

# Campus Sustainability Fund

## Committee Meeting Minutes

January 6, 2014 - 3:30pm - HUB 307

Agenda		
Time	Item	Presenter
3:30pm	Approve 12/12/13 Minutes	Elizabeth
3:31pm	Approve 1/6/14 Agenda	Elizabeth
3:32pm	Determine Deadlines for 2014 LOIs and Final Proposals	Graham
3:40pm	Orienting Committee to Shared Drive	Graham
3:55pm	Check-In: LOI Approval/Denial Notifications	Graham
4:05pm	Select Date for CSF Campus Tour	Elizabeth
4:10pm	Discussion of Any Outstanding Questions, Issues, Processes, Etc.	Graham/Elizabeth
4:25pm	Wrap Up, Additions for Next Week's Agenda	Elizabeth

MOTION to approve minutes for 12/12 - **PASSED**

MOTION to approve 1/6 agenda - **PASSED**

CSF tour for committee members

- can start tour at future committee meeting
- January 13, 2014 at 3:30pm

Determine deadlines for 2014 LOIs and Final Proposals

- MOTION to have **LOIs due Friday, March 7<sup>th</sup> - PASSED**
- MOTION to have **Full Proposals due Friday, April 18<sup>th</sup> - PASSED**

Check-In: LOI Approval/Denial Notification

- everyone has received word on December 16<sup>th</sup> and 17<sup>th</sup> of 2013

Orienting Committee to Shared Drive

- this will be a helpful tool for sub-committee work
- Documents will be updated on a web-based format, eventually, but for now we will be editing separate versions and editing on the web
- Good to have version control even when we are completely web-based

1. Enable Google Apps.
2. Go to [myuw.washington.edu](http://myuw.washington.edu)
3. Under "Email" click "Change Email Forwarding"

4. Click "Google Apps" on left side bar
5. Turn On Account Status, or Activate Google Apps
6. Open new browser. Type in UW NET ID ([youruwnetid@uw.edu](mailto:youruwnetid@uw.edu) or [youruwnetid@u.washington.edu](mailto:youruwnetid@u.washington.edu)) into Gmail's sign in page. No password needed.
7. "CSF Committee Documents" in Shared Google Drive

Discussion of Any Outstanding Questions, Issues, Processes, Etc

- Language change to bylaws will be available by January 24<sup>th</sup> from Graham
- How will committee make up for two lost holidays in Winter Quarter? Revisit doodle poll for alternate meeting time
- Winter Retreat: subcommittees will reconvene and update committee
- Retreat will happen week of March 3<sup>rd</sup>. No exact date and time yet.
- Compile list of approved LOIs with student contacts and brief descriptions on to a PDF and send to ex-officios
- Project presentations for full proposals usually run longer than planned, committee has historically needed more Q&A time with project leaders. Limit presentations (~5 minutes) and open up more time for questions from the committee for this round of full proposals.
- Schedule project presentations ASAP! 3 groups each week for two weeks.
- Budget subcommittee meeting: Thursday, January 4:30-5:30pm ESS Office
- Independent Revenue Subcommittee meeting Monday, January 13<sup>th</sup> 2:00-3:30pm ESS Office

-- MEETING ADJOURNED --