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| **GFC MINUTES** |
|  | **September 14, 2018**  |  |
|  | **10-11:30**  |  |
|  | **PAC 4C**  |  |
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| **Chair(s):** Francesca Butler  | **Present:** Chris Ryan, Dathan Powell, Megan Styles, Jessica Miller, Caleb Froidcoeur, Haley Simpson, Nick Edwards, Chuck Coderko, Brian Beckerman, Marissa Jones, Lee Crank, Gregg Miller, Francesca Butler  |
| **Secretary:** Lee Crank  | **Absent:** Grant Luckhart  |
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| **Agenda Item:** Introductions & Election of Positions | **Presenter:** Fran  |
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| **Discussions:** |
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| **Conclusions:** |
| * **Chair/Co Chairs:** Francesca Butler & Gregg Miller
* **Secretary:** Lee Crank
* **Parliamentarian:** Caleb Froidcoeur
* **Treasurer:** Nick Edwards
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| **Agenda Item:** Budget Update | **Presenter:** Chris Ryan |
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| **Discussions:** |
| * Chris wanted to note that a lot of people “matched” the cost of our projects, so this is something to think about for future projects.
	1. Some of these happened behind the scenes, but we should keep negotiating this and moving these ideas forward
* Fee is charged to fulltime students only
* DREAM BIG- find sponsors and other supporters to help manage the budgets
* Fran suggested to send thank you’s to the departments for their contributions
* Chuck suggested to send it directly to the Chancellor to recognize their efforts
	1. A single letter that addressed everyone in the multiple departments on our committee letter head
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| **Conclusions:** |
| * 36 students in Fall and 18 students in spring waived the fee last fiscal year
* Estimated $17,300 to spend in 2017-2018 🡪 actually spent $15,000
* Still need budget for green parking spaces from Brian.
* Chris estimates about $20,000 to allocate to projects (after payment of student workers~ $7,000)
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| **Action items:** | **Person Responsible:** |
| * Letter Head
 |  Haley  |
| * Write up thank-you’s
* Research who contributed to projects
 |  Fran Caleb & Marissa  |
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| **Agenda Item:** Submission Timeline for Proposal  | **Presenter:** Fran  |
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| **Discussions:** |
| * Student submits LOI through the websites link, LOI is then edited
* Nick asked if someone skipped submitting a LOI and submitted a full proposal if we would disregard it.
	1. No, would be asked to submit a LOI even after to review the details of the idea
* Caleb brought up the idea of “rolling” LOI” and how we could benefit from getting project ideas all the time
	1. Fran suggested this could cause confusion
* Gregg asked if we would be rushed reading LOIs on October 12th.
	1. They won’t appear on the agenda until October 26th
* Megan is using her ENS 251 as guinea pigs and will be also submitting proposals that are due a week before the 12th.
* Fran suggested tabling in the STU.
	1. Chris suggested tabling during 12 o’clock hour and 4-6for commuter students.
	2. Marissa will work on requesting space and setting up
* Haley suggested a banner and working social media. Haley volunteered to set it up through Web Services.
	1. Start with Facebook for social media (good for creating events and reaching wide groups of people)
	2. Banner hanging from October 5th-12th- Haley will request this space
* Gregg suggested posting in campus announcements
	1. We have nothing to lose- so let’s go for it!
	2. Dathan or Megan have access and can post these for us
* Chuck suggested having the “unapproved” proposals in a folder so people can see what didn’t get approved
	1. Fran likes this because it can get outsiders involved that can take full responsibility on the project
	2. Megan said they can only see that now through the meeting minutes, but Caleb is working on the website and could add a tab with these in “Projects in need of TLC”
	3. Gregg suggested getting the authors permission to publicly post the LOI
	4. Fran suggested having a box on the form asking if they would give the authorization to publicize the LOI
	5. Could template the LOI so it is more vague
		1. **Committee voted to table this topic until the next meeting**
* Full Proposal Procedure Discussions
	1. Megan suggested letting it go one more year (with the small changes) and use her students to give it one more test then send a survey at the end of the year to the authors, requesting feedback
		1. Changes- Include questions “if students need any additional help? If students authorize making LOI public”
* Application Process Feedback
	1. Nick said it was straight forward, and though the resume was NOT required. He thought this might be daunting with thinking they don’t have “enough” on there.
		1. We can discuss this more when we talk about application process in Spring 2019
		2. Jessica said that doing all 3 (essay, cover letter, resume) says that you want to be on this committee
		3. Could include the encouragement if a lack of extracurricular can list applicant’s strengths and skills
		4. Caleb voiced having a rolling deadline for applications as well
			1. This could allow invites of interested members to sit in meetings as public member to get familiarized
	2. Haley said doing away with the essay is good since they already submit a cover letter
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| **Conclusions:** |
| * LOI due: October 12th
* Committee Review of Letter of Intent: October 26th
* Full Proposal due: November 16th
* Committee Review of Full Proposal: November 30th
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| **Action items:** | **Person Responsible:** |
| * Request Facebook Page
 | Megan  |
| * Request banner space
* Request tabling space
* Create LOI flyer for tabling/ campus announcement
 |  Haley Marissa Fran  |
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| **Agenda Item:** Green Parking Space Update | **Presenter:** Caleb  |
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| **Discussions:** |
| * Last semester we implemented 12 “green” parking spaces
* Union spaces don’t have the “car-pool” option listed so we should begin enforcement here and implement in other parking space
	1. JJC have a decal displayed in back window that applied to be a registered fuel efficient vehicle 🡪 police run it against the list of eco-vehicles then enforces accordingly (parking ticket $25 or warning)
	2. There are stickers on signs that link to the green vehicle application form (which is free)
	3. Fran asked if he talked to the UIS Police- Caleb voiced it would be easy for them to implement
* Fran asked if this needs a new LOI or could be be managing an old proposal
	1. YES- allows a designated author to conduct research and work through formulating the application process and decal process
* Chuck said there is no law that prohibits non-eco vehicles there and the application would need to go through parking services. Also suggested how tickets would be written for this and to what UIS policy this would relate to and making the list public so people can easily check the efficiency of their vehicle.
* Chuck voiced he has received complaints from those that cant park in these spaces
	1. These are meant to incentivize more environmentally friendly decisions
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| **Conclusions:** |
| * Need a new LOI for enforcement and decals of green spaces
* Need to find policy about non-approved vehicle parking somewhere, if there is none, will need to create one
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| **Action items:** | **Person Responsible:** |
| * Parking policy research
 | Caleb |
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| **Agenda Item:** Advertisement & Outreach | **Presenter:** Fran  |
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| **Discussions:** |
| * Fran suggest a comfort color pocket tee, same logo and banner.
	1. Megan suggested using organic cotton or eco-friendly
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| **Conclusions:** |
| * Committee approved the idea of short-sleeve t-shirts again
	1. color ideas:
	2. Nick suggested two designs- one to give to proposal authors and others for the committee
		1. Committee liked this idea and incentivizing more proposals
		2. Include some form of “ask about my sustainable t-shirt”
		3. For authors t-shirts include: “ask me about my green project”
	3. can’t sell these due to the funds coming from student fees
* Stickers will continue to be used for tabling
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| **Action items:** | **Person Responsible:** |
| * T-shirt company research
 |  Nick  |
| * T-shirt design
 |  Haley & Fran  |
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