

## GPSEN Board Meeting Minutes

**Thursday, January 12, 2016**

**10:00 am – 12:00 pm**

**GPSEN conference call #:**

[641-715-0700](tel:641-715-0700)

**Access code: 982793**

### Board Members in attendance: (X – present; E- excused)

X	Nicole Baber	X	Nick Pasquale
X	Frank Granshaw		LeRoy Patton
X	Lin Harmon-Walker	X	Bruce Podobnik
E	David Kunz	E	Briar Schoon
X	Laura Kutner	X	Kim Smith
X	David Macek	E	Heather Spalding

### Advisors in attendance

E	Camille Nava
	Gary Obermeyer (A)
	Suzanne Tom (A)

8 of 12 Board Members were present – quorum met.

**Guest:** Alfredo Gonzalez- City of Portland BPS, Solid Waste and Recycling

Action Items	Person(s) responsible	Due Date	Status
Update chart with task progress and post minutes on website	Kim	1/15	x
Develop action plans for different metrics with working groups	Committee leads	1/30	In process
Establish roles for Programs & Events committee	Kim and Heather S	1/20	In process
Recruit leadership for Research & Curriculum team	Bruce	1/30	x
Plan and advertise Sustainability Symposium	P&E	1/27	x
Improve links for Amy Pearl's work	Kim	1/14	x
Seek more Sponsors for Symposium	Board	1/20	x
Formalize Internship model – send to Board	Kim and Heather	1/30	In process
Attend Symposium	Board	1/27	x
Setup International Committee Meeting	Lin	2/9	x
Input receipts in Finance folders	Kim	1/30	x
Database working group meets again	Nick	2/9	
Create marketing document –outreach contacts and resources	Marketing	2/9	In process
Advertise Hope and Resilience	Kim and Laura	1/20	x
Update website with partners	Steve	1/30	x
Send structure on UNU reports to Board and committee leads	Kim	1/30	
Create an Outreach strategy	Outreach	2/9	
Recruit for Development Committee and intern	Laura and Kim	2/9	In process
Set up renewal process for partners	Development	2/9	
Share Board Orientation packet with Alfredo	Kim	1/15	x
Set up presentations with City, Metro, and State	Kim	2/9	

### Introductions and Reflections

- Introduced selves to Alfredo
- Pleased with Symposium program; inspired by protests in Australia to protect wetlands; constituents coffee with Michael Dembrow (new chair in of Environment committee in OR legislature) and signed up for lobbyist training as an earth scientist; met with RCE Hawaii candidate – inspired by Hawaiian principles.

## Logistics

- A. Facilitator: Bruce Podobnik; Notetaker: Kim Smith
- B. Reviewed group dynamics, decision-making process, and bike rack practice
- C. Confirmed agenda- no revisions to content or time
- D. Approved minutes from last meeting

## Reports and Updates

- A. Reviewed action items from minutes
  1. Kim asked committees and groups to establish actions and timelines
  2. Still need to establish and leader of the Research & Curriculum Committee
  3. Stephen Peters has offered to help with website, has Wordpress experience
- B. Events
  1. Will reschedule Port of Portland tour
  2. Sustainability Symposium
    - Set for Jan 27, at PCC Sylvania
    - 27 proposals submitted– program is full; tables and posters still open. See program for details
    - Keynote speaker- need a better link to Amy Pearl's work
    - Please register – can register for different sections.
    - Media- Filming, etc. Nick is on top of it.
    - Outreach
      - Resend details on registration
      - Resend to College Network list
      - Press Release – coming out asap thru PCC.
      - ISS and SSC, University Studies – Heather and Frank
      - Compile a standard marketing document – master list of resources and contacts for outreach
      - Emphasize networking opportunities
- C. TGIF- Hope and Resilience – Kim and Laura
  1. Met with ecopsychologists, Kathy Stanley and Rebecca Lexa – dynamic people.
  2. Great content and opportunities – theory and action-based materials
  3. Need to do outreach to college students
  4. Scheduling trainings:
    - Feb 10 – Hope and Resilience, PCC Cascade
    - April – Climate Change, Mt Hood CC
    - Next fall - Environmental Racism
- D. Intertwine Equity Training – Kim and Nicole
  1. Approved trainer – local group with experience.
  2. 3 cohorts – Training, Assessment, Implementation
  3. David M and NWEI will be in the Implementation group, noted that Intertwine is flexible in meeting organization's needs. Will share training lessons with Board
  4. Submitted a Letter of Support for further funding for training
- E. Internships and Fellows – Heather and Kim
  1. Internships
    - Heather Moline completed her internship and helped establish our application process
    - Board agreed to have both established GPSEN interns that we will advertise (eg., via CNRG) and general opportunities for applicants to develop internships, with own learning objectives

- Funding and benefits will vary– check on opportunities, e.g., grants, access to libraries, etc.
- Potential interns- Communications; Development Committee; new IT and GIS interns.

## 2. Fellowships

- PSU’s Student Sustainability Center hired Camille Nava to run college network, Heather will supervise
- Think Tank Fellows are hosting a dinner together; all will be involved in Symposium

## F. UNU Report

### 1. Feedback

- OK to have as an overview, albeit wordy.
- Good to show partners and funders. Add in more on how to get involved.
- Recommended making copies for table at Symposium

### 2. Kim encouraged that the report be written more collectively in the future

### 3. Question on how many partner events to include

### 4. Report structure set up by UNU – Kim will set format for groups to know for future evaluations

### 5. Be sure to read through and use examples in outreach

## G. Outreach – Briar (absent) and Nick

### 1. Marketing

- New flyer out – thanks to Briar and PCC Print Center
- Collecting Outreach tools, names of outreach key points of contacts
- Recommend a more formal marketing team- need to create an outreach strategy.

### 2. Partnership Development – Lin and David

- Partner fee – time for some renewals. Need to set up a renewal process cycle. Partnership development and maintenance.
- Database needed with renewal dates, volunteers to reach out for reminders. Salesforce is good, but more advance than needed.

## H. Financial Update – David

### 1. Set up folders for files and processes

### 2. Kim is working on scanning receipts.

### 3. Need to do profit-loss on Symposium – full report at next meeting.

### 4. \$1600 in checking, \$2500 in savings, \$400 in PayPal

## Discussions and Action items

### A. Mid-term Board of Directors change

#### 1. David Kunz has stepped down – government sector opening

#### 2. Alfredo Gonzalez, with City of Portland has applied

- Nomination Process
  - Board reviewed application over email.
  - Moved to accept Vote on decision. Extended an invitation to be a Board Member.
  - Board member expectations have been shared. Not onerous commitments. Attend monthly meetings and work on a committee or two.
  - Need to share by-laws and orientation packet.
- Alfredo’s background and interests
  - Need to get approval from supervisor on whether can be on board and use work time for meetings and advocacy.

- City of Portland wrote a letter of support for UNU recognition, so hoping Alfredo can support their work.
- From Peru, lived in California. Interest in international coalition and issues on equity. Want to make sure that vulnerable communities are represented and engaged. Diversify movement.
- Need to work on partnership building, beyond social media and newsletter.
- Board member responses to question on equity
  - Bruce- Care deeply about equity and diversity, embedded in values.
  - Nicole- building governance committee to create a pipeline for new Board members. Outreach-diversity and inclusion is a priority. Focused on economic issues through REACH.
  - Laura- Trash4Peace, worked with Alfredo. Work on affordable housing, sustainability education program, developing relationships with committee
  - Lin- Opportunity to work with International Working Group, RCEs of the Americas. Need to be a model of equity and inclusion and implement the Sustainable Development Goals (SDGs)
  - David- appreciate question, challenge to board, and sense of urgency in issues to meet needs of communities, especially underserved, and allow sharing/surrendering of leadership. How can we help offer tools? Look at programmatic issues to meet equity needs, in addition to operations and grants.

## B. Grants – Laura

### 1. Grants

- Murdock – Heather and Laura sent a LOI, but not accepted due to lack of fit. Challenging because of broad sustainability issues covered by GPSEN.
- MRG Foundation's General Fund Grant- Kim will have a phone meeting with them. Laura has sent core questions for discussion
- Confluence Americorps – Invited to apply again, but requires \$13,300, office, supervisor. Many needs, so have to think through options and timeline.
- Funders' Collaborative on Youth Organizing (FCYO): The Learning and Exchange Fund- youth network is interested in applying

2. Better to apply for specific projects – apply for youth network, trainings, e.g., See how Hope and Resilience goes then revise a K-12 version.

### 3. Development Committee

- Heather Moline is done with her internships, need a new intern. Advertise via CNRG.
- Laura is taking maternity leave at end of February – need to new lead for Development Committee
- No Board Member is interested but some offered to review applications (David and Lin)
- Lin can help on international efforts.
- Can we work with college grants offices
- Need another Board Member with grant-writing experience

## C. Database/Asset Map – Nick and Frank

1. No additional meetings so far.
2. Gary will still help support.

## D. International Committee – Lin

1. Lin is organizing the international working group. Pulling together an inaugural meeting.
2. Currently housed as a working group in the Outreach & Communications Committee, but efforts are beyond Outreach. Recommended having serve as its own committee, as a number of GPSEN's strategic plan goals and objectives include international components:
  - Goal 1, Objective B (current topics on SDGs)

- Goal 2 (funding to achieve mission of GPSEN/RCE Greater Portland)
- Goal 3 (public awareness on local/ regional/ international sustainability and role of ESD), and so on.
- GPSEN strategic plan has a variety of national and international importance. Agenda 2030 and SDGs.

## E. Upcoming Events

### 1. Symposium

- Costs
  - Concerned about costs of facilities, catering, and honorarium, as have limited sponsors (beyond tables) and do not have confirmations from PCC presidents.
  - Kim will meet with presidents on Friday and will send report on meeting with presidents.
  - Board voted not to pay for parking. Advertise parking fees and public transportation options.
  - Will debrief after Symposium and do a profit-loss analysis.
- Sponsors
  - Need to recruit more Sponsors
  - Bruce is checking with Lewis & Clark
  - Update – Port of Portland has agreed to be a lead sponsor at \$1,000
- Awards
  - Non-profit: Community Energy Project
  - Academic: PCC Economics Instructor Joel Magnuson
  - Youth: Ibrahim Ibrahim
  - Business? Planning committee recommends Hopworks. Board likes Hopworks, but wanted more time to discuss. Will send nominations and vote via email
- Question about whether end of January works. Do in February, when more classes have started?

### 2. Announcements?

- No additional events added.
- Encouraged to send events for 2017, to get on calendar.
- Submit to newsletter.

## F. Additional action items:

1. City of Portland – get on agenda for City Council.
2. Presentation to Metro
3. Michael Dembrow- head of Environment Committee for Oregon Legislature. Set up presentation to State.

## Appreciations and Announcements

A. Appreciate efforts of Symposium planning committee

B. No additional announcements

**12:00 Adjourn**

***Next meeting is the 3<sup>rd</sup> week of March – Thursday, March 16***