**GPSEN Coordinating Committee Meeting Minutes**

**Thursday, May 14, 2015**

**10:00 am – 12:00 pm**

**CLIMB Center, Rm 207**

**1626 SE Water Avenue. Portland, OR**

**In attendance:**  (X – present; E- excused):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | David Cohen | X | Lin Harmon-Walker | X | Laura Kutner |
| X | Jacob Morton | X | Gary Obermeyer | X | LeRoy Patton |
| X | Bruce Podobnik | E | Briar Schoon | X | Kim Smith (Chair) |
| X | Heather Spalding | X | Grace Taylor | E | Rachel Willis |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action item** | **Person(s) responsible** | **Due Date** | **Status** |
| Review political advocacy policy that identifies non-profit rules on lobbying – Form 5768 | Lin – All committee | June 11 | X |
| Provide drafts and finished descriptions of internship positions and processes. | Jacob | May 22 |  |
| Advertise website internship at PCC | Gary | May 18 | X |
| Forward Intertwine Partner Meeting Invitation | Kim | May 20 | X |
| Determine partnership categories, fees, and benefits | Partner working group | May 15 |  |
| Draft up grant opportunities and Project Synopses for funding | Mariah and Development Committee | May 31 | X |
| Outreach to Teacher Education programs in region | Outreach committee | July |  |
| Open up bank account – OnPoint Credit Union | Kim and Lin | May 20 | X |
| Give access to Heather and Laura to Dropbox, Google docs | Kim | May 20 | X |
| Apply for 501(c)3 status – Confirm process and fee | Lin | May 31 | X |
| Migrate website to Hostpond | Gary | July | X |
| Attend Partner Meeting | All committee members | May 28 | X |

**10:00 Introductions**

With new committee members, we shared our roles and background. Heather Spalding is PSU’s Sustainability Leadership and Outreach Coordinator. Laura Kutner is the ED of Trash for Peace and is a Spanish GED Instructor at Mt Hood Community College. Lin Harmon Walker also shared that she is writing a book on how to create an ethical future.

**10:05 Logistics**

1. Notetaker - Heather Spalding and Facilitator - LeRoy Patton
2. Reviewed group dynamics and decision-making process
3. Agenda content and time approved
4. Minutes approved

**10:15 Updates**

A. Reviewed action items from minutes

1. Board Matrix

* Lin walked us through the matrix and we edited the categories and updated our skills in the Google doc. Areas for improvement – media connections and faith. Also discussed the historical context of Portland – make sure we don’t tokenize but connect with communities and be inclusive in order to do our sustainability work.
* Lin went to a training on board development and encouraged us to identify gaps and skillsets in the matrix and create a plan to make sure that we have diverse representation across skills and demographics. She noted that we should look for Board members and “Finders,” who can help us identify and cultivate appropriate board members. Perhaps find a high school student to have youth representation?

2. Political advocacy and lobbying policy for non-profits – Lin

Lin provided a handout on her findings. We are not allowed to support candidates. It is OK to lobby for legislation, as a percentage of our non-profit work. Asked to review policy to discuss next month.

3. All additional action items achieved – great job, team!

B. Internships – Jacob Morton

1. Has developed a style guide, job description template, a process and structure for applying, and a legal document. The job description template is available in Google docs.
2. Need to identify possible benefits and costs that we should cover, e.g., bus passes?
3. A variety of people have expressed interest in being interns for communications, research, the think tank, accounting, and the development team. The website internship will be advertised soon at PCC.
4. Kyoko Shiota, from UNU-IAS, will be in Portland this summer to learn about GPSEN and community efforts.
5. Recommended that Jacob document the development process so it can be shared and potentially replicated. Committee agreed that all processes should be written up to support business continuity and institutional memory, as individuals move in and out of positions.

C. Project Management Team Overview

1. Organizational Development - Kim, Laura, and Gary met with Mariah Dula to discuss her team’s timeline, tasks for her team and GPSEN working groups, funding options, and development recommendations

2. Partnership fees and benefits – the working group, led by Grace and Briar, will meet on Friday at Gary’s house

**10:50 New Business**

1. Governance- Lin

1. Development Committee

* Laura summarized her background with non-profits, grants, and sustainable development.
* Recommended focusing priorities for development, with specific asks to work with existing partners
* Encouraged us to think about the ROI of our efforts with partner fees vs. grant applications to community foundations.
* Has contacts with grant offices at different colleges, city and county governments, industries, like Whole Foods, and Concordia University
* Showed the funding check list and synopsis. Recommended writing up a variety of synopses of projects for applications, with scalable asks, e.g., 3-year plan for part-time ED and then move to FT.
* Bruce noted that Lewis & Clark works with the Mellon Foundation
* LeRoy and Lin offered to serve on the Development Committee
* Listed Teacher Education programs in the region with whom to work: PCC, Concordia, Lewis & Clark, UP, George Fox, Mt Hood, and PSU. Funding can also come from supporting the Common Core. PSU promotes transformative education processes (Dilafruz Willams and Heather Burns).
* LeRoy reminded us to keep teaching and education as our focus. Kim noted that ESD also includes public awareness and training.
* Hope that Global Action Programme (GAP) will open up opportunities for federal funding. FIPSE grants?

2. Organizational Status - Discussion

* Kim asked about how to accurately complete tax forms (W-9), with EIN/tax ID, vendor #, business designations. A little unclear as a network model.
* Grace and Bruce will look through forms and advise after the meeting. As Treasurer, Grace will advise on accounting and tax needs.
* Details will be finalized for our bank account and for any funding partnerships.

3. Election of Board Members

* Kim nominated Heather Spalding and Laura Kutner as new Board Members
* Committee voted unanimously to elect Heather and Laura as Board Members

4. Non-Profit Status Process – Decision

* Committee voted to start 501(c)3 application process immediately.
* With by-laws complete and incorporation and tax ID number establish, we simply need to complete forms and submit. We will ask Lin for help.

1. Outreach and Communication

1. Website Update – Gary

* Has consulted with Host Pond to seek advice on launching a WordPress site. It will employ a theme/template that is compatible with mobile media; feature a blog that also feeds the newsletter and social media; use widgets to link with MailChimp; and integrate with membership/commitment forms.
* Discussed legality of paying Gary for his time.  Committee determined that, as a Board member, he can be reimbursed for costs, but not receive pay.  He will be reimbursed for the cost of the domain name and out-of-pocket costs for setting up and hosting the website.
* The work will begin as soon as a PCC intern is identified to be involved in designing the website and migrating the webpage content from the PCC website.

2. Summer events

* Kim discussed outreach efforts, noting that we are invited to attend a variety of events. She will be gone most of June, so asked committee members to represent GPSEN.
* As new partner of the Intertwine Alliance (via partner exchange), we are invited to attend the Intertwine Partner meeting - June 19, 8-10, at the Moda Center. LeRoy agreed to attend. Kim will forward email.
* Love Summit - June 13, Wieden + Kennedy. $250 for non-profits to attend.
* Camp Snowball – July, Peter Senge and Jamie Cloud’s systems-thinking model. Gary is on the design committee.

3. Partnership Development

Need to think about outreach process and develop “partner exchange” forms. Possible partners include Whole Foods, New Seasons, community colleges, Nike, Mellon Foundation. Consider a “scalable ask” over 1-3 years with incremental growth.

1. Programs and Events
2. Stakeholder Meeting – May 28, 10-12:30, PCC Cascade

* Focus?
  + Suggest partner speakers, highlighting big projects, including an update on the Metro grant. An opportunity to highlight status of Asset map and inclusive leadership efforts.
  + Discuss proposed partnership and fee models.
  + Identify ways to engage. Highlight internship opportunities
* How organize?
  + Invite partners in NE Portland, since it will be at PCC Cascade, e.g., CCC. Momentum Alliance.
  + Have time for networking.

1. May 15 Virtual Youth Conference postponed to Fall or Winter, due to technical difficulties. Hope that Rex Putnam High School will still be able to participate.
2. City Repair’s Village Building Convergence – May 29 – June 7
3. EcoPsychology Symposium – June 5, Lewis & Clark
4. RCE Grand Rapids hosting RCEs of the Americas meeting – Aug 9-12
5. UN Association, Portland Chapter wants to work with us and help coordinate UN Days

* UN Days – Programming for Endangered Species Day, Human Rights Day, United Nations Day – Oct 24. We have been invited to highlight GPSEN and the GAP.
* Work closely with World Affairs Council – Karen Ettinger
* Invited to join as individual members: http://www.una-oregon.org/

D. Research and Development

1. Social Science (Sustainability?) Think Tank

* James Reed has offered to help lead, with support from think tank intern/fellow Jenna Hudson.
* Heather and Laura noted a Decision Theater model proposed by PSU.

2. Zeke Martin is our research intern and will be helping identify sustainability research happening in the region. He recommends hosting an annual symposium to highlight research and give awards.

**11:55 Announcements**

Next meeting will be June 11, from 9-11 (note time change). Project Management team will present report.

**12:05 Adjourn**