**GPSEN Coordinating Committee Meeting Minutes**

**Thursday, June 11, 2015**

**9:00 am – 11:00 am**

**CLIMB Center, Rm 207**

**1626 SE Water Avenue**

**Introductions**

**In attendance:**  (X – present):

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

**Guests:** Mariah Dula, PCC, Connie Plowman, PCC, and Rob Pierce, World Forestry Center

|  |  |  |  |
| --- | --- | --- | --- |
| **Action items** | **Person(s) responsible** | **Due Date** | **Status** |
| Work on grant proposals & concept papers | Laura and Development Committee | July 31 | In process |
| Provide finished descriptions of internship positions and processes. | Jacob | July 9 | In process |
| Draft live version of website for July meeting | Gary | July 9 | X |
| Continue working on partner fees & roll-out/structure | Briar and Partner WG | July 31 | X |
| Work more on questionnaire draft for network analysis | Bruce | July 31 |  |
| Outreach to Teacher Education programs in region | Outreach committee | July 31 |  |
| Revisit Volunteer Hour Tracking Form | Kim and CC | July 9 | X |

**Logistics**

1. Notetaker: Briar Schoon and Facilitator: Bruce Podobnik
2. Review group dynamics and decision-making process for guests
3. Adjusted agenda order due to delay in Kim and Lin’s arrival
4. Approved May minutes, with one revision to board matrix notes to increase geographical diversity

**Updates and Discussion**

1. Outreach and Communication - Gary

1. Website Migration Process

* Plan is to migrate off PCC website officially sometime in July

2. Website design- group discussion and recommendations

* Gary shared two potential GPSEN website layouts to the group
* The second layout was favored.
* Gary shared future avenues for connecting with GPSEN – including the new Youtube channel and plans for a Linkedin page
* Mariah mentioned to ensure that we still connect to Google, use calendar

B. Review action items from May minutes - Kim

1. Most items were completed.

* Lin introduced the group to Form 5768, regarding non-profit rules on lobbying
* The bank account is open and non-profit forms have been filed. Waiting on IRS 501 c3 official status.
* Briar and LeRoy will attend the Intertwine Partner meeting.
* Internships, partner structures, and teacher education outreach were moved to next month.

2. Partner Meeting

* Partner meeting was a big success!
* All CC felt it went very well, folks were very engaged
* The personal invites seemed to really help get partners there
* Partner surveys identified support for new partner structure, with recommendations for varying levels of fees

C. Internships – Jacob sent report via Kim

1. Jacob is working on intern program; developing intern forms

2. GPSEN already has 4 interns!

D. Development Committee – Laura

1. Working on solidifying programs to apply for funding

2. Excited for Mariah’s presentation

**Project Management Team Report – Mariah Dula (Powerpoint available)**

A. Overview

* Mariah really enjoyed working on this project and with GPSEN
* Big need identified- funding for operations and projects
* Team sees enormous potential in GPSEN’s mission– especially match making
* Impact of a multiplier effect, e.g., train the trainer models, like the Heroic Imagination Project (HIP), AASHE, etc.

B. Resource and Funding Needs

* Major focus of project was funding component- identified institutional partners, coordinating committee connections, & organizational partners
* Identified priorities for next 12 months- funding for ED & matchmaking are top priorities
* Top priorities for organization- support for operations, matchmaking, youth network/curriculum, asset map
* Many sustainability-focused non-profits in the area that have found major funding
* GPSEN can tie into many city initiatives, projects, city plans, etc. including Gresham, Hillsboro, Portland
* Regional grantmakers that may be interested in funding GPSEN: The Gray Family Foundation, Murdock Charitable Trust, Bullitt Foundation.
* Larger potential funders- Surdna Foundation, Park Foundation, Kresge Foundation
* Need for a 3-year sustaining base to establish organization
* Goal for partner fees in 1st year- $20,000-$30,000, should be 10—20% of operations costs.
* Mariah feels the proposed fees seem appropriate
* Mariah estimates that GPSEN needs $115,000 annually; which is minimal. In comparison: $150,000- annual budget for CLF; $330,000 –annual budget for Intertwine
* Support models- sponsored (most RCEs are government or institution-funded); fee for service; patchwork/project-based (patching together funding). Need to consider return on investment (ROI)
* Strategic choices- prioritize securing institutional partner fees; prioritize projects with high visibility; utilize the project plan to reduce workload; document & distribute unfunded staff responsibilities
* Do a SWOTT (strengths, weaknesses, opportunities, threats, and trends)

C. Discussion

* All agree we need to document program metrics & write-in operations (must do!). Revisit volunteer hours form.
* We need to track connections and contacts with funding agencies
* Connie offered to have future GPSEN projects to be included in her project management class
* Rob with World Forestry Institute commented that many funding organizations want to fund organizations that are already doing things and can demonstrate their value
* Laura suggests creating different presentations/documents to share outreach with organizations that folks from GPSEN can use when making big asks
* Kim mentioned need to practice presentations and differentiating presentations between the different organizations/audiences ie. Private, govt., education. CC suggested having this as a meeting activity, to help design and customize
* Need to nail down partner fees and roll-out by early fall
* Support organizational agility
* Potential to “pick-up” partners from CLF now that it is closing its doors and no longer charging member fees and “pick-up” or “carry-on” the CLF mission of social equity and the Summit

**Appreciations and Announcements**

* Everyone was utterly grateful for Mariah and her project management team’s efforts.
* Kim will be in Russia and Canada for several weeks, for vacation and a conference. Some work projects will be addressed when she gets back.
* Next Coordinating Committee Meeting: Thursday, July 9, 10-12, CLIMB Center

**11:00 Adjourn**