**GPSEN Coordinating Committee Minutes**

**Thursday, February 11, 2016**

**10:00 am – 12:00 pm**

**CLIMB, Rm 303**

**In attendance:**  (X – present):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| E | Irene Bailey |  | Keith Murphy | E | Heather Spalding |
| X | Frank Granshaw | E | LeRoy Patton | E | Grace Taylor |
| E | Lin Harmon-Walker | X | Bruce Podobnik |  | Suzanne Tom |
| X | David Kunz | X | Briar Schoon |  |  |
| X | Laura Kutner | X | Kim Smith |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action items** | **Person(s) responsible** | **Due Date** | **Status** |
| Develop MOU for events | Exec Comm | Mar 11 | In process |
| Develop Event–Planning form | Kim, Irene, and Heather | Mar 11 | In process |
| Work on financial tracking, book-keeping system | Grace, Bruce, Laura, and Kim | Mar 11 | In process |
| Join as individual or contributing partners | All Board Members | Mar 11 |  |
| Develop Outreach Plan, with marketing letter and brochure. Will contact Alex Mihm. | Gary, Frank, David, Briar, Keith and Kim | Mar 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 | Mar 11 | In process |
| Set up research data outreach | Bruce and Stella | Mar 11 |  |
| Send SDGs poster to the Board | Kim | Feb 24 |  |
| Contact OMSI as a partner and for a potential event | Frank | Feb 29 |  |
| Check on status of CLF- ask Lin | Kim | Feb 24 |  |

**10:00 Introductions**

**10:10 Logistics**

1. Notetaker: Kim Facilitator: Bruce
2. Review group dynamics and decision-making process
3. Agenda approved
4. Minutes approved

**10:20 Updates**

A. Review action items from minutes

1. Still working on MOU and event-planning forms.
2. Metro grant and drafts of operation costs have been sent to Laura
3. All Board Members are asked to become formal partners of GPSEN, either as individuals or as representatives of their organizations/institutions.
4. We need to identify who will do which personal asks, e.g., Bruce- Lewis & Clark; David- DEQ; Laura- Mt Hood CC; Briar- PCC.
5. Individuals can join, in addition to their organizations.
6. Bruce is interested in reengaging with the research project, will connect with Stella. Will use a snowball method to identify faculty, students, and community members who are doing sustainability research in the region.

B. Finances

1. Bruce has agreed to support Treasurer and finance efforts. Grace and Laura will work with him to transfer paperwork.
2. Some organizational partners have joined, but most are individual partners, many who have offered in-kind support.
3. Need to get the logos up on the website asap!
4. Donations are being submitted via PayPal, which seems to be working smoothly now.

C. Youth Network

1. George Zaninovich, with the PLACE Center, and Ibrahim Ibrahim, with Muslim Educational Trust, are building the Youth network.
2. Hosting International Virtual Youth Conference on March 2
3. They are interested in collaborating with Girl UP and the World Affairs Council’s Youth Ambassadors for UN Day events.
4. Applying for an Americorps member, through Confluence
5. Jocelyn Gary is helping develop the international pen pal program, with teachers in Japan and England, and with the support of the UNU-IAS (Kyoko and Philip)

D. Oregon Higher Education Sustainability Conference (OHESC)

1. 300 people attended; 20 from PCC.
2. Briar and Kim both presented. Briar tabled for PCC and Kim created a poster for the SDGs and GPSEN (Kim will send poster to the Board).
3. The tour of Lane CC was very impressive, as was the keynote speaker, Kathleen Dean Moore, from OSU, on moral philosophy. Recommend bringing her to speak.

**10:40 Discussion**

A. Partnership Outreach strategies

1. Gary would like to focus on IT and website efforts and has stepped down from the Board and as Outreach committee chair.
2. Frank will help with the Outreach team. Briar will serve as a short-term Interim Chair.
3. Need to revise the elevator speech (Kim has a draft in Dropbox)
4. Create an outreach package- will have a Project Team work on different parts
5. We looked at the grant letter of interest to consider messaging for outreach materials. Frank recommended that we have a variety of forms for different audiences.
6. Consider new partners ~ particular industries in the region?
7. Frank used to work at OMSI and will contact them. They still have the sustainability exhibit up, so we recommend hosting an event there before it is removed.
8. Briar asked that continue to vet corporations to make sure that they align with our mission.
9. Alex Mihm, with West Linn, has offered to help with marketing materials. Should also ask a marketing class for an intern. Which college?
10. Strategic tabling at events is important, but there are staffing limitations. Volunteer opportunity? Work with outreach team.
11. Need to find out status of Coalition for a Livable Future. Check with Lin.
12. Still need to determine if sponsoring an event counts as being a partner, with logo up on website or just for event.

B. Grant Development

1. David provided a draft of a letter of interest, to use with the Murdoch and Meyer grants. Need to send letter to Murdoch in March.
2. Discussed name of database. Agreed to SEAM: Sustainability Education Asset Map (although it is beyond a map)
3. Frank knows some folks in Mentor Graphics, with database design experience. He will help with grant.

C. Upcoming events and workshops

1. International Virtual Youth Conference- March 2

2. Rotary conference and display- Frank- March 12

3. Earth Week- many colleges are hosting events- April 18-22

4. Sustainability Symposium- Kim and Mariah

* We hope to develop a signature event, with TED talk style speakers, tabling, posters and displays on research, and awards.
* Mariah suggested to host on April 22 (Earth Day), at PCC Rock Creek, to build on their sustainability events, but Earth Day is already really busy and Fridays are not very good for student engagement. Briar and Laura are committed to PCC Cascade’s Earth Day clean-up at Kelly Point Park and recommend hosting the Symposium on another day.
* Collaborating between semester and quarter-based colleges are a challenge, with terms ending in May and June. If we wish to host student researchers, we need to consider end of April or the beginning of May in the future.
* Kim will talk with Mariah about alternative dates. Will likely move to Fall.
  + PSU’s ISS hosts a Sustainability Celebration at the beginning of June. Possible to support?
  + AASHE’s Campus Sustainability Month is in October, along with PSU’s Social Sustainability Month (goes into November). This would give us more time to plan and collaborate.

5. Heroic Imagination Project has been funded by PCC and PSU, with other colleges invited. We hope to host a training at the beginning of May

6. Regional Faculty Training, co-hosted with PCC- Middle of May

**11:50 Appreciations and Announcements**

Gratitude for everyone’s efforts, with an awareness that we are “hatching an egg that is just about the crack open.”

**12:00 Adjourn**

**\*\* Next Meeting:**

Thursday, March 10

10-12, CLIMB Center