

Campus Sustainability Fund
Committee Meeting Agenda & Minutes

Friday, January 12 | 12:00-1:30pm PDT, Location: [Zoom](#)

****Lauren & Sophia cannot attend from 12-12:30p; Emmy cannot attend 1-1:30p**

Join Virtual Meeting (2024-2025): <https://washington.zoom.us/j/5100844374>

Agenda		
Time	Item	Facilitator
12-12:05	<p>Welcome back everyone!</p> <ul style="list-style-type: none"> ● Assign scribe for today ● In person meetup: When do we want to go to the farm? <p>Orientation Package (new members)</p> <ul style="list-style-type: none"> ● Orientation Resources 	Sohara
12:05-12:15	<p>Administrative updates</p> <ul style="list-style-type: none"> ● Program Director position (closed applications for January 7 and interviews to start soon) ● Project Application LOI closed January 3 ● SAF Schedule: Roundtable this Friday. Budget document due Jan 29 – we will be starting our budgeting process soon ● Stipend schedules <ul style="list-style-type: none"> ○ January 25, 2024 (Fall Quarter) ○ March 10th, 2024 (Winter Quarter) ○ June 10th, 2024 (Spring Quarter) ○ October 10th, 2024 (Summer Quarter) 	Tatiana/Boe/Kort
12:15-12:25	<p>WOHESC & Teach in dates</p> <ul style="list-style-type: none"> ● Confirmed attendees? (presenting vs. attending) <ul style="list-style-type: none"> ○ Neha, Lauren, Azaan, Emmy, Boe, Tatiana, Kort ● Get registration information (Tatiana paid the invoice) ● Airbnb and transportation update ● Teach In Date: February 8th @ the HUB 145, 3:30-6:30p (4-6p for event) 	Tatiana
12:30-12:40	<p>Group Introductions</p> <ul style="list-style-type: none"> ● Meet the new committee members! Welcome Mazzi, Sophia, and Julia. ● Everyone shares: Year they are in, what they study, and what they are looking forward to in the committee. 	Sohara
12:40 - 1:10	<p>Run through with Grant Applications</p> <ul style="list-style-type: none"> ● Review the rubric created 	Boe / Sohara / Neha

	<ul style="list-style-type: none"> Review one large grant: Feasibility study (if time permits, one mini grant - TedX) Will do the rest, next week 	
1:10-1:20	Subcommittees <ul style="list-style-type: none"> Assignment of members by tasks: google doc Formal Creation of Subcommittees and Responsibilities <i>Each will produce a deliverable + present a 5 min update at the end of the quarter to committee</i> 	Sohara
1:20-1:30	Final thoughts & adjourn <ul style="list-style-type: none"> Q&A with new members Reminder to add names to the Ex-officio member list 	Sohara & Neha

Project Criteria Overview More detail on website				
<u>Criteria 1:</u> <u>Sustainable Impact</u>	<u>Criteria 2:</u> <u>Leadership & Student Involvement</u>	<u>Criteria 3:</u> <u>Education, Outreach, & Behavior Change</u>	<u>Criteria 4:</u> <u>Feasibility & Accountability</u>	<u>Criteria 5:</u> <u>Budget</u>
Projects must improve the sustainability of UW's campus and/or operations. Encompasses social sustainability, environmental sustainability, biodiversity, environmental justice and equity.	Projects must demonstrate some substantial degree of student leadership or student involvement throughout the application and implementation process to be considered for funding. Projects initiated by students will be prioritized.	Projects must include educational and outreach components that help cultivate an aware and engaged campus community.	Applicants must demonstrate appropriate knowledge, timelines, skills, and guidance complete projects successfully. CSF encourages mentor or department support and line item in the budget for project management.	Project must demonstrate a well-researched and feasible budget that accomplishes tasks and appropriately compensates the involved team members along with a timeline to implement the budget

<https://csf.uw.edu/how-apply/funding-guidelines>

Non Allowable Uses:

- Funding cannot be used for time and labor expended by UW faculty working unless it is outside the scope of regular faculty duties.*
- Funding cannot be used for the purchase of gift cards or other forms of compensation to research subjects. While we encourage compensating research subjects for their time, this must come from another funding source.*

- *In general, funds cannot be used for food, drinks, or salable merchandise as part of project budgets. Some exceptions may be granted.*
- *Line-item requests for travel funding are not encouraged, but will be considered on a case by case basis.*
- *Funds shall not be used for research projects unless such projects include an actionable component.*

CSF Bylaws + Protocols

[Committee Bylaws](#)

[Robert's Rules of Order](#)

[Liberating Structures](#)

[CSF Committee Google Drive](#)

[2023-2024 Committee Documents](#)

[Orientation Folder](#)

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**](https://tinyurl.com/csf-workday)

[2023-2024 Proposal Deadlines & Timeline](#)

[CSF Resource Guide](#)

Minutes

Attendees: Tatiana Brown, Sohara Shachi, Emelyn Sung, Azaan Brown, Tava Kairaiuak, Julia Indivero, Mazzi Nowicki, Neha Chinwalla

- CSF visit to UW farm
 - Lots of interest
 - Two locations: Urban Horticulture Center + Mercer Court (near Agua Verde)
 - Potentially using the Friday meeting time for the site visit/tour
- Administrative updates
 - Program Director position → applications closed Jan 7
 - Hoping to offer interviews in the next two weeks
 - Three rounds of interviews
 - Hoping to hire by March and April
 - Tatiana and Boe meeting with SAF this afternoon (roundtable for introductions)
 - Budget for SAF is due Jan 29
 - Will look at participatory budget process at next meeting
 - Stipend schedules
 - Jan 25: fall stipend
- WOHESC
 - Tatiana did a mass registration
 - If you are going, you can register here:
<https://socialenterprisesinc.swoogo.com/wohesc2024/begin?code=PAID3>
 - And then send message to Tatiana once you've registered
 - Put in discount code PAID3
 - Poster presentation: Tuesday, March 5 at 2:30-3:00 pm
- Teach-in on February 8th @ the HUB 145, 3:30-6:30p (4-6p for event)
 - With UW Sustainability + Institutional Climate Action (ICA) decarbonization workgroup
- CSF Orientation
 - [Orientation materials](#)
 - [Resource guide](#)
- Intros
 - Sohara – second year MBA
 - Mazzi – undergrad studying sociology
 - Lauren – second year masters student in marine and environmental affairs
 - Sofia – first year undergrad studying environmental studies
 - Tava – fourth year ESRM undergrad
 - Neha - second year master of urban planning student
 - Emelyn (Emmy) – architectural studies undergrad student
 - Julia – fourth year PhD candidate in the school of aquatic and fisheries sciences
 - Azaan – fourth year undergrad student

- Boe – grant and program management staff member in CSF, junior studying comp sci and enviro studies
- Tatiana – associate director of CSF, third year in dual masters in public health and public admin
- Kort – outreach and education coordinator, fourth year undergrad in visual communications and environmental studies
- Instructions on how to evaluate projects
 - Use [rubric](#)
 - Non-voting members can still write comments/suggestions, just no grading the rubric
 - Graded “Feasibility study to develop a societal embedding framework for community-engaged, socially impactful engineering at the University of Washington”
- Subcommittee information/signup