Campus Sustainability Fund

Committee Meeting Agenda

January 23, 2014 – 4:30pm – Gerbending 142

Agenda		
Time	**Item**	**Presenter**
4:30pm	Approve 1/23/14 Agenda	Graham
4:31pm	Update: Budget Subcommitee	Kayla
4:36pm	Vote on Budget Subcommittee's Suggested Changes	Graham/Committee
4:37pm	Discuss Committee's First(!) Small Project LOI, Roots of Seattle	Graham
5:07pm	Vote on Small Project LOI, Roots of Seattle	Graham/Committee
5:09pm	Discuss Timeline for Committee Decisions on Final Projects	Graham
5:13pm	Questions, Next Week's Agenda, Adjourn	Graham

1) 1-6-2014 minutes—**APPROVED**
   1-23-2015 agenda—**APPROVED**
2) Update: Budget Subcommittee
   a) Elizabeth, Kayla, and Graham
   b) Outreach Coordinator: An's salary is currently is being funded by outreach budget while Graham's is from operation's budget
      i) Recommendation: Move Outreach Coordinator's Salary so it comes out of the Operation's Budget—**COMMITTEE APPROVES**
      ii) Would it affect ratios of our budget sections?
         (1) No. By pulling An's salary from the Outreach Budget, we are depleting that really quickly, so that by pulling from a bigger pot of money (Operations), we have more for Outreach
   c) SAF ask and budget is the 26th of February. Correction: The SAF Budget Document due 2/26 is our ask for our operating budget for FY15, aka the money we are able to give away in the 2014-2015 academic year.
      i) As a Subcommittee, been comparing previous years for each of the categories within the budget
      ii) What we currently have and what the SC recommend to put in each one:
         (1) CSF Operations $49,000
         (2) CSF Outreach $3,500
         (3) CSF Projects $260,000
         (4) Large projects $21,000
            (a) Last year was a bit more, determined as 10% of overall budget
            (b) Number went with was based off of our first year.
            (c) 6.5% of total number we are dealing with

(d) These are for 6 figure asks, so we don't pull it from other projects
- (i) We have some from previous years, so we can put less in this
- (ii) One of original visions of CSF was that we could make sizeable changes to the infrastructure on campus. But we need to also want to fund other projects, so this is a "savings" program
- (iii) To UW, less than $90,000 is a "small project"
- (iv) Vision can change with the changing of CSF. If want to put less in, then we should document that in some way for future CSF committees.
- (v) Last year we asked SAF for extra money to start the fund, and we didn't get it so we set aside a smaller amount.
- (vi) Take away from all the great projects this year or for the future? So decided to put it for this year

(5) Nothing for contingency because we have rollover contingency from previous years, so unnecessary to add to it
- (a) Also Projects should build in contingency into their own projects anyway

(6) Anything we don't use somewhere, we could do whatever we want! Ie put in projects, large projects, etc.
- (a) Hold it until we see at the end of the year how much it costs? If more, use it, and leftovers put in large projects?
- (b) Split it later into Large Projects or Projects?
- (c) Or if we have more in Projects we can put it in Large Projects

(7) Money is put in buckets, but they don't have to stay in those buckets. We could spend all the money in the Large Projects if we really wanted.
- (a) All leftover funds go into the pool of UW money, and we have earned $5,867 in interest last year! ☺

3) Roots of Seattle
   a) Doesn't affect large number of people; not really education; will benefit group outside of UW
      i) What we decide on this will set precedent on CSF: is this fund for small projects that only a small group of people will affect? Or for small projects that still affect many of UW?
   b) Questions:
      i) Who exactly is managing/running this?
      ii) "An additional sum of $300-$400 would allow us to create a more robust sytem". Thus, can we get the real budget of what we need?
         (1) Yet the budget shows items that are NEEDED for their project, that the Engineering money should be used for.
         (2) ArduinoMega2560 Rev3 says the Cost/Item is $52.00, quantity 1, yet the total cost is $45
      iii) Bylaws says need "detailed budget and timeline"
         (1) We don't have….
      iv) If do more with outreach, education, maybe working with UW Farm?
      v) Doesn't support CSF goals; out of our scope a little bit

    vi) For projects that just needed little, like the Owl Boxes
       (1) This seems to be more a small project as part of a larger project
           Absent Committee Member #1s comments

- Positives
  - A different idea and project than we've funded in the past
  - Student involvement from a variety of different disciplines
  - Partially funded by the College of Engineering, so CSF money would be "matching funds"
  - "Shovel Ready"
  - Small ask
- Cons
  - Student outreach? - "Publicity" is a line-item in the budget but is not mentioned in the LOI
  - Doesn't seem to affect a large number of students
  - This will produce something for a group external to UW
- <u>Overall, I'm comfortable with funding this </u>- though I would prefer greater student outreach. If there is a way for Roots of Seattle to incorporate more outreach that would definitely be a positive.

Absent Committee Member #2s comments
1. How will these technologies "control and supervise crops"?
2. How reliable is this technology? Can we approximate how long it will last?
3. On what farm will this project take place, and where will the crops go?
4. Will there be an education component to this project?

I appreciate the fact that the project has prepared other sources of funding, mentors, and seems overall prepared for the undertaking. With the above questions in mind, I would be happy to endorse "Roots of Seattle".

   c) Vote to send them questions, and get a new draft: Yes—4, No—1
     i) They will be send questions and requested a new draft by January 31st
4) Discuss Timeline for Committee Decisions on Final Projects
   a) We will get them online tomorrow!
   b) Start reviewing them, so that projects wil come in
     i) Three are coming in the 27th, and three coming in the 3rd
     ii) Who will be going out in an agenda as soon as we know
     iii) Will be very full days, about 45 minutes of presenting (if not more)
     iv) Each group has 5 minutes presenting, 10 minutes of questions
   c) Time between end of presentations, to when next LOIs are due
     i) Projects will know by: February 28th
   d) Get notes out really quickly and highlight different budget scenarios, so that we can be ready to vote right away
5) Questions, Next Week's Agenda, Adjourn
   a) Review projects, come prepared with questions

        i)   We will know who will present soon, so especially focus on reviewing those
   b) Review budget scenarios, come prepared with questions/concerns/which one you want

Good Meeting guys!!! <3

--Meeting Adjourned 5:21 PM--