

Campus Sustainability Fund Committee Meeting Minutes

Friday, January 16, 2015 - 4:00 to 5:00 PM - *Gerberding 142*

Attendees
CSF Committee: Graham Golbuff, An Huynh, Kayla Schick, Colin Butler, Erin Sofinowski, Carolyn Hartman, Natalie Gray, Connor Birkeland
Guests: Claudia Frere, Sean Kennedy, Aubrey Batchelor

Agenda		
Time	Item	Presenter
1 min 4:00-4:01 PM	Approve 1/9/15 Minutes Approve 1/16/15 Agenda	Committee
20 min 4:01-4:21 PM	1. Outreach Plan Presentation	An
20 min 4:21-4:41 PM	2. Budget Scenario Presentation	Colin
15 min 4:41-4:56 PM	3. Discuss Full Proposal Scoring	Kayla
2 min 4:56-4:58 PM	4. Discuss Project Adoption	Graham
1 min 4:58-4:59 PM	5. Plan for CSF Social Time	Graham
1 min 4:59-5:00 PM	Reminders, Wrap up, and Adjourn	Kayla

Meeting Summary: The UW Campus Sustainability Fund, awaiting project teams to produce their final proposals, used their meeting on January 16th to continue discussion on other pressing items, including:

- Budgeting Plans (items 1, 2).
- Project Handling and Consulting (items 3, 4).
- Committee Bonding Time (item 5).

– COMMENCE MEETING –

Motion: Approve January 9th, 2015 Minutes (Kayla) – APPROVED

Motion: Approve January 16th, 2015 Agenda (Kayla) – APPROVED

Plan CSF Social Time – Graham

- Pending January 30th, 2015, after meeting.

Discuss Project Adoption– Graham

- Sign up for Adoption Draft, be point of contact for two groups!
 - o Report back for events and red flags.

Outreach Plan Presentation 2014-2015– An

- Budgeting and Scheduling plan: excel document. Important Future Events:
 - o Winter: Town Hall Meetings, Encouraging Second-Round Applications
 - o Spring: Earth Day, Project Manager Workshop
- Rough estimates of material needs and cost for future events.
- **Campus Wayfinding**, Event Support, Contingency

- MS Project for GANT Charts!

Budget Scenario Presentation – Colin

- Simplified Budget History over CSF history.
- Increasing outreach budget!
- Created options 1 through 4 for potential future budgets, changing a small variety of factors between.
- Increase in rate and time for Outreach Coordinator.
- Changing the bylaws:
 - o Outreach percentage time
 - o Contingency definitions
- Table budget, with updated math.

Discuss Full Proposal Scoring – Kayla

- In the past: Rubric.
- Four main criteria, weighted grades.
- Natalie: Add actionable component check-off!
- Colin: Total minimum! Chris:
- Trial round: No minimum.
- Use it as a talking point discussion.

Reminders and Wrap-Up – Kayla

- Proposals next week! We'll give you a presentation schedule.

Motion: Adjourn meeting (Colin) – APPROVED

– ADJOURN MEETING –