

Campus Sustainability Fund

Committee Meeting Agenda & Minutes

Friday, 10th May 2024 | 2:30-4:00 pm PDT, Location: [Zoom](#)

<https://washington.zoom.us/j/5100844374> **MEET HERE**

Agenda		
Time	Item	Facilitator
2:30 - 3:00	Welcome! <ul style="list-style-type: none">● Assign scribe for today● Somali night Q/A● Next meeting in person● Chair election discussion<ul style="list-style-type: none">○ Potential bylaw change (currently chair elected in spring and vice chair in fall)○ Responsibilities across committee roles	Sohara
3:00-3:40	Mini-Grants review <ul style="list-style-type: none">● Review the following 4 grants:<ol style="list-style-type: none">1. The Climbing Club at UW's Scholarship Program2. Sustainability Summit 20243. Brockman Memorial Tree Tour Maintenance4. Analysis of Soil Health and Nutrient Content in Crops Grown on the UW Farm <p>Link to rubric</p> <p>Voting form</p>	Boe/Sohara
3:40-3:55	Subcommittees <ul style="list-style-type: none">● Updates from each committee	Tatiana
3:55-4:00	Final thoughts & adjourn	Sohara

[Potential suggestions for committee roles](#)

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>**

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

[CSF Resource Guide](#)

Minutes

Attendees: Sohara, Sofia, Mazzi, Julia, Lauren, Tatiana, Boe, Danny, Azaan, Tava, Neha

- I. Welcome
 - A. Question by Somali Night Team; Reallocating funds, and need to go through the formal process. Cannot approve funds til understanding where, why, and how much.
- II. Next Meeting in Person
- III. Chair Election Discussion
 - A. Discussion on the future of leadership for CSF
 - B. Per bylaws, chair is appointed before we move into summer
 1. Vice chair is appointed in the fall, give leadership opportunity to oncoming members (varies every year based on how many new people and how many are graduating)
 2. Sohara and Neha are terminated on graduation because of UW policies – can't continue in the summer
 3. Does it make sense for the chair to be nominated now and vice chair in spring?
 - a) Julia: makes sense for chair and vice chair to start in the summer
 - (1) Lauren agrees – getting sooner earlier in the fall time, doing more planning in the summer
 - (2) Sofia agrees – hard for a new member to be vice chair
 - b) Hours are the same in the summer as in during the year (50 hours)
 - (1) Summer hours are different
 - (2) We have interim committee
 - C. Current bylaws don't have a lot of specificity of the role of chair, vice chair, and committee members
 - D. Have to have elections before spring ends
 1. Have chair and vice chair elections
 2. Carving out responsibilities before the election so people know what they're responsible for
 - a) Request to send out list of current responsibilities
 - (1) [See in bylaws](#)
 3. "I know for one of the other committees for U-PASS SAB, they listed responsibilities and then had a slide for the responsibilities and how

they're utilized in a meeting or in "practice" so people know what to do mentally and translate that to something that they can create tangibly...if that makes sense tldr; slide for responsibilities of both roles and then slides for how they're seen in practice" -Azaan

- E. Makes sense to stick to chair and vice chair for committee leadership
- F. The UPASS committee pays vice chair the same as committee members
- G. Conversation around pay is more about the role of the vice chair
- H. The chair role as the "face of the CSF" is from before there was CSF staff
- I. Vice chair can have more of an oversight role over the subcommittee so it is not just notetaking, but the leadership component. The chair can be more like the face of the organization
 - 1. Chair can be more of external leadership, vice chair can be more internal
- J. Mazzi: likes the idea of increasing responsibilities of vice chair
- K. If to keep the vice chair responsibilities as is (meeting notes) lower the pay
- L. Chair hourly wage is \$30/hr (\$1500/50). Vice chair is \$32.66 (\$980/30 hours). Regular committee is \$22 (\$440/20 hours)
 - 1. Suggestion to make hourly rate the same between chair and vice chair
- M. Committee members staying next year: Julia, Mazzi, Sofia, Emmy (if leadership position)
- N. Putting some language in the committee description about expectations
 - 1. UPASS: will not receive pay if not at $\frac{2}{3}$ meetings
- O. Recruiting new members next fall
 - 1. Delays the start of committee meetings
 - 2. Hoping to be fully formed by end of October
- IV. Mini grants
 - A. The Climbing Club at UW's Scholarship Program
 - 1. 20 scholarships through compensating unit cost of gear
 - 2. Expanding inventory of lending program
 - 3. Question about incomplete sections of a grant – are we supposed to still review the grant?
 - a) Boe: make decision today and send follow-up email to them
 - 4. Membership fee is a barrier for people joining the club
 - 5. They already have a scholarship program
 - a) Have to be a member first (up to \$50) before they can apply for the scholarship
 - (1) Membership fees fund the scholarship

- b) This scholarship would change that → offers them a new fund for scholarships

B. Sustainability Summit 2024

1. They are asking for \$3000, \$1210 is for meals (which we cannot fund)
2. Ballroom is more expensive than what they say
3. They've asked for funding in the past for a video
4. Summit was discontinued in 2014 – wondering why they want to bring it back
5. “The summit will consist of presentations, panel discussions, and networking opportunities focused on various aspects of sustainability, including energy efficiency, carbon emissions reduction, and sustainable building practices. Speakers will include UW leaders, RSO leaders, industry professionals, and sustainability experts.”
6. Two RSOs leading this, not affiliated with CSF
 - a) Sounds like it's affiliated with UW Sustainability, but it's not
 - b) More of a narrow focus of sustainability than what CSF supports
 - (1) Others not concerned about this
 - (2) Nam could be misleading, something more specific
7. washPIRG held a similar event
 - a) Concern about them not actually connecting to RSOs
 - (1) Boe sent all CSFs RSO contact info, not sure if they connected
8. They called us the climate sustainability fund, called us a stakeholder
9. Concerns about feasibility and capacity
10. Funded sustainability action network in 2018
11. Throwing CSF and UWS around like we are partners
12. Not the best organization
13. Event is in November

C. Brockman Memorial Tree Tour Maintenance

1. Maintenance costs for new signs
2. Tree tours
 - a) Prescheduled or set up a custom tree tour
 - b) Free
3. No red flags in budget

4. Julia: no concerns
 - a) Mazzi, Sohara, and Lauren agree
 5. Sofia: concern about it led by an administrator but still very straightforward
 - a) Secondary contact is a student
 6. Boe says they work well with students
- D. Analysis of Soil Health and Nutrient Content in Crops Grown on the UW Farm
1. Yard signs and student stipends
 - a) \$20/hour for students
 - b) Would have to do increase for \$20.06/hour (new minimum wage) → extra \$12
 - (1) \$4,143.96 is the new budget
 2. Analyzing soil health on UW farm
 3. Concern about it funding their direct thesis work
 4. Concern about rate for graduate student
 - a) Unsure about how much they need to be paid
 5. Sofia: concern about how it will impact broader community
 - a) Sohara: building capacity of farm system, making farm more sustainable and increasing nutrient density of what is grown
 - b) Julia: suggesting more outreach efforts about their work