**GPSEN Coordinating Committee Meeting Minutes**

**Thursday, March 12, 2015**

**9:00 am – 11:00 am**

**CLIMB Center, Rm 102**

**1626 SE Water Avenue**

**Meeting was convened at 9:00 am.**

**In attendance:**  (X – present; A - arranged absence):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Nancy Bond |  | David Cohen | X | Lin Harmon-Walker |
|  | Rose High-Bear | A | Gary Obermeyer | X | LeRoy Patton |
| X | Bruce Podobnik | X | Briar Schoon |  | Marion Sharp |
| X | Kim Smith (Chair) | A | Katrina Shum Miller |  | Jamie Stamberger |
| x | Grace Taylor | x | Rachel Willis | A | Derrik Zebroski |

**Action Items:**

Lin – Finalize bylaws and resend to the committee

Kim, Bruce, Lin, and Grace- set up bank account

Kim, Grace, Briar, Rachel – Find time to continue Partner conversation

Kim:

Send out summary of who Chuck met with and what was covered

Revise room reservations at CLIMB Center for new meeting time

Contact committee members who have not been attending CC meetings

Coordinating Committee – complete asset map/board matrix on Google Docs

Bruce- will resend invitation to the College Student Networking Event

Kim and LeRoy – craft language for Special Appropriations Proposal for the City

**9:00 Logistics**

1. Notetakers: Lin Harmon-Walker, Kim Smith, and Rachel Willis and Facilitator: Bruce Podobnik
2. Minutes approved
3. Agenda approved, with some revisions to time to allow more time for by-laws conversation
4. Agreed to move meetings back to 10-12 on Thursdays

**9:15 Old Business – Updates**

1. Finalize by-laws – Lin
2. Background on changes
   1. The governance committee reviewed by-laws and were presented to the Coordinating Committee. Lin explained the structure and content of the new articles in the by-laws, based on the Oregon Non-Profit Handbook. She merged in the main suggestions from our earlier versions and recommended that the committee descriptions and tasks be included in a separate working Board policy document, per the governance committee’s review and recommendations.
   2. Kim noted that the background history on the reasons why different decisions were made and terms were used will be preserved in a document for future committee members.
3. Discussion of questions referred to CC:
   1. Quorum: The group decided it was important to have an accurate count of active Coordinating Committee members in order to meet a quorum during important decisions (on legal issues like changing by-laws and finance questions). Agreed to a minimum of 4 members on the coordinating committee and a maximum of 18, to allow for representation across the sectors and region. Quorum will constitute a majority of committee members present.
   2. Elections: The coordinating committee voted to change the terms of service for the officers and other members of the coordinating committee. Officers must be elected from the Coordinating Committee and will serve 2-year terms, up to 3 consecutive terms. Coordinating Committee members will serve 1-year terms and may be reelected without limitation. Officers are elected through modified consensus by the committee and Officers and other committee members may be removed by a 2/3 majority vote. Note that member power has changed from earlier recommendations, which had stakeholders voting on decisions and board members.
4. By-laws were approved by the CC, pending Lin’s additional edits per the committee’s recommendations. A final draft will be sent via email to the committee for any final comments. We are grateful to Lin and the governance committee for getting us to this important point in our organizational development.
5. Committee Members and Officers
6. Member List: Reviewed the list of members and voted, pending conversations with committee members who have not been attending meetings regularly, that they be formally removed from the Coordinating Committee but be asked to continue to serve on their committees: David Cohen (governance), Marion Sharp (R&D), and Rose High-Bear (Programs). Jamie Stamberger (Outreach) had previously requested to serve as an advisor and to attend meetings when she can, but to not be included as a voting member. Guests and advisors are welcome to attend meetings but will not have voting rights.
7. Confirm officers: Given the fiscal oversight and control responsibilities of the treasurer, we reviewed and revised the officer decisions from last month. Since the officer maintaining the budget and approving the invoices cannot be the same officer who is signing the checks, there was a reassignment of positions.

New interim positions, until May, 2015:

President: Kim Smith

Vice President: Bruce Podobnik (Bruce will be in India for the fall term)

Treasurer: Grace Taylor (Rachel will serve as an apprentice to Grace)

Secretary: Lin Harmon-Walker (Lin would like someone else to serve as secretary, beginning this summer)

**10:15 New Business**

1. Governance
2. Partnership benefits - Grace and Briar

Grace and Briar took the recommendations from the Retreat, reviewed partner models from different organizations, including the Intertwine, and developed a draft of membership categories. We looked at the Intertwine’s model and discussed how to proceed. We will talk with David Cohen about his recommendations. More time is needed to discuss these important issues and questions about partners, but the group made multiple decisions:

* We would like there to be 3 different levels of participation for partners, including opportunities for individual membership
* It is possible for partners to contribute services and make other in-kind donations for their membership, as indicated on the Engagement Pledge
* It is also possible for partners to donate without being heavily involved in the organization. This includes granting organizations.
* Benefits will be identified, including use of logos and sponsorship.
* Partners will need to be aligned with GPSEN’s mission. Any concerns will be vetted by the Outreach Committee and presented to the Coordinating Committee.

1. Board Matrix/Inventory – Kim and Lin

The committee reviewed the handout. Kim and Lin invited the group to add other important skills and interest areas to have represented in the coordinating committee. Recommendations include more on the public and private sectors, community development, and more details on computer skills. Committee members should use the Google Doc to complete the matrix. This will be used as a tool to determine what skills/areas of interest are not currently represented in the coordinating committee and who to recruit to serve as a committee member.

1. Research & Development - Bruce
2. Network Analysis

Bruce is teaching a class at Lewis & Clark this term of 25 students. Several students are helping with an inter-organizational network analysis study. Students are going through studies and pulling together survey questions. Recommended article “Environmental Networks and Social Movement Theory.” Would like to email the survey to all stakeholder organizations we have contact information for in April. This would serve as a baseline to determine the impact GPSEN has as a network of networks, with longitudinal research in the future. Bruce will meet with Traci Price to make sure that this effort is aligned with the Metro grant’s asset-mapping process.

1. College Student Networking event

Bruce is working with his other students and Derrik Zebroski to develop a Youth Networking event to occur at Lewis & Clark in mid to late-April. Sent invitation to committee for review. Received feedback from Kim and Nancy on the email (environmental changed to sustainability and information added on GPSEN). The invitation will be sent to professors and college students to set the date and time. The event will bring together youth networks and groups from different colleges in the area. It will last approximately 4 hours with a short session on GPSEN, time for a representative from each group/college to share news, and time to network. Bruce will report back to the group when he has a draft agenda. Grace offered to help and suggested Liberating Structures as a resource for setting an agenda for this type of interactive gathering (<http://www.liberatingstructures.com/>)

1. Special Appropriations Proposal for the City
2. After a presentation to City Council and a meeting with Bureau of Planning and Sustainability (BPS) Senior Sustainability Manager Michael Armstrong, we have been invited to submit a Special Appropriations Proposal to Mayor Charlie Hales, with a deadline of the end of March. It has been recommended that we apply for a focused project, with a budget of $10,000-$25,000.  These funds will be available for the fiscal year of July, 2015, through June, 2016.
3. Different committee members submitted ideas via email for consideration, including multi-sector events to promote well-being and sustainability, community research projects, and the potential to apply for a Confluence Americorps volunteer.
4. LeRoy Patton proposed that we develop a Sustainability Scholars program, to create a signature project that could emphasize our work with education and learning. This project would allow college students from across the region to participate in research and civic engagement projects.  The committee agreed that this was a very promising idea. This would be a pilot project that meets the majority of the action areas of the GAP, and can build on existing programs in the region and develop new opportunities with partners for internships, research, event-planning, service-learning, and networking. The funding would support a position to serve in a convening and coordination role for the Sustainability Scholars.
5. Rachel recommended that we talk with Lara Jones, the director of Confluence, to see if it would still be possible to apply and whether our ideas were appropriate. If not, we will develop the program this year so that we can apply for an Americorps position next year. Also, check on new Fellow Program.
6. See Proposal notes for more details.

**11:10 Meeting Adjourned\***

\* Some members stayed longer to discuss the appropriations proposal.