking about college and youth network