**GPSEN Coordinating Committee Meeting Minutes**

**Thursday, August 20, 2015**

**10:00 am – 12:00 pm**

**CLIMB Center, Rm TBA**

**1626 SE Water Avenue**

**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 | X | Bruce Podobnik | X | Grace Taylor |
| X | Laura Kutner | X | Briar Schoon | E | Rachel Willis |
| E | Gary Obermeyer | X | Kim Smith |  |  |

**Guests:** Kyoko Shiota (UNU-IAS), Irene Bailey (PSU ISS, Student Sustainability Center, Graduate Assistant), and Keith Murphy (PCC, website intern)

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| --- | --- | --- | --- |
| **Action items** | **Person(s) responsible** | **Due Date** | **Status** |
| Work on grant proposals & concept papers | Laura and Development Committee (Mariah, Dave, Kim, Lin, Gary) | Sept 29 | In process |
| Input grant recommendations to Google doc: (Governance: GPSEN Foundation Funding Ideas) | Coord Comm | Sept 20 |  |
| Provide finished descriptions of internship positions and processes. | Jacob | Sept 15 | x |
| Send videos for Youtube channel to Suzanne | Coord Comm | Sept 25 | In process |
| Continue working on partner fees & roll-out/structure | Briar, Keith, Gary, and Partner WG | Sept 20 | In process |
| Migrate website and keep committee updated; sync up forms | Gary and Keith | Sept 29 | In process |
| Review website and provide feedback to Keith | Coord Comm | Sept 15 | In process |
| Address advice from committee: check on translation tools for website, add UNU logo, check on possibility of podcasts, etc. | Keith | Sept 29 | x |
| Share position descriptions and internship roles to be posted in newsletter and on website | Heather | Aug 31 | X |
| Identify ways to support indigenous knowledge action items. Talk to Kevin Thomas at PSU and compile web content. | Heather, Milt | Sept 25 | x |
| Write up letter to reinstate U.S. funding to UNESCO | Kim | Sept 10 | In process |

**10:00 Introductions**

**10:15 Logistics**

1. Notetaker: Heather Spalding and Facilitator: Bruce Podobnik
2. Bruce reviewed our group dynamics and decision-making process
3. Agenda content and scheduled confirmed
4. Minutes approved for posting

**10:25 Updates and Discussion**

A. Review action items from minutes

* 1. Development Committee (Laura) Working on grant proposals and concept papers– defined the three main projects/programs to work on. Results: Need to further define priorities and projects. Also have a spreadsheet of different funders, which committee members are asked to fill out on Google docs (Governance: GPSEN Foundation Funding Ideas). Would like to have a grant written by year end. Priority projects:
     1. Asset map – want to create a searchable database of sustainability providers and opportunities in the region. Who will make and maintain it? Need to hire a professional. Will shop idea around to bigger foundations and private sector funders. Laura will lead, with Gary and Briar’s support.
     2. Heroic Imagination Project Train the trainer program – could pilot at PSU, with our college network. Americorps and Trash for Peace are also interested. Laura, Kim and Irene will help develop, along with HIP team.
     3. Sustainability Symposium – Highlights research across the sectors. Will host in the spring, likely end of April. Hope will become an annual signature event. Mariah is creating a concept paper. Final draft should have GPSEN brand and be professional/polished.
     4. Will build operations costs into each of the grants.
  2. Media (Kim) – met with Dawson Media Group. Interested in helping tell GPSEN and our partners’ sustainability stories. Will require some funding.
  3. Internships – in progress. We have 4 active interns right now. Want to develop more positions. Irene and Heather noted opportunities through PSU.
  4. Developing a GPSEN YouTube channel. Send videos to Suzanne: suzanne@cityrepair.org

B. Partnership fees and benefits - Grace and Briar

1. For roll-out of new partnership model, need to think through outreach component more. Should create a brochure. Include who GPSEN is what we offer, benefits, and partnership fee structure.
2. Decided not to merge the non-profit and public sectors together, as governments are quite distinct from non-profits.
3. Partner contributions - Agreed to start contributing level at $50 (rather than $100) and create a write in option for non-profits and a sliding scale for individuals.
4. Need to identify the expectations of Sustaining Partner organization liaisons. What would contribution at this level look like? 🡪 e.g., Kim’s course release from PCC. What in-kind things can partners give?
5. Made other minor changes to the presentation that Kim, Briar, and Kyoko gave to the PCC leaders, to update them on our organizational progress.

C. Web Design –Keith

1. Reviewed test website: <http://testing.gpsen.org/>. The committee is very impressed with the new website.
2. Need to identify who is allowed to be a user.
3. Will need to create infrastructure for blog posting. Who is interested in contributing to the blog. Heather will consider participating.
4. How do we integrate the calendar? Someone will need to manage inputting events to the calendar.

Keith and Kim will talk with Suzanne, our newsletter intern, about how to sync up the newsletter with the calendar.

1. Need to sync up forms (engagement pledge, sustainability providers map, partners, etc.)
2. Group discussed social media. Keith noted that WordPress has a plug–in that can populate other resources.
3. Heather can share position descriptions for intern and volunteer roles re: social media.
4. Keith invited the committee to offer further feedback. All can visit testing.gpsen.org and provide feedback to Keith at [nomadmystics@gmail.com](mailto:nomadmystics@gmail.com). Recommendations:
   1. Laura asked about translation possibilities. Keith will add a button for translation
   2. Kyoko noted that we need to add the UNU logo, UNU RCE portal, Facebook page to the first page.
   3. Kim requested revising some of the fonts, indentations, etc.

**10:55 Overview of RCEs of the Americas Meeting**

A. Summary – Kim (See Powerpoint)

* 1. The conference was very successful, with good attendance, insightful presentations, generous hosts, and a facilitated discussion that led to a strategic plan. Livestream of conference is online: http://www.rcegrandrapids.org/livestream/
  2. Inspired discussion about the future possibility of podcasts, which could be made available on our new website.
  3. Reviewed accomplishments from our last year (presented at RCEs meeting)
  4. International representation is still needed at conferences and gatherings. Potential student opportunity to represent GPSEN and U.S.

B. RCEs of the Americas Action Plan – Kyoko

1. 10 objectives were identified, focusing on individual RCE’s responsibilities and opportunities for collaboration
2. Develop youth network
3. Possibility for interaction with indigenous knowledge action items. Heather will talk to Kevin Thomas at PSU and compile web content.
4. Kim will write up letter to reinstate U.S. funding to UNESCO

**11:15 Global Action Plan Commitments and Programming**

A. Overview – Kim

1. GPSEN 2015 GAP commitments
2. Policy: Meet with government officials
3. Transforming Whole Institutions: GPSEN, Colleges, Workplaces
4. Trainings and Capacity-Building: Host conferences and workshops
5. Youth Engagement:
   1. International Virtual Youth Conference
   2. K-12 and College Student Networks
6. Sustainable Communities:
7. Hands on Greater Portland TeamWorks
8. RCEs of the Americas 2015, Grand Rapids

B. Group Discussion and Recommendations

1. Began discussing additional opportunities.
2. Recommend having a GPSEN retreat to plan annual calendar and 2016 GAP commitments. Kim will send out a Doodle poll.

**11:55 Appreciations and Announcements**

1. Grateful to have Kyoko with us for two months to help implement projects and to provide feedback.
2. We wish Bruce safe journeys to India.
3. Thank you to Heather and Irene for helping develop the college network through PSU’s ISS.
4. September meeting will be replaced by retreat.
5. We need to plan our Stakeholder/Partner meeting for the end of September

**12:00 Adjourn**