

## GPSEN Board Meeting Agenda

**Thursday, March 16, 2016**

**10:00 am – 12:00 pm**

**CLIMB, RM 102**

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

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

**Advisors in attendance**

	Oussama Lairichi
	Gary Obermeyer
	Suzanne Tom

Action Items	Person(s) responsible	Due Date	Status
Update chart with task progress and post minutes on website	Kim	3/20	x
Send 5 words related to equity to Alfredo	All Board Members	4/1	
Review objectives from action plan	All Board Members	4/13	
Develop status report of action plans for each committee; Add as a sheet for each committee in the GPSEN google folder	Kim and Leads	4/1	x
Consider opportunities to host NWEI Discussion group	All Board Members	4/13	x
Write up MOU with Milt re: indigenous wisdom event	Kim	4/13	x
Send Equity training opportunity to Board	Nick	3/18	x
College Network Intern– will help with advertising	Heather and Oussama	4/13	x
Record information and processes needed in case of leadership transition	David	4/13	
Change GPSEN address from PCC to Lin’s house	Kim and Lin	3/20	x
Send opportunities for award applications to Kim	All Board Members	4/13	
Set up meeting for succession plan	Kim, Lin, David, and Nicole	4/10	
Send a letter of acknowledgement to PCC with contributions	Bruce, LeRoy and Kim	4/13	
Send 3 names of potential Board members to Nicole	All Board Members	4/1	
Update engagement pledge for committees	Kim	4/13	
Set up renewal process for partners	Development	4/13	
Recruit for Development Committee and intern	Laura and Kim	4/13	In process
Establish vetting policy for grants	Development	4/13	
Create marketing document –outreach contacts and resources	Marketing	4/13	In process
Create an Outreach strategy	Outreach	4/13	
Database working group meets again	Nick	4/13	
Send structure on UNU reports to Board and committee leads	Kim	4/5	
Include volunteer hours each month – reminder with agenda	All	4/13	

**10:00 am Introductions and Reflections**

Marketing Exercise – Highlights from short elevator speeches to demonstrate how we share GPSEN with others.

- Everyone’s survival is involved in our base for environmental integrity.

- Relatively new organization, creating networks between people working on informal and formal education. Everyone is encouraged to be part of this network and join.
- Sustainability is a broad movement, and it's important that we work together. GPSEN provides the means to collaborate and create collective impact. Be part of a global movement. RCE connections through the United Nations University.
- Network coordinating sustainability education and outreach activities in Portland area. It also has an international connection to share what's happening locally and on the international scene.
- There are lots of initiatives and programs, and GPSEN is a network through RCE's to streamline and come together to work as a community.
- International opportunities, bringing together lots of people who are working on different aspects of sustainability (3 Es). Tied with the SDGs, people are working worldwide through RCEs. Helping to build a better world, and we are working in Portland through different committees and programs. Anyone can connect.
- Define GPSEN and RCEs.
- United Nations has recognized our region and asked us to create a network to collaborate across sectors – schools, higher ed, non profits, businesses and community members to work together to increase opportunities for sustainability education across the Portland metro area. We work with RCE's around the world.
- Cross sector group of organizations in greater Portland. Focused on sustainability education, events, and bringing people together to accomplish projects that might not happen without the network.

#### Talking points:

- Define sustainability broadly- environment, economics, equity/justice, health, children, food, etc. What kind of world will our children inherit?
- Think of how to customize message to different audiences: general public. What do we actually do? Trainings, workshops, committees, events, symposium, fellowships, reporting. Create and share practices so we can succeed.
- Identify where can get more information. Our newsletter and website share lots of ways to get involved.
- For anyone – education is broad and not only academic/formal education, include nonformal (workforce training, community education) and informal education (media/PR campaigns). Emphasize value of collaboration and collective impact across sectors, beyond our silos.
- We focus on our own regional challenges and needs, and it's part of a bigger national and international movement.
- Review the annual report to see our accomplishments for concrete examples to share and illustrate our work.
- Consider how to listen to different people's needs vs. evangelism.

Board recommends doing role-playing in the future, with 1:1 practice. Heather offered to create case studies.

#### Logistics

- A. Facilitator: Bruce Podobnik; Notetaker: Heather Spalding
- B. Review group dynamics, decision-making process, and bike rack practice
- C. Confirmed agenda with small revisions to content and time to allow more time for marketing exercise
- D. Approved minutes from last meeting with no revisions.

#### Reports and Updates

- A. Reviewed action items from minutes
  1. Reviewed action plan. All asked to review the file to see our progress on our annual goals. Kim can share a status report for each committee. Recommended adding a sheet for each committee in the GPSEN action plan document, in the google folder
  2. All: remember to record your volunteer hours

3. All: If you want to give presentations to City, Metro, and State groups, please let Kim know. She will let us know when the dates are set.

## B. Programs & Events

1. RCE Mentoring Webinar – Please review for overview of UN initiatives and process of RCE development, available on our GPSEN YouTube channel
2. Pints and Politics – Low attendance but still a fun event with positive outcomes. In future, more advertising and Facebook invite. Perhaps not “politics” – something more specific and solution-based, maybe earlier in term. Also recommend signing up as a non-profit to receive funds from OR Public House (Monday nights or 6 months- apply in Fall; require volunteering as servers).
3. Think Tank
  - NWEI Book Group: Think Tank plans to offer a discussion group focused on business, led by Fellow Zahra Golshani. Does anyone want to host a group?
  - Symposium Follow-Up events:
    - a. Bruce shared that people were happy with the event. General consensus: Too long, but good speakers.
    - b. Request to revamp the development team to work on grants. Can Development Committee and think tank group connect more? Looking for more leadership within this group. Neeraja is interested.
    - c. Database: We need programmers and developers to create a working prototype, or work on a grant. Frank offered to use his walk-about project as a test for the curriculum search. Nick and Frank will meet, then convene a larger group to create a strategy. Bruce wants to support the initiative but can't lead it. Lin will check with her husband for contacts.
    - d. James Reed, head of Think Tank wants to bring back award-winner Joel Magnuson for a panel on Mindful Economics (May?)
    - e. Milt Markewitz will host an indigenous wisdom event with Larry Mercurieff in September. Wants GPSEN to co-sponsor and be the fiscal agent. Board wants to have everything clear on expectations, style of presentation. Kim will discuss details with Milt and establish an MOU.

## C. Intertwine Equity Training – Nick

1. No longer able to attend because of the later date. Does anyone want to attend? Other committee members?
2. Nick will share the details.

## D. International Committee– Lin

1. Has held second meeting. Working on action plan. If anyone wants to attend, still more space.
2. Mapping study abroad and RCE opportunities in our region.

## E. Internships and Fellows – Heather

1. PSU College Network: Oussama has accepted position for spring. Would like to attend Board meetings. Position deliverables: Summarize results from symposium breakout session, create a report with recommendations, revise the college network database. Also, could be involved with networking events, at least advertising.

## F. Financial Update – David

- a. Not much activity from previous month. The same besides -\$500 honorarium cashed from Symposium. \$2,300 in checking and \$2,501 in savings. Quickbooks online – last year was at 50% reduced rate. Renews at over \$400 per year. Decided to set up system with TechSoup which will give the same features for \$50.
- b. Board asked David to make sure to record any information and processes that will be needed in case of leadership transition.

- c. Waiting for \$4,000 reimbursement for TGIF grant for Hope and Resilience training. Potential conflict of interest has arisen with PCC mailing address, since Kim teaches there. Lin has offered to host the GPSEN mailing address at her house. Important for reimbursements to be received. Board voted to approve this change. Kim will update IRS forms and W-9.

## Discussions and Action items

### A. UNESCO ESD Award

1. Decided to not apply based on political climate, US not paying dues, challenges in getting in touch with US Commission to UNESCO (require for nomination) and AASHE also applying.
2. Kim asked that Board send other awards that would be appropriate.

### B. Leadership Succession Plan

1. Kim attended AASHE Board meeting and continues to learn lessons in non-profit management. Will look at structure and strategies to see what can support GPSEN.
2. Director – PCC will no longer support course releases for faculty across institution based on union and president decisions, so that limits faculty engagement in initiatives, including if we apply for a grant. Kim's job share also requires that she teach on campus each term, so she has applied for one year leave of absence to go to Hawaii.
  - a. Recommend creating two succession plans: One is with funding, and one without (would someone be willing to do as a volunteer).
  - b. Start thinking about people who might be willing to step in. Create a process for selection. Possible outreach to non-profit manager program at PSU?
  - c. Set top priorities. Figure out what has been accomplished and what has been challenging. Kim needs to write up job expectations and revise with realistic expectations. Set a number of hours per week expectation. Capacity limitations.
  - d. Lin offered to take an interim director role during the transition, with support from assistant director or co-director.
  - e. Create a working group to plan transition. Identify needs (ex: venue spaces). Lin, David, Kim and Nicole offered to lead. Others expressed interest in being involved (Heather and LeRoy)
  - f. Bruce and LeRoy recommend writing a thank you letter to PCC for their support, with a list of what they have contributed. It has been very impressive.

### 3. Board Members –

- a. Selection process – will use same form as last year. Need to do outreach in April and make selections by June.
- b. Send nomination names to Nicole.
- c. No current members are planning to step down from Board. 12-16 is the number we want, recognizing different skill needs and regional representation. See matrix.
- d. Looking for partnerships with social entrepreneurship and non-profit management partnership opportunities.

### 4. Committee Leads

- a. Be sure that leaders are set up
- b. Align efforts with annual plan.

### C. Outreach – Partnerships

1. Partnership report
  - a. Kim shared the list of current partners and past partners. Need to recruit more.

- b. Time for renewal for past partners
2. Committee lead? Briar and Alfredo
3. Strategic Planning – need to set up a meeting.
4. Equity and Inclusion – Complete Thought Bubble exercise and send to Alfredo

#### D. Upcoming Events

1. Earth Week - April
  - a. Gaining Ground film
  - b. Facing Climate Change workshop- April 21, PCC Cascade
  - c. Lots of other events coming up.
2. Regional faculty training – May 12, PCC Cascade, focused on food security
3. World Environment Day - June 4, Hawthorne Hostel, focused on global goals
4. See newsletter – submit events and resources

**Announcements, Appreciations, Actions, and Take-aways** – no additional details (ran out of time)

#### **12:00 Adjourn**

#### **Bike Rack**

- Pair share for elevator speeches – practice talking to someone who has different perspectives.
- Heather will create case studies to bring.
- Set up field trips in region – need to reschedule Port of Portland
- An additional board meeting is needed to focus on ED and Board transition