

GPSEN Coordinating Committee Minutes

Thursday, August 11, 2016

10:00 am – 12:00 pm

CLIMB, Rm 102

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

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

Guests: Tia Linton

Action Items	Person(s) responsible	Due Date	Status
Post minutes on website	Kim	8/15	x
Complete Board Application form	All Board Members	9/1	
Invitation to help plan Social, UN Day and Symposium	Kim	8/20	
Send Event Planning form to Board	Kim	8/20	x
Host database meeting	Dave and Gary	8/21	
Develop Marketing Materials	Outreach committee	9/17	
Create tabling box for events	Outreach comm	9/17	
Finish budgets and financial processes	Bruce	8/25	
Move docs from Dropbox to Google docs	Kim	8/25	
Review GPSEN website and send feedback to Keith	Board	9/17	
Fill out volunteer hours	All Board Members	9/1	
Revise College Network database	Briar, Kim and Lin	9/1	
Reach out to College Network	Tia and Bruce	9/10	
Update PCC's TGIF leaders on HIP change	Kim	8/11	x
Share fellowship application and help develop program	Frank	9/17	
Complete Board Commitment and Conflict of Interest form	All members	9/17	
Write fee for service policy	Nicole and Lin	9/1	
Create SDGs priority survey	Kim	8/25	
Develop Retreat plan	Kim and David	9/12	

10:00 Introductions

Logistics

- A. Notetaker: Kim Smith Facilitator: Bruce Podobnik
- B. Reviewed group dynamics and decision-making process
- C. Agenda confirmed. No revisions to content and time.
- D. Minutes approved. Kim will post on website.

Reports and Updates

- A. Reviewed action items from minutes

B. Events and Programs

1. Sustainability Social- Youth Network is setting up a meeting to plan. Concerned that the date has not been set, without enough time to plan. Tia offered to help.
2. UN Day- set for Wed, Oct 26. Yashar Vasef, Pres of UNA Portland, will be lead. Theme: Refugees. Nick wants to help.
3. Sustainability Symposium- planning now in process for December. Invitation sent to interested partners. Mariah Dula has offered to lead.
4. Committee created an [Event Planning Template](#). Will send to Board. Encouraged to use.

C. Governance

1. Board Orientation will be hosted on Monday, Aug 15, at Kim's house. Draft of Orientation Packet is in development.
2. Grants- Development Committee
 - a. No grant leads were present, but conversation has begun again on database grant.
 - b. Bruce reiterated the need to complete the past and proposed budgets for the grants.

D. Outreach

1. Marketing
 - a. Marketing committee was not able to meet in July. Kim, Frank, Nick, and Briar will work together.
 - b. Briar has hired a new graphic designer for PCC Sustainability Office. They will work together to create a brochure. She offered to use her budget for printing.
 - c. Mika Cruz has offered to help with tabling boxes.
 - d. Need to update Social Media strategy
2. Website
 - a. David reviewed website and gave recommendations to Keith and Gary. Looked at user interface and messaging, noting that there is some overlap in events and resources.
 - b. All Board Members encouraged to offer feedback.
 - c. Gary will continue to support Keith.
 - d. Dylan is continuing to work on the GIS Map this summer, updating new partners.
 - e. Recommended putting up new strategic plan, when complete.

E. Financial Update

1. Treasurer's Report – Bruce
 - a. Need to reconcile some purchases and donations and finalize policy on check requests and reimbursements
 - b. Budgets and Operations committee meeting in afternoon to set up processes and budget. Will report back at Board Orientation and Retreat.
 - c. Include PSU Intern pay as in-kind support. Check with Heather.
 - d. Need to submit 990's. Nicole offered to help.
2. Volunteer Hours – Reminder- on Google doc
 - a. All are asked to enter hours.
 - b. Need to include volunteer hours from students' research on college network, the youth network, and interns.
 - c. Still question about how best to track. Not all volunteers should have access to form, so need to have a point person who can do entry on monthly reporting.

11:00 Discussion

A. Research & Curriculum

1. Research Database- Tia
 - a. Tia served as the College Network Intern, through PSU's Student Sustainability Center. She designed with Irene Bailey and was responsible for completing the research project on the college network, to identify students, faculty, and clubs interested in sustainability, including research and grants.
 - b. Excellent presentation! Included an equity and inclusion category. Document posted on Google docs.
 - c. Kim, Briar, and Lin will review and add faculty for PCC and Lewis and Clark, including graduate school level, Law Schools, etc.
 - d. Will send email to all on list to:
 - i. get approval to include in database (recommend default as Yes)
 - ii. Invite to get involved in GPSEN
 - iii. Invite to participate in Symposium
 - e. Hope to create an internship database too.
 - f. Offered to continue on with the project, as a GPSEN intern, and will help with events, including the Sustainability Symposium.
2. Database Asset Map- Gary
 - a. Gary gave an update on the structure of the asset map, with a handout summarizing the recommended interactive structure.
 - b. Will send document, plus Briar's flow chart to Board.
 - c. Dave K. is scheduling a meeting to regroup. David M (experience in K-12 database development in Boulder) and Nick (has designed an interactive database in Australia) want to be involved.
 - d. Lin recommends reconnecting with the Regional Equity Atlas.
 - e. Now with 1000 Friends of Oregon and Eco-Trust. Metro provided support for platform. Robert Wood Johnson Foundation gave money.
 - f. Look into funding from Robert Wood Johnson. Was interested in having CLF scale out nationwide.
 - g. Warning not to overextend and face demise of Coalition for a Livable Future.
3. Heroic Imagination Project changes
 - a. Kim summarized new relationship with HIP. Vivian McCann will create the curriculum, independent from HIP. GPSEN will have licensing and coordinate fees. Funding from PCC's TGIF student fees.
 - b. Board recommended sending an update to the TGIF leaders. Kim has done so. Approval received.
 - c. Tim Lynch, with Multnomah County, recommended reaching out to Bob Doppelt, with UN Resource Innovation Group. Offers trainings on hope, focusing on climate change.
4. Fellowships Program
 - a. Neeraja and Frank have committed to developing structure and policy. Have not been able to make progress yet, due to summer travel and research.
 - b. To be coordinated as part of Think Tank.
 - c. If have graduate Fellows, Lin recommends having an oversight assistant. Can take a fair amount of time.
 - d. Lin offered to review the Fellowship Program docs once they are completed.

B. Governance

1. Board Member Orientation- Aug 15
 - a. Recommendations for packet: Contact list; org chart; by-laws; overview of projects from annual reports
 - b. Packet will be made available for all board members.
 - c. All Board Members asked to complete Conflict of Interest and Board Commitment form.

2. Rules on payments for services
 - a. Receiving money for services is OK, especially when part of one's own job.
 - b. Need to establish policy statement on services and fees for workshops, including a written policy on Board Members receiving compensation on projects
 - c. Review Conflict of Interest form and include a section for listing potential conflicts.

3. Strategic Plan
 - a. Will work on at retreat. Kim suggests aligning our efforts with GAP Priority Action Areas and SDGs.
 - b. RCEs of the Americas Action Plan requested by UNU-IAS, in preparation for regional meeting in Curitiba, Brazil.
 - c. Note that RCEs of the Americas meeting is coming up, October 19-22. Board Members are invited to attend. Need to establish some funds and policies for travel to conferences.
 - d. UNA-USA developed a Priority Survey on the SDGs. Board requested that we put it into a Survey Monkey and complete as well.
 - e. Board members asked to review the RCE of the Americas Plan and the UNA-USA Priority Survey PRIOR to the retreat on the 17th

4. Retreat
 - a. Doodle poll shows that best date is Saturday, Sept 17
 - b. Need to determine location. Personal home or restaurant?
 - c. Will provide materials in advance for reflection.
 - d. Encourage to be mindful of right growth and scale.

C. Logistics

1. Google docs and Dropbox. Problems continue with Dropbox, with members not having enough memory to access without paying. Discussed pros and cons and needs.
 - a. Board voted to use Google docs from now on.
 - b. Requested that Kim upload all relevant files to Google.
 - c. Can keep older files in archives in Dropbox.
 - d. Can put images in Dropbox and request them, if needed.
2. Mail list. Former list on PDX server is being shut down. Gary and Kim will review to make sure that all names have been migrated to MailChimp.

Appreciations and Announcements

- A. OK to make mistakes and not be perfect. Good to share best practices and cautions and make continuous improvement loops.
- B. Lin will be at the World Conservation Congress, hosted by IUCN, for a couple of weeks.
- C. Kim will be on vacation and unavailable from Aug 26-Sept 9.

12:00 Adjourn