

Campus Sustainability Fund Committee Meeting Minutes

June 1, 2015 – 4:30 to 5:30 PM – HUB 307

Attendees
CSF Committee: Graham Golbuff, An Huynh, Kayla Schick, Colin Butler, Carolyn Hartman, Natalie Gray, Connor Birkeland
Absent: Erin Sofinowski
Guests: Claudia Frere, Molly Parkan, Lyndsey Cameron

Agenda		
Time	Item	Presenter
1 min	Approve 5/26/15 Minutes and 6/1/15 Agenda	Committee
20 min	Review and Vote on Bylaws and Suggested Language	Committee
30 min	Discuss Accomplishments: 2014-2015 “ Year in Review ”	Committee
2 min	Update on Committee Re-Appointments	Kayla
5 min	Plan for Interim Advisory Committee	Graham
2 min	Wrap up and Adjourn <ul style="list-style-type: none"> • Add your contact info! • One last social activity! 	Kayla

Meeting Summary: On June 1st, 2015, the UW Campus Sustainability Fund hosted its last meeting of the 2014-2015 academic year. The committee approved its additions to the CSF bylaws, reviewed its accomplishments, and prepared a list of goals for the upcoming committee.

– COMMENCE MEETING –

Motion: Approve 5/26/15 Minutes – APPROVED

Motion: Approve 6/01/15 Agenda – APPROVED

Review and Vote on [Bylaw Edits](#) and Suggested Language – Committee

- Number of ex-officio members
- Intern position
- Contingency
- Actionable components
- Annual Evaluation Process

Motion: Approve all Bylaw edits on Google Doc – APPROVED

Discuss Accomplishments! 2014-2015 [“Year in Review”](#) – Committee

- **Projects**
 - 13 projects sponsored in funding cycles!
 - 4 small projects financed!
 - 17 total projects funded– the most in a single year!
- **Events**
 - Dawg Daze Tabling
 - Freshman Interest Group presentations
 - Brainstorming Workshop
 - Class Presentation
 - Board of Regents Meeting
 - Restoration Work Parties
 - Bike Tours
- **Relationships and Partnerships**
 - Connections with and between Projects
 - College of the Environment \$4,000 Dean/Senior Gift
 - Seattle City Light
 - UW Farm Greenhouse Project
 - Environmental Stewardship Committee
 - Carlson Center
 - New Academic Departments Involved – Business, Astronomy, etc.
 - Developing Startups – IUNU, HydraPower
 - Grant Writing Practicum
 - Student Activities Fee
- **New Positions**
 - 2 Assistant Positions – Development & Creative
 - ~4 Carlson Center Positions – Database, Outreach, Evaluation, Green Fund Benchmarking

- **Subcommittees &**
 - Strategic Planning and Visioning – Roel Hammerschlag & ESC Project Planning, Jan Whittington & Large Projects Fund, 5-year plan for CSF
 - Financial Growth – Returns on Investment, Capital Campaign, Outreach, Diversification of Funding Sources
 - Budget – Contingency, SAF Request, Budget History
- **Process Improvements**
 - 11 Newsletters Sent
 - Scoring Rubric for Project Discussions
 - Pre-proposal Coaching / Project Quality Control
 - Public Office Hours, Suzzallo Cafe
 - Committee Member Project Adoption
 - Streamlining Proposals at the Capital Projects Office
 - Beginning of the Year Organized Retreat
 - Committee Code of Conduct
 - Better Use of Online Polling (Doodle, When2Meet, Google Survey)
- **Other Accomplishments**
 - Permanent Investments
 - Way-finding Project
 - Observed Student Leadership from Previous CSF Project Leads
 - CSF Applied for Grant!
 - Tile Project generated by committee to celebrate Biodiesel Coop
- **Looking Forward: Recommended Goals for 2015-2016 Committee**
 - Determine the legitimacy of a contingency fund.
 - Create a return on investment (ROI) system!
 - Develop project metrics!
 - Finish defining “large projects,” and fund one!
 - Continue to be good campus partners for all departments.
 - Craft separate budget for small projects.
 - Explore new bylaws for set project timelines and accountability.
 - Generate efficient premature-project-closure processes.
 - Capital campaign with UW Foundation
 - Frame 5-Year future plan!

Update on Committee Re-Appointments – Kayla

- Colin and Carolyn: Contact your appointing bodies to serve next year!
- Natalie and Erin completed appointments, may serve as mentors to new group.

Plan for Interim Advisory Committee – Graham

- We are all available to meet with Graham and Molly at least once a month this summer! Wait for email notice.

Motion: Adjourn meeting – APPROVED

– ADJOURN MEETING –