

Campus Sustainability Fund
Committee Meeting Agenda & Minutes

Friday, January 26 | 12:00-1:30pm PDT, Location: [Zoom](#)
****Lauren cannot attend from 12-12:30p; Emmy cannot attend 1-1:30p**
Tatiana leaves at 1p

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

Agenda		
Time	Item	Facilitator
12-12:15	House keeping items <ul style="list-style-type: none"> ● Reflection on last meeting ● Congrats on your hard work! (excerpts from project teams) ● CSF Newsletter ● WOHESC Event Registration ● Paychecks dropped 1/25! 	Tatiana
12:15-1:00	<u>Participatory Budgeting Process</u> <ul style="list-style-type: none"> ● Quick little financial management lesson from Tatiana ● Review CSF Award Request to SAF for FY 2025 (July 1 2024 - June 30 2025). yuh ● Discuss allocations of funds based on our goals for the upcoming year as a committee and organization. ● Vote to formally approve budget <ul style="list-style-type: none"> ○ Simple show of hands 	Tatiana
1:00-1:20	Assign and Discuss Subcommittee Roles <u>Assigned Primary or Secondary Role</u>	Sohara
1:20-1:30	Final thoughts & adjourn <ul style="list-style-type: none"> ● Fix a date for the farm visit ● Reminder to add names to the <u>Ex-officio member list</u> 	Sohara

Excerpts from Teams:

Dear CSF Team,

Thank you for the positive news regarding our LOI for our KERATON 2024 project. We have carefully reviewed the steps and guidelines for completing the full proposal and are in the process of writing them.

I am writing to confirm that we have scheduled a Check-in meeting for February 13 at 11am and the full proposal presentation on February 16 at 12:45 pm. We are looking forward to discussing our application in detail and receiving further guidance.

Thank you once again for this opportunity and for your assistance throughout this process. We are committed to fulfilling all requirements and ensuring that our proposal meets the expectations and standards of the CSF Committee.

If there are any further questions or additional information required from us before the meeting, please feel free to let us know. Thank you and have a wonderful day!

*Best,
Jessica from ISAUW*

This is great news. Congratulations, Alanna!

*Best,
Jess (faculty support for Alanna's Investigating Rainwater project)*

Project Criteria Overview More detail on website				
Criteria 1: Sustainable Impact	Criteria 2: Leadership & Student Involvement	Criteria 3: Education, Outreach, & Behavior Change	Criteria 4: Feasibility & Accountability	Criteria 5: Budget
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: Sohara, Tatiana, Julia, Emmy, Tava, Mazzi, Sofia, Neha, Azaan

- Large grant groups will come to CSF meetings to present last two meetings
- CSF newsletter
- Paychecks were sent yesterday (1/25), let Tatiana know if you did not receive it
- WOHESC – please register
 - Regional conference on sustainability
 - In Bellingham, WA this year by Western Washington University
 - Tatiana, Kort, Boe in panel discussion
 - Poster presentation: Emmy, Lauren, Neha
 - On Just Transition Framework for CSF
 - Opportunity to meet people at other schools
 - Free for CSF committee members
 - [Check out program here](#)
- Participatory budgeting
 - Promoting participatory democracy
 - Letting committee members decide how funds are allocated
 - FY = Fiscal Year
 - Signifies cycle that UW works on for operating
 - Starts July 1 - ends June 30
 - We are currently halfway through FY24
 - Based on “actuals,” we formulate “estimates” to take requests on
- Categories for budgets
 - Revenues
 - Expenses
 - Salaries and wages
 - operations
 - personnel cost (salary and benefits)
 - conferences
 - development
 - Supplies
 - Marketing
 - Mini-Grant
 - Regular, Resilience Seed, Revolving
 - Main
 - STF
 - only things we need to focus on is technological, other than that we have complete discretion over how to use money funded to us
 - Reserves
 - emergency fund

- goal is to get down from 450k to 230k (1 year of operations cost and grant cycle) by the end of school year 2025
 - having a large reserve can put make it hard to ask for more money
 - need to have to sustain in case of emergency
 - doesn't support personnel costs and key programming
- Main Priority Areas for this year
 - 3 top:
 - Affirm role on campus with Just Transition campaign
 - Continuing/recurring project grants - not revolving, don't make money back (for smaller projects so they don't have to reapply each year)
 - Currently, only Q Center menstruation station
 - Project showcase for earth day
 - Haven't done anything for Earth day in a couple years, there is Earth day fair in the HUB but we don't do much with that, but will plan something for this year
 - Campaign (teach-in, media outreach, ending in special grant cycle)
 - Build capacity for
 - Continuing/recurring project grants
 - More education and outreach - In the past have worked and partnered with some other groups, not a ton
 - Specific grant cycle themes
 - Will see if we want just the theme (mini-grants stay open) or focus on theme but also still open
 - Maintain
 - Mini-grants
 - general grants
 - Zine
- Total Final Approved Budget
 - FY25 Request Budget \$286,000 (40.51%)
 - Marketing 5,000 (0.71%) - 10,000?
 - Mini-grant 50,000 (7.08%)
 - Main 90,000 (12.75)
 - STF 200,000 (28.3%)
- Committee stipends
 - Committee Member stipend increase by 3% for inflation minimum
 - Currently amount at \$18,375.20 (8 people instead of 7)
 - Any extra money will not be coming from Reserve
- Budgets to change
 - Marketing most likely should not exceed \$20,000
 - Mini-grants should probably not exceed \$60,000
 - Not going to increase Mini-grants at all, keeping at \$50,000 - have not had a problem in the past with not being able to fund it all

- If we have a special cycle that is thematic, could use reserve money
- Want to increase marketing budget to \$15,000
 - Have something like office hours to tell people how to apply
- Committee stipends
 - certain people may want more commitment with increased pay alongside that but others would like to stay general, so having something like specifically oriented towards campaigning would be helpful
 - There needs to be flexibility
 - 3% for inflation is supported, it may be hard to increase more because of campus politics
 - 2 hrs/week with current stipend, increase stipend if more hours are available - 1 hour more a week? Half the committee wants an extra hour? Have the option to put in more hours for more time
- Going over subcommittee roles + confirming
 - Primaries will be presenting quickly at the end of the quarter about their committees
 - Maybe group outing to UW Farm during a meeting time