

GPSEN Coordinating Committee Minutes

Thursday, June 9, 2016

10:00 am – 12:00 pm

CLIMB, Rm 306

In attendance: (X – present):

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

Action items	Person(s) responsible	Due Date	Status
Send introductions to RCE BC team to Frank	Kim	June 15	x
Plan meeting with UNA leaders, invite Board members	Kim	June 20	x
Develop Sustainability Social for Summer	Kim, George Z, youth network, and USFWS	June 25	In process
Sustainability Research- Update and send spreadsheet	Bruce, Irene, and Tia	June 20	x
Establish metrics for GPSEN Goals and Objectives	Committee Leads	June 25	In process
Meyer Memorial Grant- asset map- quarterly cycle	Shane Paqua and grant committee members	July 12	In process
Collins Grant- Operations	Laura, Kim, and grant committee members	July 14	In process
Get deadlines and outcomes for Metro grant	Kim and Traci	July 14	In process
Continue to develop Marketing Packet	Gary, Kim and Outreach team	July 14	In process
Set up financial systems	Bruce, Grace, Lin and Kim	July 14	x
Update monthly volunteer hours	All Board Members	July 14	
Host a youth network meeting	George and Kim	June 25	
Post Internship and Fellowship opportunities up on website	Kim, Keith, and Gary	June 25	x
Advertise Board application process and review	Kim and governance	July 1	x

10:00 Introductions – Top summer plans include local and international travel, rest, a belated honeymoon, and implementing a new DEQ grant.

Logistics

- A. Notetaker: Heather Spalding Facilitator: Bruce Podobnik
- B. Reviewed group dynamics and decision-making process; determine if there were any action items on the agenda
- C. Confirmed agenda- No revisions to content and time.
- D. Minutes approved. Kim will post on website

Reports and Updates

- A. Review action items from minutes
 - 1. Worked on event planning form/checklist – draft complete. Used to help plan WED. Revised with lessons.
 - 2. Have developed a general MOU template: Learned from WED that multi-agency events are complicated. Have received a federal agreement form template for partnerships. Recommend having different versions for different agencies and organizations.
- B. Events and Programs
 - 1. WED Day – Focus on illegal wildlife trade was sad, but grateful for participation of Zoo Rhino Keeper and USFWS Law Enforcement Officer. Successful, with lots of learning and networking, although attendance was lower than expected. Learned about multi-agency restrictions, with federal and regional regulations on use of logos, terms like “partner, sponsor, and co-host,” and no inclusion of lobbying efforts. International Hostel partner, Michele Machado, wants to host more events together. Debrief: need more time to plan, more outreach among the partnering agencies.
 - 2. Faculty training was successful, with good attendance. Hosted at PCC Cascade. Mt Hood CC VP attended, as did faculty from Clark CC, WSU, Marylhurst, and PSU. Debrief: Next time, begin recruitment process earlier so institutions across the region participate; host in winter, so can schedule with semester and quarter systems; and have more interactive activities. Content and movies were good, focused on social sustainability and equity. Good statistics re: food security, although needed more curriculum attached.
 - 3. Exploring partnership with UNA to co-host UN Days – There are several UN Association Chapters in the region. Need to resolve any sense of competition, ensure that efforts are not duplicated and that missions are aligned. Committee proposed relationship building time and an MOU, with new leaders. Can emphasize sustainability and education themes. Also, recommended to look at UN peacekeeping efforts.
 - 4. Sustainability Social – Time still being confirmed. Struggling to align schedules with youth and PLACE Center. Youth network taking a leadership role in planning, wants to help with ice cream sales.
- C. Network Research Project- Bruce
 - 1. College and student groups, along with PSU intern Tia Linton and volunteers, have contacted all the colleges in Portland region to identify point people who are doing sustainability research, in addition to collecting student names. Database is mostly complete.
 - 2. Next steps: Need to create an outreach email to determine interest. Can link with Engagement Pledge. Heather will check on meeting with PSU college network intern. Can use the sustainability symposium as a gathering space to have the research group and college network meet for the first time. Also recommend inviting to Social.
- D. Grants- Development Committee
 - 1. Setting up systems and forms

- a. Need treasurer financial reports. Bruce is continuing to work on QuickBooks system to track funding and numbers to use for grants.
 - b. Next steps: create table with specific goals, outcomes, who will report, and measurables to be delivered.
 - c. Discussed SEED (Science in Energy and Environmental Design) grant through NSF. Question on whether there are limitations of federal funds with UN-affiliated projects.
 - d. Funding is also available through the AACC SEED Center (unrelated) for workforce training.
2. Meyer Memorial- Asset Map. Shane Pasqua, from PSU, is helping write the grant. Need to check in on status of proposal. Gary is providing details on the structure of the database platform. David K wants to submit the letter of intention by July 12.
 3. Collins Grant- Operations: in progress. Need to fund staff capacity. Laura recommends focusing on youth and college network. Rolling deadline. Decisions are provided about 2 months after application. Many grant deadlines are in June and December. Need to meet with Bruce and grant committee to make sure our finances are ready not just for this grant, but for all future grants. Need to look at Bullitt Foundation priorities too.
 4. Trash for Peace received a Confluence Americorps grant. Application now available.
 5. Metro Grant- EE Ally Meeting. Were concerns about the nebulousness of outcomes and the model established for group dynamics. Question from GPSEN: What are the reporting requirements? When due?

E. Marketing- Kim

1. Committee provided feedback on GPSEN poster board.
 - a. Decrease text. Have more pictures and ways to get involved, e.g., youth and college networks.
 - b. Include a short abstract of organization, as a textual center piece.
 - c. Make website bigger.
 - d. Question about whether people use QR codes still.
 - e. Have different boards for different audiences and tabling events, some are UN-focused or not.
 - f. Future step: Create a slideshow or pictures of where/how sustainability education is happening in Portland.
2. Potential to have computers/tablets at tabling events to facilitate sign-up for newsletter and partners.
3. Have take-aways, with tips for actions, with logo and websites.
4. Will provide further updates on marketing materials via email and Dropbox.

F. Financial Update

1. Treasurer's Report – Bruce
 - a. Grateful to Grace for support.
 - b. Need to confirm who will be a co-authorizer.
 - c. Need to create a process for financial transactions, with description of transactions.
 - d. Finance folder has been moved to a more secure location. No longer in shared Dropbox folder.
 - e. Need a physical location for receipts in case auditing occurs in the future.
 - f. Prepare for annual report, including 990 form, in October.
2. Volunteer Hours
 - a. Hours were entered into the new online form by committee members. Please continue to update monthly. Will include request in meeting reminders.

Discussion

A. Outreach

1. GIS Map- Committee reviewed. Committee provided feedback that will be taken back to Dylan and Keith:
 - a. Have a title, with tabs linked to website
 - b. Make map darker and consider including county lines.

- c. Question on whether to have the same categories for sustaining partners.
 - d. Include a description at top of region, with counties, along with an "About map" feature.
 - e. Varying preferences on dots/pointers/icons. Like having color-coded. Other shapes?
2. Website- recommend having novices review website (and marketing materials) to provide feedback on user experience.

B. Programs & Events

1. College and Youth Networks- status and future
 - a. Ideas are good and have been recommended, but hard to achieve. Need to link to courses and online resources. Host an online forum.
 - b. Coordinate with volunteer opportunities, like regional days of service: MLK Day of Service; Hands on Greater Portland.
 - c. College- PSU has received a budget reduction. Should they still fund a GPSEN intern? Board requests that we do, but also recognizes opportunities for grants. Need to identify specific outcomes.
 - d. Youth- Need to set up a meeting, want to contribute
 - e. Need to host internship opportunities up on website.
2. Events
 - a. Board recommends hosting one or two summer events.
 - b. Sustainability Social- Would like to host at PLACE Center, at end of July. Hard to schedule with summer vacations. Hosting Japanese students July 27-28. Possible to align dates? Youth network wants to help with ice cream.
 - c. Sustainability Symposium- Question about whether to combine with UN Day, on Monday, October 24. UNA wants to host UN Day, as their historical event; want to choose theme. Concern about being on Monday. Host another day, e.g., Friday, Oct 21, or Sat, Oct 22? World Forestry Center is not available to co-host. We want this to be our Signature event, so we want to be the lead host. UNA and other organizations can be co-hosts.
 - d. Laura and Kim will offer Hope and Resilience training again for Oregon DEQ.
 - e. HIP Resilience 101 workshop will be in development this summer.

C. Governance

1. Friends of Tualatin River National Wildlife Refuge have offered to serve as an advising/mentoring organization.
2. Board Member Cycle and Outreach
 - a. Matrix- reviewed outcomes from matrix. Need more ethnic, skill set, and geographical diversity.
 - b. Application- reviewed template. Recommended to create into a Google form and send out to listserv.
 - c. Request Board Members to help with Outreach.
 - d. Need to create a rubric for evaluating applications.

12:00 Adjourn

**** Next Meeting: Thursday, July 14, 10-12, CLIMB Center**