

Campus Sustainability Fund

Committee Meeting RETREAT Agenda

Monday March 3, 2014 - 3:30pm - Gerberding 142

Agenda		
Time	Item	Presenter
3:30pm	Approve 2/24/14 Minutes	Teos
3:30pm	Approve 3/3/14 Agenda	Teos
3:31pm	Review Fall 2013 Retreat Bylaw Language Edits	Graham & Teos
3:50pm	New CSF Website – Review & Orientation	Committee
4:05pm	Blue Items from 2/24 Notes... +Statement on ideal project permanence (10 min) +Small Projects Infrastructure & Marketing Review (20 mins)	Teos
4:35pm	Discuss Small Project LOI, <i>UW Solar Installation Celebration</i> , and select a speaker from CSF Committee	Committee
4:55pm	Budget subcommittee Report Back	Graham
5:05pm	Independent Revenue subcommittee Report Back	Kayla
5:25pm	Wrap Up, Next Week's Agenda, Adjourn	Elizabeth

- 1) Approve 2/24/14 Minutes—**APPROVED**
- 2) Approve 3/3/14 Agenda—**APPROVED**
- 3) Review Fall 2013 Retreat Bylaw Language Edits
 - a) Everyone has had chance to do so...want ot discuss specific ones or are comfortable voting on all at once?
 - b) **ALL RED IS APPROVED**
 - c) Doesn't say anywhere in bylaws that we don't fund food, speakers (?)
 - i) Food is a limited thing, we want to have a lasting impact on what we do
 - ii) All money is from all UW students indirectly
 - (1) Not everyone will be able to partake
 - iii) Everytime food has come up, we have always cut it out
 - (1) How will spending \$500 on food benefit our campus?
 - (2) If food will be funded, it **must** be a recognition event
 - (a) According to the Revised Code of Washington
 - iv) We won't fund celebratory things
 - (1) But UW Farm is food and we will/have funded them!
 - v) WORDING ABOUT FOOD IS PASSED
 - d) Budget thoughts...
 - i) Maybe have it in the bylaws or on the website?
 - ii) An example of what we want

- (1) Maybe use the UW Farm one? After we ask of course
- 4) New CSF Website – Review & Orientation
 - a) Last week we launched our new CSF website!
 - b) F2.washington.edu/csf
 - c) The previous one was archaic and hard to navigate
 - d) To log in, scroll down and click the “copyright c” (the ©) on the bottom left
 - i) To get to the LOIs, clear everything after csf/ and add “pa-report”
 - ii) Same procedure as before!
 - e) If go to projects page, can look at projects by year, amount rewarded, or title
 - f) “Project ideas” to spark some ideas about big categories
 - i) Can also submit something if you have an idea
 - g) “Lessons from Project Leaders”
 - i) For those going through the same issues, they can look some things up and learn from it!
 - ii) What people have said are things many don’t foresee
 - h) “Press Features”
 - i) When we are mentioned in the Daily, in The Seattle Times, the Sierra when they mentioned us as a factor on why UW is so Green, etc
 - i) If you see any problems, let An know so she can fix/add/delete
 - 5) Statement on ideal project permanence
 - a) This has been a thing now....so I just wanted to have something brief
 - i) Should we say it has to last at least x years?
 - ii) Have to find out if anything is planned on the space(and let us know). Can also say in the letter from somebody? Ie Kristine Kenny could have said there was a study planned but nothing will happen for at least x years regarding the SER restoration
 - (1) Would be a good idea to learn for people and projects as well
 - b) Not something vital, but would be good to get the information in hand
 - c) Put in the bylaws and highlight on the website so we don’t see it again....
 - d) Put in the funding preferences
 - i) “Preference will be given to projects that can clearly discuss and identify what the project leaders expect the longevity of their project to best relative to the project’s cost.” And the sub-bullet “The CSF prefers to fund projects in which the cost is relative to the duration of effect.”
 - (1) Sustainability is already a “thing” for us...but just to be doubly clear about
 - (2) What about those projects that are one time only?
 - (a) As long as they and we are aware about what would happen if we fund it....
 - ii) Say it is only going to be there for 5 years, what is the benefit
 - iii) By signing the approval letters, those who sign are saying nothing will happen
 - e) Historically there are two poster children for this
 - i) We funded a rainwater collection system for the botany greenhouse
 - (1) The best intel we had at the time for the equivalent for Lindsey (spelling?) gave us the best input they had at the time

- (2) We approved, knowing that it might last 5-10 years
 - (3) But then Office and Finance and Budgeting increased their timeline and our money couldn't be put into it
- ii) As long as we have people from OPD in the room, we will be well guided to make decisions
- f) And we will come back to this later!
- 6) Small Projects Infrastructure & Marketing Review
 - a) Noticed that a lot of people don't use the budget template that is IN the proposal
 - i) Being worked into the template that it cannot be submitted until it is filled out
 - b) Teos was wrong! She thought it was that if an LOI is approved, then they need to write a proposal...but no, it is if we notice it is NOT a small project, then we can move it to a full proposal. [Teos is embarrassed.]
 - c) By clicking APPLY HERE, the choices WILL be "below \$1000" and "above \$1000" so that whichever you select, you would get different functionality
 - i) ie Small projects will have a budget/timeline area
 - ii) For now, an asterick should be put to say that if you are less than \$1000, then please send or add somewhere a detailed budget and timeline
 - d) we like the functionaility now! But highlighted/asterick will be added "don't forget if you are a small project!"**
 - e) maybe also add somewhere on the "small projects" page that they are required to also follow what the large projects do
 - i) ie bold "Core Criteria" that will lead them to "Project Criteria"**
 - ii) or bold the bit above the LOI section**
 - f) Marketing review?
 - i) How do people know it exists?
 - (1) Adding it on Facebook, on our website
 - (2) Environmental Innovation Challenge
 - (3) A presentation
 - (4) Former committee member who helped develop
 - ii) An will look into what else to do!
- 7) Discuss Small Project LOI, *UW Solar Installation Celebration*
 - a) Something that makes us concerned...it is an event for something that we funded
 - b) This is a big event! The governer is coming!
 - c) A little irked that this LOI implies we wouldn't already be getting a fair share of the spotlight, for we ARE major funder of this project
 - i) They received matching funds from HFS, though not as much as what we gave
 - ii) They could argue that it fits into our 4 core pillars, "educational and outreach components"
 - (1) Major news outlets, governor coming
 - (2) Do have Denis Hayes, but won't know about the governor until, say, 2 days beforehand

- d) Agree that there are things to sponsor, help, etc. but food it not the most constructive
 - i) A mini solar key-chain would seem better for us to fund
- e) Fundamentally food is not an appropriate use of student funds, esp because we are coming up to our second funding cycle and the \$1000 could be used for something else
- f) Not written as an LOI, but written more as a letter to the committee.....
 - i) Maybe say something about “we won’t play favorites” in the bylaws?...
- g) Getting donations from food should not be too difficult, from food stores, culinary RSOs/RSOs that could benefit from publicity, students (like Teos!)
- h) Let them know this is a change we are trying to make
- i) NOT APPROVED**
- j) Select a speaker from CSF Committee
 - i) Teos will speak THANK YOU GUYS!!!!
 - ii) April 4th, 3-5
 - iii) We are definitely invited ☺
 - (1) COME OUT IN FULL FORCE
 - (2) Maybe table? Poster? Talk ourselves up? Stickers?
 - (a) What can we do to help with this event?
- k) But remember the Green Wall recognition event
 - i) CSF paid out of pocket for food
 - ii) We wanted to make this well known
- 8) Budget subcommittee Report Back
 - a) Our SAF proposal went out last Wednesday! GO US
 - b) We won’t be able to create the framework until the end of the budget timeline in June, but YES IT WILL FINALLY HAPPEN
 - c) For next quarter
 - i) We will get an award from SAF, sometime in June
 - (1) 97% sure we will hear back in mid-May
 - (2) We should definitely have a snapshot before spring quarter ends
 - d) In the bylaws, Article 6
 - i) “CSF Coordinator and Committee representavies will be responsible for attending the SAF orientation and budget hearings. They will be jointly responsible for advocating for the CSF budget and mission statement.”
 - ii) The more who can go, the better!
 - iii) If we can exceed that, we should! To show we ARE making a difference, so we DO need more money!
 - e) Talk from Sean and his co-hort about changing
 - i) The way we currently operate, we have the budget for the project, and we keep it
 - (1) We can see exactly what people are doing to the penny
 - ii) Granting agencies typically just give a check, and they are on their own
 - (1) Might not be feasible at UW but it is getting looked into!
 - iii) Pros: would reduce loadwork of the higher-ups considerably, get/spend money easier for the project
 - iv) Cons: not as much oversight

- v) After 4 years now and no real spending fiascos, we have established a good spending record
- 9) Independent Revenue subcommittee Report Back
 - a) As a result of research over ways that can be expanded....this is less about CSF becoming an independent fee, but more about being less financially dependent on SAF
 - i) Idea is to be able to implement some other option that still allows us to be under SAF but also get more money that SAF doesn't have any control over
 - b) A lot of the other SAF committees already have outside funding so WE ARE BEHIND!!!!
 - c) Work with An & the website to help outreach/publicize that we have a fund to get people to donate
 - d) Please look on the following page for a detailed pros and cons list of 6 different options!
 - e) Who/how would we get in contact with the UW Alumni?
 - i) On website, there is something that says you could make a gift to someone
 - ii) A more targeted funding would need much more research
 - iii) Put on OUR website somewhere
 - (1) Or say "these are our sponsors"
 - f) One revelation we had was we didn't know we could take donations, but this is not the case!
 - g) If we got donations, would SAF cut down the amount they give us?
 - i) No! for instance, if a group gets \$1 million, it shows we should be supported more! Be more successful!!
 - h) GO FULL SPEED AND WE MAYBE GET TO THE MAYBES LATER!!!
 - i) An and Graham are in the process of planning a five year CSF Shindig
 - i) Looking at locations, times
 - ii) UW Tower is the leading candidate!
 - (1) May 21st at night, more info to come
 - iii) Get ESS or Finance and Facilities to pay for it
 - (1) Because we have earned it and they have money to "throw around"
 - iv) Get some extracurricular funding in??
 - v) Make a Party Planning Committee
 - vi) 100+ guest list, and about half will come
 - (1) Current and past members, key people from offices, etc.....
 - (a) Green-related RSOs
 - (2) Maybe have a board up, stations to talk to people, etc.
- 10) Wrap up and Adjourn
 - a) CHRIS DOESN'T HAVE A BEARD ANYMORE!!!!
 - b) Remember to look at the new LOIs!!! **With our new website!!!**

~Adjourn 5:31~

P.S. Please ignore the last blank page...I don't know how to make it go away.... ☹

Options for Additional Revenue: Pros and Cons

	Pros	Cons	Overall Opinion	Notes
Opt-in Fee	<ul style="list-style-type: none"> Makes CSF and sustainability more visible to students 	<ul style="list-style-type: none"> Additional funding would be variable and not consistent Would be double-charging some students Would be a struggle to make up for SAF funding with an opt-in fee only, wouldn't generate enough \$ 	NO	
Tuition Statement Line Item	<ul style="list-style-type: none"> Makes CSF and sustainability more visible to students 	<ul style="list-style-type: none"> Inconsistent with history and size of other tuition statement line items 	NO	
Outside Grants	<ul style="list-style-type: none"> Potentially significant funding amounts Partnerships with other organizations (i.e. state agency or private donor) may be a source of long term support 	<ul style="list-style-type: none"> Additional funding would be variable and not consistent Eligibility restrictions May be more appropriate for individual projects we can't/don't fund University cost recovery policy means that the UW would get 8% any grant money the CSF is awarded Grant writing and submission requires significant time and resource investment 	MAYBE	<ul style="list-style-type: none"> Would be more appropriate for a specific one-time use
501c3/Foundation	<ul style="list-style-type: none"> Would allow for more 	<ul style="list-style-type: none"> Requires significant time 	MAYBE	<ul style="list-style-type: none"> Long term option

Status	flexibility in mission and fundraising	and resource investment <ul style="list-style-type: none"> • Ongoing administration would require extra resources 		<ul style="list-style-type: none"> • Dependent on extensive growth
Online Crowd-Funding	<ul style="list-style-type: none"> • Allows any interested people to donate directly towards projects that they strongly support • Minimal set up costs 	<ul style="list-style-type: none"> • May be more appropriate for specific projects than ongoing support 	MAYBE	<ul style="list-style-type: none"> • Would need to be a supplementary rather than primary approach
Donors/Alumni Giving Sean thinks this is feasible!	<ul style="list-style-type: none"> • Other SAF units already use this approach • Anyone could donate money to the CSF 	<ul style="list-style-type: none"> • Additional funding would be variable and not consistent 	YES	<ul style="list-style-type: none"> • Possible connection or collaboration with the Husky Green Fund? • What mechanisms would donor giving go through and how would it be facilitated? • Could we be added to the list of funds through the UW Foundation that people can donate to? • https://www.washington.edu/giving/browse-funds/
Gala/Fundraising Event	<ul style="list-style-type: none"> • Possibility of coordinating with our project groups (i.e. food from the Farm) • Opportunity to engage with Alumni, former CSF members, professors, community members, and sustainability leaders on campus 	<ul style="list-style-type: none"> • Would require significant time and resource investment to plan and execute • Results would be uncertain, especially the first time 	YES	5 year CSF celebration? Put them together??

