Date: November 30, 2023
Time: 12 -1:30pm

Format (virtual/in-person): Virtual

Attendees

* *Sohara Mehroze Shachi*
* *Tatiana Brown*
* *Julia Indivero*
* *Azaan Brown*
* *Tava Kairaiuak*
* *Neha Chinwalla*
* *Emelyn Sung*
* *Lauren Cortez French*
* *Boe Zhou*
* *Danyal Lotfi*
1. Introductions (all attendees)
2. Bylaw Updates (Tatiana):
* Interim committee serving until now
* Updates to Bylaws to reflect committee composition – passed unanimously by interim committee
	+ 3 primary changes: (1) Redefined the simple majority as 5-3; (2) 8 voting members, increased from 7; (3) Clearly defining term limits
1. ASUW (Azaan):
* 8 applicants thus far – currently in interview process and will notify the 2 chosen applicants soon
1. Grant updates (Boe):
* Grant proposal process opened, first batch will be reviewed in winter quarter (both large grants and mini grants)
1. Staff changes (Tatiana):
* New staff in Sustainability office – new staff member working on sustainability-related policy and new staff member on engagement
* Position is now open for CSF Program Director, who will be leading our team – Tatiana asked us to share with our networks
* Tatiana will be working with HR to ensure committee members’ Workday accounts will be connected to Tatiana’s
1. WOHESC (Tatiana):
* We applied for two presentation opportunities and were accepted for both – poster presentation and participation on a panel
* Tatiana asked who would like to attend and that we should have enough conference funding in our budget for multiple people (attending with CSF will cover transportation (train tickets), housing, registration, and a food stipend)
1. Stipends & New Potential Tasks for CSF Members (Tatiana & Sohara):
* Since we’ve gotten a late start, we’ve missed about 20 hours of this quarter’s commitments. Our options are making up those 20 hours in the spring (through various tasks discussed brainstormed in this [google doc](https://docs.google.com/document/d/1yEin9DJ6BdjXJ2bDHsiqsA1fYCkGRAq0GIhZJcZmZFo/edit) and subcommittee meetings)
* Discussed Climate Justice x Decarbonization Teach In and opportunities for participating in the planning, researching and developing content
* Another opportunity is participating in planning and strategizing for STF Funding
1. Vice Chair Elections (Sohara)
* Sohara overviewed the role and responsibilities of Vice Chair and opened the floor to open nominations
* One nomination was confirmed – Neha Chinwalla
* Neha accepted her nomination and gave a speech to the group
* Voting opened via [Google Form](https://docs.google.com/forms/d/1aOFQzXR-WbJrhI4zEoKDAMSmpDRCRYeDLnUCL5ifueA/edit#responses) and Neha was confirmed as Vice Chair

 9. Orientation Packet Discussion (Sohara & group)

* Azaan: a how-to would be great for ASUW representatives
* Julia: overview on how to review and approve grants, as well as the timeline, would be beneficial
* Lauren: overview of committee and staff members, what each of them do. If you need something (question about grants) who do you go to? Responsibilities of all team members. Having a hierarchy tree showing where sustainability is within the university. How we are connected to sustainability. Helps when explaining CSF
	+ Tatiana followed up by explaining overview of where CSF is located within UW (facilities)
* Emmy: overview of Robert’s Rules would be helpful for new members
* Friendly competition: Kahoot about CSF info
* Fake project to vote on: simulation, walk you through the process
* Fun intriguing PowerPoint presentation
* Recap of all our activities last year

 10. Other discussion:

* Tatiana asked Tava about where we see potential opportunities for more collaboration between UW and CSF
* Next meeting - week of Jan 8; send schedules to Neha and Sohara
* Meeting virtually vs. in-person – try to find what would work best by doing 2 different When2Meets (what would work if meeting was in-person vs. virtual)
* Before next meeting – fill out form about what we each want to do as our extra task
* Sohara: [Ex-officio member list](https://docs.google.com/spreadsheets/d/1VJr9zr1b2BQX-VjHK8wWGnRLhd_fEiyi6myQ944kUB4/edit#gid=0) – we can add our names if we know of people of UW who might be interested
* Boe: next meeting will be a voting meeting since applications for grants will be submitted by then – will need to have new member orientation packets distributed by then