

# The Sandwich Project

## Meeting Agenda

### Meeting Agenda

Tuesday, September 16, 2025 at 13:30

Location: Meeting location

### Meeting Description:

Weekly agenda planning

## AGENDA

### 1. Needs Discussion

#### 1.1 Updating TSP website

Owner: Marcy Louza | Support: Catchafire, James Satterfield, Katie Long | Status: in\_progress |

Priority: high

What do we need to talk about?

Still working to fix

What decisions need to be made?

Get Donate button more visible on mobile, incorporate UGA

#### Project Tasks:

1. Working on identifying a candidate on Catchafire to do an overhaul. Currently making ad hoc changes

Priority: medium

No attachments

#### 1.2 Sandwich Project Platform Website

Owner: Katie Long, Katie (Admin) Long | Status: in\_progress | Priority: medium

What do we need to talk about?

Are there any issues anyone has had in the last week? Event planning tab has new functions that should get us much closer to being able to track all events in the app- if you go to or are involved.

What decisions need to be made?

Event planning tab has new functions that should get us much closer to being able to track all events in the app- if you go to or are involved, if you could check that page out and let me know what needs to be tweaked for you guys, that would be amazing. Katie can walk us through the new tab during the meeting

#### Project Tasks:

1. Get recipient agreement and driver agreement hosted on the website

Priority: medium

No attachments



### 1.3 Catchafire Video Creation

Owner: Marcy Louza | Support: Christine Cooper Nowicki | Status: in\_progress | Priority: high

What do we need to talk about?

There has not been time to prioritize this. We discussed forming a workgroup. Anyone able to help with this?

What decisions need to be made?

Katie and Marcy are kicking off

Project Tasks:

1. Christine and Marcy need to review the script and provide feedback by 9/5

Priority: medium

No attachments

### 1.4 Corporate initiative

Owner: Juliet Eden | Support: Christine Cooper Nowicki, Marcy Louza | Status: in\_progress | Priority: medium

What do we need to talk about?

May need to pivot for a few weeks with shifts in responsibilities over the next two weeks.

What decisions need to be made?

Christine, Marcy and Juliet to review notes provided. Victor and Anna will provide first draft of slides to share with corporations

No attachments

### 1.5 Getting identified partners to add TSP to website/social media

Owner: Christine Cooper Nowicki | Support: Stephanie Luis, Vicki Tropauer, Juliet Eden, Lisa Hiles, Miriam Falaki, Kim Ross | Status: in\_progress | Priority: medium

What do we need to talk about?

Any updates?

What decisions need to be made?

Follow up

Project Tasks:

1. Media

Priority: medium

2. Gotten a lot of good feedback and support on this. Quick update from group. Next task is to get support on Social

Priority: medium

No attachments



## 1.6 Creating materials to post in networks

Owner: Christine Cooper Nowicki | Support: Karen Cohen, Marni Bekerman | Status: in\_progress | Priority: high  
What do we need to talk about?

Karen and Katie reposted. had a great week

What decisions need to be made?

Christine to continue to provide materials

Project Tasks:

1. Focus on Amazon Wishlists for this week and supporting TSP Athens/UGA kickoff. Will send out visual and text for people to share  
Priority: medium

2. people to share

Priority: medium

No attachments

## 1.7 DHL

Owner: Christine Cooper Nowicki | Support: Katie (Admin) Long, Marcy Louza, Stephanie Luis, Vicki Tropauer, Kimberly Ross, Jordan Glick, Juliet Eden | Status: in\_progress | Priority: low  
What do we need to talk about?

Should start back up this week. Christine reached out this morning and will provide updates.

Project Tasks:

1. Going really great. On break for two weeks

Priority: medium

No attachments

## 1.8 Alloy

Owner: Christine Cooper Nowicki | Status: in\_progress | Priority: high

What do we need to talk about?

Wrapping up this week. Provided Wrap up report that will be discussed tomorrow

Project Tasks:

1. Provide Alloy with all background documents

Priority: medium

2. Look at slides

Priority: medium

No attachments



## 1.9 Zero Waste grant app

Owner: Christine Cooper Nowicki | Status: in\_progress | Priority: low

What do we need to talk about?

Possible submission on Friday, or will wait for later date this year.

No attachments

## 1.10 Volunteer recruitment for events and drivers

Owner: Kimberly Ross | Status: in\_progress | Priority: low

What do we need to talk about?

In process. Need drivers for Dunwoody, even other areas to target? Christine to schedule a call with Kim to get speaker volunteers process rolling

No attachments

## 1.11 Board Diversity

Owner: Marcy Louza | Support: Miriam Falaki | Status: in\_progress | Priority: medium

Project Tasks:

### 1. Follow up on

Priority: medium

### 2. Update from Miriam

Priority: medium

No attachments

## 2. Tabled Items

### 2.1 Updateing TSP website

Owner: Marcy Louza | Status: tabled | Priority: low

Description:

No reason specified

What do we need to talk about?

No reason specified

No attachments





## 2.2 In-town group sandwich form

Owner: Christine Cooper Nowicki | Status: tabled | Priority: low

### Description:

No reason specified

### What do we need to talk about?

No reason specified

No attachments

## 2.3 Cox Grant App

Owner: Christine Cooper Nowicki | Status: tabled | Priority: low

### Description:

No reason specified

### What do we need to talk about?

No reason specified

No attachments

## 3. Other Business

### 3.1 Steph is providing her two weeks notice

Presenter: christine@thesandwichproject.org | Time: 5 mins | Type: agenda item

### 3.2 Congratulations to Karen!

Presenter: christine@thesandwichproject.org | Time: 5 mins | Type: agenda item

