

Campus Sustainability Fund
Committee Meeting Agenda & Minutes

Wednesday, December 7, 2022

4:45-6:15 pm PDT LOCATION: **HYBRID**

Gerberding Conference Room B42 (code: 3696)

Join Zoom Meeting (2022-2023)

<https://washington.zoom.us/j/5100844374>

Agenda		
Time	Item	Facilitator
4:45-4:55	Chair/Vice Chair Intros & Check-in	Neha and Sohara
4:55-5:10	Housekeeping: -Email Etiquette, Preferred Communication Platform? -How Workday will function + payment (upfront) -CSF is going to WOHESC conference! Gauge interest -- will pay for one committee member to present (interest form – fill out by December 21)	Kyle, Tatiana
5:10-5:15	Stakeholder Mapping	Tatiana
5:15 - 5:50 <i>Modified 5:30-6:10</i>	-Review of Bylaws / Budget New project applications : - 52nd Spring Powwow (\$9,078) LOI - Investigating stormwater runoff from athletics fields for tire derived anti-degradants and transformation products (\$100,000) LOI - VOTE by EOD Friday (12/9) 5pm	Kyle, Tatiana
5:50-6:15 <i>If time – otherwise think about over break</i>	Brainstorming Session: events or thought pieces or other ideas for next year - Solo brainstorm - Partner brainstorm - Full group brainstorm	Neha
6:15	Wrap Up	

Plug for upcoming events:
 -Debrief of Decarbonization Meeting (?)
 -Gather names for Steam Plant Tours
 -Select something to add to the CSF Resource Guide
 -*Reading:* Kyle & Tatiana's Papers (focus on appendices if limited on time) + Resource Guide

Neha

CSF Bylaws + Protocols

[Committee Bylaws](#)

[Robert's Rules of Order](#)

[Liberating Structures](#)

[CSF Committee Google Drive](#)

[2022-2023 Committee Documents](#)

How to evaluate projects

[CSF Project Criteria](#)

[Reference Sheets](#)

[Evaluation Rubric Example \(go to Rubric Template tab\)](#)

Current projects + timeline

[Workday Orientation](#) - <https://tinyurl.com/csf-workday>

[2022-2023 Proposal Deadlines & Timeline](#)

[CSF Resource Guide](#)

Upcoming Meetings

Week	Agenda
Week 2:	Bylaws, thought pieces for winter break
Week 3:	Start looking at transformation plan
Week 4:	Update Bylaws + Process Map + Mini grants! Logic model
Week 5:	

Note taker: Sohara

Attendees: Tava, Neha, Tatiana, Lauren, Isha, Emelyn, Christoff, Kyle (virtually) and Sohara

Emails and attendance (Tatiana):

- Email etiquettes: everyone should RSVP (yes/no) to meeting invites and send an email if they cannot attend a particular meeting.

- The committee decided that email is the preferred primary mode of communication with additional communication (announcements) via slack
- There will be performance reviews at the end of each quarter, excluding this quarter

Payments (Kyle):

- The workday email to add hours should be ignored
- All committee members should see a payment of \$440 on December 10th, 2022
 - Those who have direct deposit set up will get the funds directly to their account
 - Those who do not have direct deposit set up will receive a check
- The vice chair role will be revamped, with the VC contributing 3.5 hours per week. The chair will contribute 5 hours and the committee members will contribute 2 hours/week.

WOHESC: Washington and Oregon Higher Education Sustainability Conference:

- The conference will take place in Oregon State University (Corvallis) from March 6-8
- There will be two days of programming, involving keynote speakers who are experts on the topic, and sessions by faculty and students on their initiatives related to sustainability
- Will present on applying a just transition framework to the Campus Sustainability Fund
- If someone from the committee wants to join and present, CSF will cover all (?) costs
- CSF Committee WOHESC Interest Form should be filled up by December 21st. Decisions will be made from an equity perspective.
- It will be a great opportunity to explore what other universities are doing on sustainability and DEI and connect with people as well as form stronger bonds within the committee.

CSF's collaborators:

- Primary groups - work regularly with (e.g. UW solar, UW farm, Resilience lab);
- Secondary - work occasionally (e.g. Earth lab, Urban@UW, Clean energy institute)
- Tertiary - No/very little engagement of CSF (e.g. Center for Environmental Policy)
- Can find the list of groups on huskylink.washington.edu
- Key terms: ASUW, EC, SAF, OMA&D, RSO, GPSS (details in the CSF partners doc)
- Prior to the next meeting, committee members are encouraged to think of groups that they think CSF should engage with.

Bylaws of the Campus Sustainability Fund:

- Members should go through the bylaws: <https://csf.uw.edu/bylaws>
- There are 7 articles:
 1. The CSF committee
 2. The CSF staff
 3. Allocation of funds and project selection
 4. Project selection and allocation of funds
 5. Accountability, records and reports
 6. Annual CSF funding
 7. Amendment of bylaws

- One of the key components of the funding criteria: Strong preference will be given to projects with a clear, strong student participation component.

Budget for the CSF:

- The budget for 2023 is \$396,604.28 (from state/university funding) and can be seen at <https://csf.uw.edu/about-us/how-we-operate/budget>
- There is around \$200,000 in restricted funds from STF earmarked for technical projects
- There is \$408,000 in reserved funding, which CSF has full authority over and a part of which can be used for funding new programs
- This year the focus will be on more participatory budgeting

LOIs of projects for review:

- The 5 criteria for judging projects (available in the supported documents folder) are:
 1. Sustainable impact
 2. Leadership and student involvement
 3. Education, outreach and behavioral change
 4. Feasibility and accountability
 5. Budget
- Two LOIs have been submitted to be considered for full proposal submission:
 1. 52nd Spring Powwow from First Nations for \$9078 (they applied for two years in a row and have received funding in the past)
 2. Investing stormwater runoff from athletics fields for tire derived anti degradants
- The committee voted and the proposal for the 52nd was passed with 6 votes for yes
- The committee could not vote on the Stormwater runoff proposal during the meeting due to time constraints but were requested to submit the votes by EOD Friday.

Brainstorming session:

- Members are expected to brainstorm on events for next year (solo or with others)
- Committee members are also encouraged to think about one thing they would like to add to the resource guide.

