

GPSEN Coordinating Committee Minutes

Thursday, July 14, 2016

10:00 am – 12:00 pm

CLIMB, Rm 306

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

x	Nicole Baber	x	David Macek	x	Heather Spalding
x	Frank Granshaw	x	LeRoy Patton	E	Irene Bailey (A)
x	Lin Harmon-Walker	x	Bruce Podobnik		Keith Taylor (A)
x	David Kunz	E	Briar Schoon		Grace Taylor (A)
E	Laura Kutner	x	Kim Smith		Suzanne Tom (A)

Action Items	Person(s) responsible	Due Date	Status
Post minutes on website	Kim	7/25	
Reopen Board Application form for Board Members to complete	Kim	7/22	x
Invitation to help plan Social, UN Day and Symposium	Kim	8/1	
Share the RCE bulletin with the committee	Kim	7/25	x
Send summary of status for Meyer Memorial Grant	Dave	8/11	
Send Letter of Support for Meyer- EE Inclusion	Kim	7/22	x
Set up meeting to discuss financial processes	Bruce	8/1	
Develop Marketing Materials	Outreach committee	8/11	
Create tabling box for events	Outreach comm	8/11	
Provide access to Dropbox and Google docs for new Board Members	Kim	7/25	x
Review GPSEN site and send feedback to Keith	David M.	8/5	
Fill out volunteer hours	All Board Members	8/1	
Send Kim content ideas for board member orientation packet	All Board Members	8/1	
Send Doodle poll for Retreat	Kim	7/25	
Share fellowship application and help develop program	Frank	8/5	

10:00 Introductions- Icebreaker: what type of animal would you be and why?

Logistics

- A. Notetaker: Heather Spalding Facilitator: Bruce Podobnik
- B. Reviewed group dynamics and modified consensus decision-making process; determined if there were any action items on the agenda
- C. Confirmed agenda – voted to move financial update to section D under reports and updates
- D. Minutes from last meeting approved. Kim will post on website.

New Board Member Confirmations

- A. Introductions
 - a. Nicole Baber is a sustainability consultant with NB Consulting. She worked with REACH in operations/systems, for 10 years.
 - b. David Macek is the ED of the Northwest Earth Institute (NWEI) and is interested in education and cultural responsiveness, with experience in webs design and budgets.
 - c. Nick Pasquale (not able to attend) is a filmmaker and producer and is interested in supporting our marketing and media efforts

B. Board Vote

a. Discussion

- i. Board members were impressed with the candidates experience and commitment to sustainability. Board is pleased that all the skill sets we identified as needed in our application process were filled through the candidates.
 - ii. Strong concerns about limited diversity on the Board including demographics, industry, medicine, and geographical regions outside Portland. Outreach was focused as much as possible on building diversity, but without success. LeRoy shared insight about people of color having been marginalized in educational organizations and not wanting to be tokenized. Also discussed how some diverse organizations are overstretched. The group would like to re-analyze the skills matrix and application process at a later meeting or retreat.
 - iii. Group asked whether Board member expectations have been shared with the candidates and whether they will be able to attend regularly. Kim affirmed that she met with each of the candidates and clarified Board commitments.
 - iv. Group also discussed that current board members, Frank Granshaw and Heather Spalding, completed the new application. Both Frank and Heather were reconfirmed. For current members, filling out the form was a formality which allowed us to better understand where our current skill sets lie as a group. Application process is closed but Kim will open it again for other Board Members to complete the forms to populate the data.
 - v. Attrition and selection process: some of our students have graduated. Group confirmed that applications will be accepted once a year, in June, with new cycle beginning July-June. If others show interest throughout the year, they may participate in committees to gain experience.
- b. Voted to approve the addition of Nicole Baber, David Macek and Nick Pasquale to the Board.

Reports and Updates

A. Reviewed action items from last meeting

B. Events and Programs

- a. Partnership with UNA - Kim met with Portland UNA leader and identified opportunities for partnership for UN Day, as well as youth networks, Model UN, and young professionals. Also met with UNA and World Affairs Council, who will co-host UN Day and wants to collaborate on future events and initiatives.
- b. Sustainability Social- Reviewed times and dates – date will be moved to early September to accommodate summer schedules. Still plan to host at PLACE CENTER, with George Zaninovich, and create ice cream with What's the Scoop?.

C. Grants- Development Committee

- a. Meyer Memorial- Asset Map/database (David K) – Meyer supports technology efforts. Team met last month, but no new developments. Summary of progress will be sent to the group. Still trying to contact Shane about the results of his class project. David M noted that timing might be good, as first round of LOIs had 160 applicants, which are now ineligible to apply for a year.
- b. Collins Grant- Operations (Laura not able to attend)- Collins Foundation has expressed interest in supporting youth efforts vs. environment. Willing to fund projects but not administration. Laura will meet with K-12 team and develop objectives and LOI to support Youth Network.
- c. NSF grants (Frank)- Frank will do some research and let us know about opportunities.
- d. Metro Grant- Kim attended EE Ally and Leader meeting. Still processing goals without clarity on next steps. Will apply for a new grant through Meyer Memorial for further implementation of inclusive leadership. We have been invited to submit to Meyer, so have provided a letter of support (Kim will send LOS to Board).

D. Treasurers Report- Bruce

- a. We still need to get some of our financial processes in place. Important to meet soon to figure out how to include financial, in-kind, and PCC assistance that has been provided into budgets for grants.
- b. What is a reasonable budget for operations for a non-profit of this size? Need solid budget, with clear requests, and needs.
- c. Volunteer hours- How do we best measure in-kind and volunteer hours? Reminder to fill out volunteer hours on Google doc. Board recommended including a prompt before meetings to fill out hours each month (in email reminder and “prep” section on agenda).
- d. Grace, Lin, David M and Nicole offered to help with this committee.

E. Marketing- Kim

- a. Marketing is a priority. Need to move forward and create materials that the Board and committees can use with different audiences. Need support for professional messaging of GPSEN brand and benefits.
- b. Packet – Group discussed what should be included in a marketing packet for Board Members and outreach to new partners: How to get involved sheet; contact info for committee chairs; elevator speech; current project list; bylaws; year goals; basic UNESCO/SDG/GAP information. Please send other ideas to Kim.
- c. Need to provide access to Dropbox files (archives), Google drive (working documents) and how to find files info for new Board members.
- d. Partnership Development- Van Machado, Membership Development, Chinese Garden, has offered support GPSEN in partnership development.

- F. Website- Keith (Not able to attend)– Work has been done on the site based on recommendations from the last meeting, including GIS updates to partner map. Send additional feedback to Keith.

Discussion

A. Programs & Events

- a. Fellowship Program – Frank
 - i. New Fellow program will offer professional volunteers opportunities for research efforts.
 - ii. Neeraja Havligi, new fellow, wants to help develop the program. Will focus on biodiversity and agriculture
 - iii. Frank is a retired geoscience professor, specializing in glacial geology, and will be a new fellow. He shared a website project he has been working on and discussed opportunities to grow this initiative. He wants to support geoscience education and teacher education programs and is developing virtual field research, with a mapping project, which can align with service-learning and civic engagement. He wants create a library of walk-about, showing habitat restoration and sustainable development. He has visited organizations like Cully Grove, Dharma Rai, Zenger Farms, and pollinator programs.
 - iv. Frank will help develop the application process for the program. He will share his application as a template. Clarification about selection process and expectations will be helpful.
 - v. Senior Advocates for Generational Equity (SAGE) has invited us to develop fellowships for professionals who are retiring and want to be involved civically. Frank attended SAGE social and expressed some concern on costs. Will look into financial expectations of \$1500 to engage.
- b. Tabling Volunteers
 - i. Request to establish a list of volunteers to table for GPSEN at community events. Lin and Frank expressed interest.
 - ii. Laura asked if anyone could table at Portland Mercado's Mercadito series, Saturday, July 16th, 12pm-5pm – Lin considered but is not available.
 - iii. Board discussed creating more tabling packets of materials that could be available for volunteers so they can be prepared and not depend on the GPSEN materials at Kim's house. Have some distinct for different audiences.

- c. Events
 - i. Sustainability Social- Agreed to move to September. Encouraged to have in early September, toward the beginning of school, while the weather is still warm.
 - ii. Sustainability Symposium- Moved to early December. Board agreed to host event separate from UN Day in order to make this our signature event, with tabling, posters, Ted-style talks. Discussed how to ensure the partnership with UN Day remains strong. Heather will look into having another PSU SSC intern that can focus on the college network, to help with Symposium. Will send out invitations to list of researchers collected by Tia, Irene, and college team.
 - iii. Eco-Challenge will be in October. Registration begins in August. GPSEN always has a team. David M will provide information.
 - iv. International RCE Meetings: RCEs of the Americas (Curitiba, Brazil, October); Global RCE Meeting (Indonesia, November). Invitation for GPSEN Board Members and partners to attend.

B. Research & Curriculum

- a. Think Tank will help with Sustainability Symposium
- b. Fellowship program will be part of R & C committee.
- c. Research Projects
 - i. Encourage development of projects in diverse communities. Frank will connect with STEM Center at PCC SE, including PCC Maps program.
 - ii. Crowd-source research and support citizen science.
 - iii. Tap into community resources to increase attention and attract supporters.
 - iv. Hope to reconnect with Regional Equity Atlas.

B. Governance

- a. Board Member Orientation- Nicole provided a template. Lin, Heather, and Frank will help develop orientation event and materials. Current Board members are invited to attend. Materials will be made available on Dropbox and Google drive
- b. Strategic Plan- need to review annual plan, identifying specifics that we hope to achieve in the coming year, in order meet set objectives.
- c. Board Retreat – Board will plan a full-day retreat that includes topics on diversifying board and reviewing strategic plan. Planning for August (tentative). Kim will send a Doodle poll. David M is interested in helping facilitate, using a model of organic planning.
- d. Need to highlight achievements in upcoming RCE Report due to UNU-IAS by the end of August.

Appreciations and Announcements

- A. UNU-IAS award- GPSEN and NWEI won the Global Community Engagement Flagship award. Congratulations!
- B. Keep an eye out for upcoming SDG grant opportunities. \$4 trillion being funded for innovation, technology, and social change
- C. Announcements- upcoming events
 - a. Hank Patton hosting Amory Lovins to discuss intergenerational finance
 - b. Apiary event to learn about hives and bee-keeping
 - c. Kim reminded Board members to submit events in time to be included in the bi-weekly newsletter.
 - d. David K will be teaching a course at UP in the fall on sustainability metrics. Invitation for guest speakers.

12:10 Adjourn

**** Next Meeting: Thursday, August 11, 10-12, CLIMB Center**