

GPSEN Board Meeting Minutes

Thursday, October 13, 2015

10:00 am – 12:00 pm

CLIMB, RM 102

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

X	Nicole Baber	E	Nick Pasquale		Irene Bailey (A)
X	Frank Granshaw	X	LeRoy Patton		Keith Murphy (A)
X	Lin Harmon-Walker	X	Bruce Podobnik	E	Gary Obermeyer (A)
E	David Kunz	E	Briar Schoon		Suzanne Tom (A)
X	Laura Kutner	X	Kim Smith		
X	David Macek	X	Heather Spalding		

Guests: Heather Moline

Action Items	Person(s) responsible	Due Date	Status
Post minutes on website	Kim	10/20	x
Reformat annual calendar to add actions and metrics, including tax deadlines	Nicole and Kim	11/10	
Develop action plans for different metrics with working groups	Committee leads	11/10	
Establish roles for Programs & Events committee	Kim and Heather	11/10	In process
Recruit leadership for Research & Education team	Bruce	11/10	In process
GAP commitments – add in national advocacy	Lin	10/20	x
Plan Sustainability Symposium	Mariah and P&E	12/1	x
Develop Marketing Materials	Outreach committee	12/1	In process
Consider ways to collaborate with AASHE on advocacy and regional trainings	Heather and Kim	11/10	x
Reach out to College Network for events	Tia and Bruce	11/15	
Reach out to new team for Hope and Resilience Training	Kim and Laura	10/31	x
Develop Fellowship application	Frank	10/20	x
Incorporate Virtual Walkabout program into content of database.	Frank	11/10	x
Complete UNU Report	Kim	11/15	In process

10:00 Introductions and Celebrations

- A. 9 of 12 Board Members were present – quorum met.
- B. Heather Moline is a new intern – interested in grant writing administration, improving knowledge of sustainability networks. Spanish speaker. Connected with Ecumenical Ministries of OR.

10:10 Logistics

- A. Facilitator: Bruce Podobnik; Notetaker: Heather Spalding
- B. Reviewed group dynamics, decision-making process, and bike rack practice
 - a. Bike rack is a designated space on the board for any topic that is getting into the weeds or off topic. Topics can be tabled for future discussion.
- C. Confirmed agenda with minor revisions
 - a. Briar was not present – Marketing agenda item is tabled to next meeting
 - b. David K and Gary could not attend – will discuss database grant, with more details provided later.
- D. Approved minutes from last meeting

10:20 Reports and Updates

- A. Reviewed action items from minutes
 - a. Bruce asked if GPSEN general email is being checked regularly – yes, at contact@gpsen.org.
- B. Outcomes from Retreat – Kim
 - a. Members shared reflections:
 - i. Location at PCC Sylvania worked well.
 - ii. Some efforts, like the database, are longer to accomplish than we want, but making progress.
 - b. Reviewed goals, objectives and actions document created at the retreat
 - i. Template will be created so actions can be formatted with a timeline. Each committee lead will transfer their goals and objectives to their own action chart.
 - ii. Reviewed RCEs of the Americas action plan template
 - 1. Next step is to share the action items associated with individuals and working groups so they understand the needs to accomplish each item
 - 2. Advocacy: add in presentations to national representatives and UN nonprofits by December.
 - iii. Committee leads:
 - 1. Governance: Nicole and David
 - 2. Outreach & Communications: Briar.
 - 3. Programs & Events: Kim and Heather S (need to refine roles). Heather Moline is interested in supporting this committee
 - 4. Research & Education: Bruce (talk with Think Tank to see if there is other interest)
 - c. Draft annual calendar
 - i. Nicole designed, based on fiscal year. Includes action items created at the retreat.
 - ii. Reformat into a template inspired by the RCEs GAP action plan table.
 - iii. Add timelines for tax forms into the annual calendar.
- C. Sustainability Social - debrief
 - a. Should have provided opportunity for tablers to share who they were.
 - b. Networking was valuable to guests – they made important connections.
 - c. Attendance could have been higher – determine how to increase outreach; work more with youth.
 - d. Marketing and tabling
 - i. Revise the GPSEN tri-fold for table– too much information. Share more examples of projects and what has been accomplished
 - ii. Have more brochures (in progress)
 - e. Should be hosted earlier in the summer: Next time - August.
 - f. Music and speakers were great.
 - g. Location was great. Courtyard was pretty. Parking was difficult.
 - h. Partnership with What's the Scoop was successful. Ice cream was tasty! Need to start orders sooner, with PayPal button working properly on website. Some pints are still available. Contact Lin.
 - i. Made about \$200.
- D. Sustainability Symposium: Save-the-Date - Friday, January 20th, half-day with evening keynote, at PCC Sylvania's Performing Arts Center. Hoping to bring Riane Eisler as keynote.
- E. Financial Update – Bruce
 - a. Money in the bank: Checking: \$2379.71; Savings: \$2495.47; PayPal: \$309.29; Total: \$5184.47.
 - b. Finance committee has the basics down; needs support on streamlining check requests/ reimbursements and help with 990 forms. Nicole offered to help.
 - c. Next meeting, Bruce will bring updated numbers to share. Recommend putting total on agenda.

F. AASHE

a. Highlights

- i. Minimal problems with hurricane – lost some attendees
- ii. Theme: “Beyond Campus” – social justice, civic engagement, research, citizen science.
- iii. Keynotes were inspiring. Focused on role of academia and research with social justice
- iv. Increasing support for international collaboration. Will work on integrating the SDGs into STARS.
- v. Advisory council - discussed what role AASHE wants to play in policy and advocacy. What level (state, federal, regional) and focal areas (climate, accreditation, standards)?
- vi. New regional centers for Sustainability Across the Curriculum Trainings.
- vii. Happy to educate, host events, without position.
- viii. PSU’s ISS has a new book out: “Let Knowledge Serve the City”
- ix. Bike rack: *Future topics for Board and Think Tank
 1. What policies would GPSEN like to partner on with AASHE, regional governments, etc?
 2. Discussion: What is the role of citizen science? How to ensure validity of data that is collected by non-scientists? Work with STEM and beyond. Research on local issues, in partnership with governments, e.g., Multnomah County on health issues. How could the Symposium tie into public issues? Role of GPSEN might be focused on education and ways to encourage others to take action.
- x. Sustainability Literacy Test – revised version is ready. Check it out at sulitest.org.

C. EcoChallenge – starts tomorrow (Oct 14-28). Sign up for GPSEN team or your own!

10:50 Discussions and Action items

A. Grants

- a. Database- Gary and Dave (not able to attend)
 - i. Database group met to determine core goals. Grant application is in process.
 - ii. Gary has recommendations on potential to expand Wordpress website for less than \$20K.
 - iii. Looked at Mt Hood Regulatory Commission – not eligible.
 - iv. Frank- content for the database can include his “Virtual walkabout” model. Have worked with Cully Neighborhood, PSU students. Next installment is at Zenger farm. Wants to work with iUrban Teams. Kim encouraged Frank to write up an overview for grant application.
- b. Operations – Laura
 - i. Suggestion to work on smaller grants (\$1000-3000) to garner support and legitimacy.
 - ii. General time-line for new non-profits is to wait until have 5 years to be taken seriously. Could try, but not optimistic.
 - iii. Shared other grants being considered.
 - iv. Need to find new ways to generate revenue, beef up partner dues. Meet with Metro.
- c. Additional opportunities
 - i. Salesforce.com is interested in supporting the SDGs technical work
 - ii. Intel and former president of PCC, both on Board of NWEI, want to discuss ways to support GPSEN financially.
 - iii. Laura has been approached by teachers who are getting DEQ grant to fund green teams for PPS k-12. They want to partner with GPSEN to apply for the grant, as fiscal agent. Would build administrative fees into grant. David M recommends standard 10-15%.
 1. Talk with David K, as a Board Member and DEQ employee, to see if there is a conflict of interest and any restrictions for voting.
 2. Questions: what is the role of GPSEN in administration of funds? Number of hours expected (10 hours/month)? Recommendation: 10-15% is generally standard for administrative costs for fiscal sponsor.

- a. Voted to approve the opportunity pending more information: send grant opportunity and identify a point person.
 - iv. David M offered to share grant research from NWEI.
 - d. PCC TGIF grant – Hope and Resilience Training
 - i. PCC agreed to continue grant, with change in contract with HIP. New change- Vivian McCann is unable to plan the training at this time. Asked if we could defer grant.
 - ii. Board expressed concern. Noted importance of curriculum, a GPSEN signature project, and size of grant. \$6,000 goes to curriculum development, program planning, marketing, promotion. Recommended to find another ecopsychologist to take on the role so that the grant funds can be administered and the project can move forward. The timeline for first workshop may need to be moved back to winter.
 - e. Laura and Kim will follow up and clarify progress with the board should weigh in on. If they need a decision before next month, they will email the board for a vote, via email.
- B. Marketing
- a. Tabled for next meeting
 - b. Briar is working on brochure with PCC graphic design intern.
 - c. LeRoy asked us all to think about outreach efforts.
- C. SDG Priority Action Areas Survey
- a. Survey completed. Review attachment.
 - b. Discuss next steps at next meeting

Appreciations and Announcements?

12:10 Adjourn