**GPSEN Coordinating Committee Minutes**

**Thursday, January 21, 2016**

**9:30 am – 11:30 pm**

**CLIMB, Rm 200**

**In attendance:**  (X – present):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| X | Irene Bailey | E | Gary Obermeyer | E | Heather Spalding |
| E | Monica Fleisher | X | LeRoy Patton | X | Grace Taylor |
| X | Lin Harmon-Walker | X | Bruce Podobnik |  | Suzanne Tom |
| X | David Kunz | X | Briar Schoon |  |  |
| X | Laura Kutner | X | Kim Smith |  |  |

**Guests:** Keith Murphy

|  |  |  |  |
| --- | --- | --- | --- |
| **Action items** | **Person(s) responsible** | **Due Date** | **Status** |
| Connect with Mariah and PCC’s Project Mgmt Class re: Sustainability Symposium | Laura and Kim | Feb 5 | X |
| Develop MOU for events | Exec Comm | Feb 11 | In process |
| Develop Event–Planning form | Kim, Irene, and Heather | Feb 11 | In process |
| Work on financial tracking, book-keeping system | Grace, Lin, Laura, and Kim | Feb 11 | In process |
| Send Metro letter, TGIF grant, and in-kind donations to Laura and Grace | Kim | Jan 31 | X |
| Send grant Letter of Intent to Board | David | Jan 31 | X |
| Send operations costs and needs to Laura for grants | Grace | Jan 31 |  |
| Join as individual or contributing partners | All Board Members | Feb 11 |  |
| Develop Outreach Plan, with marketing letter and brochure, with recommendations below | Gary, David, Briar, Keith and Kim | Feb 11 |  |
| Update partners and logos on website, as join | Keith and Gary | On-going |  |
| College Student and Youth Networks- establish contact lists, goals, and projects | Irene, Heather, Ibrahim, George and Kim | Feb 11 | Youth- X |
| Set up research data outreach | Bruce, Suzanne, and Stella | Feb 11 |  |

**Introductions**

**Logistics**

1. Notetaker: Grace Taylor Facilitator: group
2. No new members- no need to review group dynamics and decision-making process
3. Agenda approved, with revisions to add finance and grants reports
4. Minutes from Stakeholder Meeting and Party approved

**Updates**

A. Reviewed minutes and discussed stakeholder meeting

1. Party/networking meeting was well attended and successful, even with a big rainstorm at holiday time. Was nice to be able to co-host with NWEI and honor out-going ED Mike Mercer and welcome new ED David Macek. Recommend continuing to co-host with partners.

2. Question about whether to call it a partner or stakeholder meeting? Confusing language around stakeholders/partners/members. Is it a meeting for partners and those who are not formal partners?

* + - * + could organize some sector-focused stakeholders meetings, with themes, not presentation-based meetings;
        + recommended calling it a networking meeting
        + Intertwine has changed their partner model so that 3 partners have to co-host events (summits have been twice a year.)

3. How often should we meet?

* + - * + quarterly is good, if we’re co-hosting to highlight a partner. Met 3 times last year.
        + next one could be March or April. Considering an event, like the sustainability research symposium to tie into Earth week. Mariah is working on sponsorships.

B. Sustainability Consciousness event

1. Feedback?

* Organized by Milt Markewitz and GPSEN Think Tank. Well attended. Over 50 people. Held at Native American Center at PSU.
* Long, dense, lecture for over an hour, then a good panel, needed more time for panel and questions at the end, as well as a break. Many people in the room who would have had a lot to share, so increase audience participation. A lot of people left before the end.
* Need bathroom breaks and better food that meets our sustainability mission.
* Lay out room in design to be more engaging, vs. people lined up in rows in chairs.
* James Reed, leader of Think Tank, did a nice pitch for GPSEN at the end.

2. Big takeaways:

* Create a best practices list for event-planning and speakers (more breaks, more sustainable snacks, limit lectures, minimize power-points. More inclusive, participatory.)
  + - * + Would have been good to do a pitch for GPSEN twice (at the beginning and the end, and also throughout.) Didn’t think people knew about the Sustainable Development Goals or knew what GPSEN was. People wanted to know more about GPSEN.
        + Need to have a memorandum of understanding with partners so it’s clear who does what, who pays for what, how outreach is managed, and how we can partner effectively.
        + Little basket at the door not an effective approach to fundraising - might need to get passed and asked. Collected $59, to be deposited in Onpoint account.
        + Need a secure computer connection if collecting donations via website and credit card

3. Action items

* Create a memorandum of understanding
  + - * + Kim will work with Heather and Irene to develop guidelines for events/presentations

C. Financial Reports - Grace

1. Grace presented Balance Sheet and YTD profit and loss statements

* + - * + Paypal donations not getting tracked effectively. Grace receiving notices of partners, but not donations
        + Need to separate individual contributions from partners and non-profit
        + Paypal donations not automatically moved to checking account
        + Grace needs access to PayPal Statements and folder of receipts in Dropbox (check on email address), so can connect to Quickbooks
        + Need to track grant activities (Metro and PCC and others). Kim will send Metro letter to Grace and Laura.

2. Requested committee to start recruiting people with financial management skills for Treasurer position and students willing to help as bookkeeping intern. Recommend a non-profit management intern from PSU.

3. Laura, Grace and Lin to meet to do next steps

D. Development Committee – Laura and David

1. Need to align grants with goals/objectives of GPSEN and network. 4 major areas needing funding:

* Asset Map
* Operations
* Sustainability Symposium
* Train-the-Trainer (HIP), sustainability curriculum

2. Received $6,000 TGIF Grant from PCC, for Train the Trainer project - Heroic Imagination Project. Developing training content with Vivian Hamilton. Hope to do first training with college network in the spring term.

3. Asset Map Database grant- David

* Has drafted up a Letter of Intent. Plan to submit to Murdock and Meyer. Will share with the group.
* While most grants tend to fund expansion, rather than new programs, technology grants want to fund something new.

4. Metro Grant- Traci has hired Cary Watters, with NAYA, to help develop leadership efforts to increase inclusion in our region. Kim’s two course releases are complete and no further resources have been set aside for database project.

5. Action items:

* Send operations costs and needs to Laura for college network, for grants. Need to quantify our asks: staff support, capacity building, etc. Grace wrote up a draft for our retreat. Need to send to Laura.

E. Partnership transition status- Kim

1. We are getting small, individual and student contributions, and $50 contributing partners for non-profits, but, so far, no larger contributing or sustaining partners

**Discussion**

A. Partnership Outreach strategies

1. Need to ask organizational partners directly and individually for their support: where is the best place to ask?

* PSU has a variety of different budget centers, including Institute for Social Sustainability, Campus Sustainability Office, and Student Sustainability Center.
* David is asking DEQ, plus two private companies, and UP Business School. Need to expand asks to private industry
* Bruce will approach L&C
* PCC, Mt. Hood Community College: need to ask the Presidents
* Need to be sure to engage with Clark County, new research center at WSU (David, Laura, and Bruce are interested)
* All Board Members are expected to become partners

2. Need consistent outreach, message, branding to use for approaching people

3. Need to do direct, personal asks. Sometimes even taking people to lunch. Who will do this? Kim does not have enough time to meet with all potential partners. All Board members are ambassadors for GPSEN.

4. Resources needed:

* formal letter asking for organizations to partner- need to draft. Have personal letters to follow up.
* marketing brochure with the benefits and a summary of our projects (from annual report)- see Keith’s draft. Edit to reflect sustainability mission- ink, paper, double-sided, etc.
* David K will share Letter of Intent for potential funders that could be helpful in creating effective outreach materials. Use an active voice and dynamic style.
* Delegate task to outreach and marketing committee- who will lead? Need a marketing intern.
* Update website with partner names and logos, as join- Keith

5. Continue to develop existing partnerships, e.g., Zoo’s Education Center

6. Cross-recruiting and cross-pollinating is happening and we’d like to see more efforts to increase collective impact and support the power of the network.

B. Student Networks

1. College Network- Irene

* Working on developing a higher-ed network, led by PSU’s Student Sustainability Center.
* Was able to hire an intern PhD sustainability student, through SSC
* Developing desired outcomes to align goals of GPSEN with student and program goals, including research, internships, networking, civic engagement, etc.
* Identifying diverse existing sustainability efforts within higher-ed, including departments, sustainability centers, clubs, contacts, faculty, etc. May feed into the larger database.
* How do we connect diverse learning institutions? What are the best practices?
* Hosting upcoming events, e.g, Social Justice training, permaculture
* Recommendations:

Lin has a model to look into: an environmental consortium of New York

Briar is on the Oregon Higher Education Sustainability list serve that could be a starting point for the colleges, but need to just focus on colleges/universities in our region. Note upcoming OHESC conference at Lane CC, in Eugene.

Bruce - Last year his students started a list and hosted a networking event during the Earth Day Festival. Has shared list with Irene. Maybe do another event? His Lewis & Clark class could help. Recommend hosting a networking event in winter.

Laura- Project could potentially be funded. Gresham has an interest in finding students for internships. Tie in Mt. Hood Community College, Clark College, Clackamas Community College, Concordia, etc.

David might have an interest in engaging his MBA class at UP.

Kim- PCC’s Environmental Centers want to be involved. Hope HIP training will be open to students from across the college network. Could host service days, with a Hands On Greater Portland team.

Suzanne and Bruce, with potential support from Zeke, are interested in creating database of professors, students, grants, etc, doing sustainability research. Bruce will help lead.

Could set up an advisory board, with representatives from the different colleges.

* + - * + Action items:

Send operations costs and needs to Laura for college network, including in-kind support, for grants.

2. Youth Network

* Will be hosting first networking meeting on Thursday, February 27, at PLACE.
* Led by George Zaninovich, with PLACE (Catlin Gabel), and Ibrahim Ibrahim, with Muslim Education Trust and World Affairs Council.
* Developing goals and projects, similar to College Network
* Will be participating in Youth Virtual International Conference again, on energy, March 2. Hosted by RCE Grand Rapids.
* Laura has contacts at Benson and at Oregon Green Schools Network. Kim will send details.

C. UN Conference on Education and the SDGs- Kim

1. Overview of outcomes, recommendations and resources

* + - Very unique, in-depth conference, drilling down into goals to develop recommendations.
    - Emphasized role of education, public-awareness and training as driver for sustainability goals
    - Global Citizenship has been added into ESD, under the GAP.
    - Developed Ahmedabad Declaration and recommendations for all 17 goals. See: <http://www.ceeindia.org/esdg/>
  + Brought back a variety of resources, highlighting sustainability programs and SDGs

2. How do we align efforts?

* Use a similar model to Report Card re: UN Sustainable Development Goals as a tool for assessing local/regional alignment with UN Goals.
  + Need to make UN Goals “sexy” and manageable for people. Big amounts of information can be overwhelming.
  + Laura likes the Climate Action Handprint Activities is an example of doable-actionable efforts that make the goals less abstract.
  + Turn SDGs and GAP into action plans, with clear themes, projects, and metrics.

**Appreciations and Announcements**

1. UN Day SDG Launch (hosted at World Forestry Center) is now available on YouTube: <https://www.youtube.com/watch?v=Rh6QE4Y6Xgc&feature=youtu.be>
2. Oregon Green Schools Network is hosting conference April 1.
3. Kim has a free ticket to OHESC, if anyone is interested in attending.

*Next Board Meeting:*

Thursday, February 11, 10-12, CLIMB Center

**11:40 Adjourn**