

# Campus Sustainability Fund

## Committee Meeting Agenda & Minutes

11/8/2013 -11:30 am to 12:30 pm – Gerberding 26

Agenda		
Time	Item	Presenter
11:30 AM	Introductions	Committee
11:51 AM	Pass out bylaws	Graham
11:51 AM	Review bylaw pages 1& 2 <ul style="list-style-type: none"><li>• Committee member duties</li><li>• Committee chair &amp; vice chair duties</li></ul> Consider nominations for chair & vice chair...	Graham
12:00 PM	Determine due dates for Fall LOIs and Final Proposals <ul style="list-style-type: none"><li>• Review 2012-2013 benchmarks</li><li>• Vote</li></ul>	Graham
12:15 PM	Chair & Vice Chair nominations & elections	Committee
12:30 PM	Burning questions, establish to-do's for next meeting agenda, adjourn.	Graham

### MINUTES

**Individuals Present:** Graham Golbuff, An Huynh, Sean Kennedy, Teos Bisbee, Elizabeth Lindner, Alissa Ramberg, Kayla Schick, Chris Clark, Natalie Gray, Patrick Bridegam, Jan Whittington.

**Missing:** Claudia Frere, Aubrey Batchelor, Lyndsey Cameron, Jim Angelosante, Erin Sofinowski

### **Introductions:**

Members present introduced themselves

Staff:

- Graham Golbuff, CSF Coordinator & Landscape Arch grad student. Serves as primary committee support, interfacing with approved projects, and any catch alls.
- An Huynh, CSF Outreach Coordinator & CEP undergrad. Serves as primary point for getting the word out about the CSF.

- Sean Kennedy, Financial Administrator for CSF. Helps facilitate the budget of the fund and transfer \$\$ to projects.
- Jan Whittington, Urban Design & Planning faculty and ex-officio advisor to the CSF Committee.
- Patrick Bridegam, CSF Practicum Coordinator. Coordinates & teaches first ever CSF practicum course. Past committee member & Public Administration & Forestry grad student.

Committee:

- Teos Bisbee, Oceanography undergrad and 2<sup>nd</sup> year committee member. ASUW Board of Directors appointee.
- Elizabeth Lindner, Public Administration grad and 2<sup>nd</sup> year committee member. Environmental Stewardship Committee (ESC) appointee.
- Allisa Ramberg, Political Science undergrad and 1<sup>st</sup> year committee member. ASUW Senate appointee.
- Kayla Schick, Public Administration grad and 1<sup>st</sup> year committee member. GPSS appointee.
- Chris Clark, Public Administration grad and 1<sup>st</sup> year committee member. GPSS appointee.
- Natalie Gray, Civil & Environmental Engineering undergrad and 1<sup>st</sup> year committee member. ASUW Board of Directors Appointee.

Introduction of Erin Sofinowski by Graham and notification to committee of his upcoming meeting with her and An to discuss getting her involved in the committee as much as possible despite scheduling conflicts for Fall Quarter 2013.

**Bylaw Review:**

- Elizabeth brought up bylaw edits / errors. Suggestion to attack at a longer meeting time or retreat.
- Kayla asked about most recent edits. Graham & An highlighted sections 3.7 (final bullet point) re: feasibility studies and Section 3.8 re: Small Projects Processes.
- Alissa asked a question about governance processes. Robert's Rules of Order were suggested and are followed here, but the CSF doesn't follow quite as strict a policy/format as ASUW Senate.
- No questions about committee member duties or Chair / Vice Chair duties. Allowed time to contemplate nominations of selves and others on board.

**First Round of Funding LOI & Final Proposal Due Dates:**

- 2012-2013 benchmarks reviewed: Nov 9 for LOIs, Jan 11 for Final Proposals, Feb 11 for award notification.
- Much discussion on pros & cons of various dates, especially as they related to school breaks and committee members ability to review proposals in tandem with other responsibilities. Also history on anticipated # of LOIs committee will receive.

- **MOTION:** First Round of Funding for 2013-2014 LOIs Due Date: Monday December 2<sup>nd</sup>, 2013.
  - **PASSES UNANIMOUSLY**
- **MOTION:** First Round of Funding for 2013-2014 Final Proposals Due Date: Friday January 24<sup>th</sup>, 2014.
  - **PASSES UNANIMOUSLY**

### **Officer Nominations & Elections**

- Elizabeth nominated herself for Chair. Cited previous committee experience & previous work with the Dept. of Interior.
- Teos nominated herself for Vice Chair. Cited notetaking expertise & past committee work.
- Natalie nominated herself for Vice Chair. Cited notetaking expertise & committee experience, but also acknowledged her newness to this committee in particular.
- Jan suggested the possibility of a secret vote.
- Patrick encouraged the committee to embrace conflict, which the previous year's committee lacked.
- **MOTION:** Elect Elizabeth Lindner as 2013-2014 CSF Committee Chair
  - **PASSES UNANIMOUSLY**
- **MOTION:** Elect Teos Bisbee as 2013-2014 CSF Committee Vice Chair
  - **PASSES UNANIMOUSLY**

### **Final Business**

- Jan suggested the possible formation of any sub-committee(s) the committee could think of
  - Sean explained the need for a budget sub-committee so that the committee had greater oversight of budget details & specifics, and to make management decisions more democratic (ie not just Graham & Sean alone).
    - Kayla, Alissa & Elizabeth all volunteered to be a part of the committee.
- **MOTION:** Create a budget oversight sub-committee with Kayla, Alissa & Elizabeth as members.
  - Discussion to be open to other committee members at any time should they be interested in plugging in.
  - **PASSES UNANIMOUSLY**
- Alissa suggested for committee members to review the bylaws and bring any edits to future committee meetings before LOIs arrive, and that a review/editing of bylaws be added to an upcoming committee meeting agenda.
- Elizabeth suggested that the coordinator send the budget to the budget sub-committee before the next meeting.

-----MEETING ADJOURNED.-----