# Campus Sustainability Fund

Committee Meeting Agenda & Minutes

Monday, October 28, 2023 | 12:00-1:30pm PDT, Location: **Zoom**

**Join Virtual Meeting (2024-2025)**

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

| Agenda | | |
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| **Time** | **Item** | **Facilitator** |
| 12:30-12:50 | **Welcome everyone!**<br>● **Introductions**<br>　○ **Welcome <u>Noami, Maya, Elias, Clara, Jessica, and our GPSS member!</u>**<br>　○ **Introduce administration, leadership, and committee members**<br>　　■ Talk about roles of administration/leadership + committee roles (voting and ex-officio)<br>● **Recap from summer**<br>　○ Bylaw changes<br>　○ Hiring Maddy (new Associate Program Director) | Mazzi/Sofia |
| 12:50-12:55 | ● **Explain grant cycle**<br>　○ LOIs due: 11/15/2024<br>　○ LOIs decisions: week of 12/2/2024<br>　○ Full Proposals due: 1/17/25<br>　○ Mini-grants: rolling | Tatiana |
| 12:55-1:05 | **Subcommittees**<br>● **Past subcommittees** (events, outreach, extra funding)<br>　○ What are people excited about?<br>● **Other subcommittee ideas**<br>● **Start brainstorming what subcommittee you'd like to be on! (or if you have other ideas, we would love to hear them!)** | Mazzi (Kort/Boe) |
| 1:05-1:10 | **Orientation Package (new members)**<br>● **What should we add?**<br>● **What would you have liked?** | Danny |
| 1:10-1:40 | ● **In-depth scoring guidelines/practice scoring**<br>　○ Bird friendly campus<br>● **Any other orientation questions** | Sofia/Mazzi |
| 1:40-2:00 | **Next steps**<br>● **Retreat information**<br>● **Next meetings**<br>● **Questions?**<br>**Final thoughts & adjourn** | Sofia |

| Project Criteria Overview<br>[More detail on website](#) | | | | |
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| **Criteria 1:<br>Sustainable Impact** | **Criteria 2:<br>Leadership &<br>Student<br>Involvement** | **Criteria 3:<br>Education,<br>Outreach, &<br>Behavior Change** | **Criteria 4:<br>Feasibility &<br>Accountability** | **Criteria 5:<br>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](#)**

**CSF Committee Google Drive**

*How to evaluate projects*
CSF Project Criteria
Reference Sheets
Evaluation Rubric Example (go to Rubric Template tab)

*Current projects + timeline*

# Minutes

**Start time**: 12:30pm
**End time**: 1:51pm
In attendance: *Boe Zhou, Mazzi Nowicki, Sofia Berkowitz, Jessica Liu, Maddy Laoprasert, Tatiana Brown, Naomi Kuria, Danny Arguetty, Elias, Kort*

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| 12:30-12:50 | **Welcome everyone!**<br>● **Introductions**<br>    ○ Everyone in attendance introduced their name, major, position, year, and what plant they would be!<br>    ○ Welcome to members who aren't here currently<br>● **Recap from summer**<br>    ○ Introduction of roles<br>    ○ Non-voting members vs voting members. 8 voting committee members, 1 non-voting committee members (ASUW Board of director for Campus Partnership)<br>    ○ Maddy was hired and the by-laws changed! By-laws were read during orientation. |
| 12:50-12:55 | ● **Starting at this time is normal, but wanted to make sure we could meet before our first grant cycle. Two big arms of our programming. One side is education, resource guide & teach-ins. Another arm is grant making (since 2011). Expansions of our accessibility and what we can fund.**<br>● **Large responsibility of the committee is HOW funding is allocated.**<br>    ○ All funds that go to student projects, committee members vote to WHAT IS FUNDED.<br>    ○ Large grants: over $5000+, average funding is $30,000<br>    ○ Mini grants: under $5000, shorter timeline usually.<br>    ○ Collaborative seed grant in spring; cultivating connection among our communities.<br>● LOI is the first step for projects, Boe exists in part to help these groups to be supported during LOI and the full proposal process.<br>● Its important for us to know our criteria so we can give feedback on the LOIs.<br>● Website has been redone- hopefully to make projects to make more accessible.<br>● **Explain grant cycle**<br>    ○ Opened for mini and large 10/1/24. Will go through the first batch of LOIs next meeting after retreat.<br>    ○ LOIs due: 11/15/2024<br>    ○ LOIs decisions: week of 12/2/2024<br>    ○ Full Proposals due: 1/17/25<br>    ○ Mini-grants: rolling<br>● Opened for questions- no questions.<br>● Thought; Strive to make ourselves a resource for initiatives across campus. History is in the student-funded grassroots movement. We focus on how to get |

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| | strategic funding. Trying to fund things that will push general progress forward. There is a balance in grant making- submitting |
| 12:55-1:05 | **Subcommittees**<br><br>● **Past subcommittees**<br>　○ What are people excited about?<br>　○ In past subcommittees used to be super engaged,<br>　○ Subcommittee on how to increase funding on CSF and increasing Sustainability action network collaboration, Events broadly.<br>　○ Seeing what programming we do and reflecting on strengths and what excites you. Very dynamic- examples show what could<br>　○ Think about what you enjoy and what can be incorporated into subcommittees.<br>　○ Kort does qualitative<br>● **Other subcommittee ideas**<br>● **Start brainstorming what subcommittee you'd like to be on! (or if you have other ideas, we would love to hear them!)**<br>● **Also talked about Subcommittee check-ins and committee check-ins** |
| 1:05-1:10 | **Orientation Package (new members)**<br><br>- **Danny asking for feedback on content, any bugs. Can feel free to email if not here**<br>- Jessica thought it was straight forward and it gave a lot of background<br>- Naomi agrees, has a question- What are we voting on?<br>　- Sofia clarifies that we vote on the three different types of grants. Should be made more clear.<br>　- Tatiana votes on by-laws (2/3rd majority). Everything else is general conservation, not official voting. Committee is a governance body and guidance.<br>- Sofia mentions that in future hoping to change to hybrid meetings.<br>CSF hired team leaves to continue at conference! |
| 1:10-1:40 | ● **In-depth scoring guidelines/practice scoring**<br>　○ Bird friendly campus in depth scoring, reviewed all criteria and went through scoring a letter of intent/ viewing budgets.<br>　　■ [What we used for practice scoring](#)<br>● **Any other orientation questions** |
| 1:40-2:00 | **Next steps**<br><br>● **Retreat information**<br>　○ Gotten replies from everyone about the retreat. Technically from 10-2pm. Breakfast not provided but we will have snacks! Please make sure to email us if you need a reply. No questions were asked.<br>● **Next meetings**<br>　○ Hour and a half meeting every two weeks- time changes each quarter.<br>　○ Please keep time reserved. |

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|  | ○   Reading through LOIs/ proposals take 45 minutes to an hour usually!<br>●  **Questions?**<br>    ○   Your role is as a liaison - we have representatives to be connected and have relationships to the group you are from. Bi directional flow of information.<br>**Final thoughts & adjourn** |