**GPSEN Coordinating Committee Meeting Minutes**

**Thursday, July 9, 2015**

**10:00 am – 12:00 pm**

**CLIMB Center, Rm 102**

**1626 SE Water Avenue**

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

**In attendance:**  (X – present):

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

**Guests:** Keith Murphy

|  |  |  |  |
| --- | --- | --- | --- |
| **Action items** | **Person(s) responsible** | **Due Date** | **Status** |
| Scan in IRS 501c3 status docs | Kim | July 15 | X |
| Work on grant proposals & concept papers | Laura and Development Committee | Aug 20 | In process |
| Input grant recommendations to Google doc: (Governance: GPSEN Foundation Funding Ideas) | Coord Comm | Aug 20 | In process |
| Introduce Dawson Media Group to Devel Comm | Kim | Aug 20 | X |
| Provide finished descriptions of internship positions and processes. | Jacob | Aug 20 | In process |
| Migrate website and keep committee updated | Gary and Keith | Aug 31 | In process |
| Give photos from Launch to Keith for website and social media | Kim | July 31 | X |
| Develop partner GIS map – need embedded code for website | Kim, Keith, and Pamela | July 31 | In process |
| Share Dropbox link with and send Database flow chart to Keith | Kim | July 31 | X |
| Continue working on partner fees & roll-out/structure | Briar, Keith, Gary, and Partner WG | Aug 31 | In process |
| Resend Stakeholder Recommendations to Partnership committee | Kim | July 31 | X |
| Find out the program that reminds members when their membership expires. | Laura | Aug 20 |  |
| Outreach to Teacher Education programs in region | Outreach committee | Aug 31 |  |
| Draft up orientation of policies and communication, in Board Packet | Governance committee - Lin | Aug 31 |  |
| Write policy about email communication | Governance committee - Lin | Aug 20 |  |
| If members have videos to add to the YouTube page, please send them to Suzanne | All Coord Comm members | Aug 20 |  |

**Logistics**

1. Notetaker: Heather Spalding and Facilitator: All
2. Reviewed group dynamics and decision-making process for guests
3. Agenda approved, with some reordering
4. Approved June minutes

**Updates and Discussion**

A. Review action items from minutes – Kim

1. Volunteer hours

* Discussion: Important to collect hours for grants. How to remind people to fill it out?
* Recommendations:
* Review form and names and open up categories, with more committees and working groups
* Complete task together in the GPSEN meetings to streamline process.
* Put a monthly spreadsheet on Google docs (as a living document), with a prompt at meetings

2. Committee Attendance

* Governance question: What happens when individuals do not communicate between meetings or attend meetings?
* Recommendations:
* Minimum – should let the group know when you are not going to be at meetings.
* If we don’t hear from a member for three months, will be dropped from committee.
* Should be added to the norms. Lin and the governance committee will create expectations packet for new committee members.
* Should also consider how appreciation is given for service.

3. Additional updates

* + Think Tank is developing projects for the 5 priority areas for the Global Action Program.
  + Official acceptance of 501c3 status was received! Also have a check book. Kim will scan in this information for Grace (Treasurer).

B. Internships

1. Jacob was not able to attend but committed to finish up internship documents.

2. Welcome, Keith! New website intern. Will work on website, likely using Wordpress platform.

3. Kyoko will be working full time for 2 months for GPSEN, Aug 17-Oct 18. Thanks UNU!

4. Reviewed Internship agreement for Keith to consider model. Complicated, give different forms from colleges and GPSEN. Need to set learning objectives. Approved. Is in Dropbox under Administration and Coordination 🡪 Internships

C. Web Design – Gary and Keith

1. Great overview of website migration and discussion.

2. Topics:

* What should be in the top header? Symposium?
* Distinguish between programs and events. Resources and calendar.
* Where put newsletters? Have in a pull-down category, with archive.
* Contact page will be added.
* Need to converge Google docs and forms for providers, engagement pledge, with new partner page.
* Kim will share photo drive and embedded code for provider list with Jacob for use on site.
* Need to update partner list and map
* Have opportunities and ways to get involved.
* Gary and Keith will share the site with the committee for comments.

D. Partnership fees and benefits - Grace and Briar

1. Report: The working group designed the fees and benefits, with the recommendations from the stakeholder committee. Agreed on fee structure.

2. Process recommendations:

* + Subscription - Paypal will be considered for membership processing. Funds will be deposited into bank account
  + Also want a “donate now” button on website. Make sure to show where the donated money will go (explanation).
  + It’s time to migrate email account from MailChimp. Note: Cost will go up when more subscribers are added (over 500?).
  + How to incentivize partners to pay their dues?
    - Clearly identify benefits
    - Have reminders for fee renewals. Possible to include in newsletter or in emails. There is a Mailchimp feature that can do this.
  + When alert partners to new fee structure? Agreed that would like to pay dues by end of September

E. Development Committee – Laura

1. Report: Laura is compiling a database (on Google docs) of funders and details (ex: how/what they can fund, application deadlines), as well as a checklist and concept papers to prepare those grants – to make sure all pieces are ready and completed. For many, 50% in kind donation is required. Also compiling a document for private foundations. Deliverables need to be very clear and concrete to approach funders. Recommended getting at least 2 grants started focused on operations, searchable database, HIP training, and symposium.

2. Discussion

* Kim recommended Dawson Media Group to help with public awareness campaign and documentaries
* Intel, Google, or Facebook to help fund Asset Map platform?
* Collaborate with partners when possible.

**Outreach Presentation**

A. Sample Presentation

Kim demonstrated her presentation that she has used for different partner outreach meetings. Recognizes that the presentation needs to be adjusted and adapted for different audiences.

B. Group Discussion and Recommendations

1. Make really concrete
2. Identify opportunities- ways to get involved
3. Clarify deliverables – think about the audience and what they get out of being involved
4. Clarify role of GAP. Start with GAP and cut details of history.
5. Change GAP slide – need more images
6. Move right into specific projects
7. Integrate partner forms with a call to join us, noting that we are all contributing to this network
8. Put pictures in the levels of ESD slide. Move out of the classroom. Show partners how they can get involved.
9. Customize presentation for different audiences

**Appreciations and Announcements**

A. Much gratitude for everyone who has contributed to this next stage of GPSEN!

B. Due to the RCEs of the Americas meeting, next month’s meeting will be Thursday, August 20, 10:00-12:00. We will also be welcoming our new UNU intern Kyoko Shiota.

**12:00 Adjourn**