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| **GFC MINUTES** |
|  | **Date 9/28/2018** |  |
|  | **Time 10-11:30** |  |
|  | **Location PAC 4C** |  |
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| **Chair(s):** Francesca Butler & Gregg Miller  | **Present:** Chris Ryan, Megan Styles, Haley Simpson, Nick Edwards, Marissa Jones, Lee Crank, Gregg Miller, Francesca Butler, Grant Luckhart |
| **Secretary:** Lee Crank  | **Absent:** Jessica Miller, Caleb Froidcoeur, Chuck Coderko, Brian Beckerman, Dathan Powell |
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| **Agenda Item:** Approval of Minutes | **Presenter:** Fran |
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| **Discussions:** |
| * Doc Styles noticed that the budget from previous minutes was recorded incorrectly
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| **Conclusions:** |
| * Supposed to be $15,000 -> $17,300
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| **Action items:** | **Person Responsible:** |
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| **Agenda Item:** Web form, Tabling, Flyer | **Presenter:** Marissa |
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| **Discussions:*** Web form is created.
* Flyers – Fran commented that 100 flyers be made
	1. Doc Styles proposes 25 full sheets and the rest either quarter sheets or half sheets
	2. Is the flyer legible when scaled down onto smaller sheets?
* Fran proposed editing a second flyer, one that has more condensed words, for the quarter sheet flyers
* Tables have been requested for the dates of October 5th – 12th in the Student Union
	1. Doc Styles mentioned graduate students, like Jessica and Greg, could attend the later scheduled tables
 |
| **Conclusions:** |
| * Web form goes live on October first
* Chris can print the flyers – print in color
	1. Use GFC card to print the flyers
* Concluded that people will not be attending the table during the weekend, but we will leave flyers on the table for concerned passer-bys.
* Committee members will attend tabling during the times 11-1 or 4-6
* **STICKERS**, and flyers at our assigned tabling
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| **Action items:** | **Person Responsible:** Marissa, Chris |
| * Create poll for volunteered tabling - Marissa
* Print flyers (in Color) - Chris
* Edit flyers to fit a quarter/half sheet - Marissa
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| **Agenda Item:** T-Shirt Design, Letter Head, Banner Update, Social Media Update | **Presenter:** Hayley |
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| **Discussions:*** The letters for the T-Shirt graphic are not aligned, but we are all cool with it because the graphic looks dope.
* Fran requests that Hayley shows the GFC Letter Head, it is very appealing to the eye, Doc Styles comments that, “It is very 2018.” I agreed with Doc Styles.
* Fran askes how the banner is doing, Hayley responds it is currently drying, but will surely be operational for hanging by October 2nd
* Fran askes Hayley if she made the social media update
	1. Hayley responds, “No.”
	2. We discuss why students are not allowed to make a school organization social media account. It is a matter of school policy and public image
 |
| **Conclusions:** |
| * T-Shirt graphic goes on back of shirt, GFC logo goes on front (preferably on the frocket, as mentioned by Fran).
* Banner goes up October 2nd – 12th
	1. In Student Union above the gaming area
* Web Services must make the social media update because it is a matter of UIS policy
	1. Doc Styles mentions she will speak with Web Services
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| **Action items:** | **Person Responsible:** Doc Styles, Hayley |
| * Contact Web Services about social media
* Straighten T-Shirt Graphic - Hayley
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| **Agenda Item:** Ethics of Shirts | **Presenter:** Nick |
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| **Discussions:*** There is the printer, and then there are the shirts; who should print our shirts, and where should we buy our shirts.
	1. Might not be able to buy the exact number of shirts from vendor (14 committee members), but it is okay to have a couple extras.
* Nick found a couple shirt vendors and printers
	1. Printers: **Mile’s** (local) or **Print Natural** (online)
	2. Shirt brands: **Gildan**, **All Made** (50% organic cotton, 50% recycled polyesters, and beech tree fibers, factory located in Haiti), **Recovered** (All recycled material, Nick mentioned might be rough on sensitive body parts, e.g. a man’s nipple) – *We are all about sustainability, but also comfortability*
* Greg is concerned about greenwashing of Gildan – *Gildan is the cheapest option*
	1. We are also concerned about whether the inks used at Miles’ printing company is eco-friendly or not
* Crossroads between supporting a local business or an online company
	1. Grant says this could be a teaching opportunity for Miles’ printing company.
		1. To be more green and cater to eco-conscious customers.
* Marissa promotes buying shirts from All Made brand, and then having Miles’ print our graphics
 |
| **Conclusions:*** We should create a poll or email asking committee members what size shirt they wear
* Grant, Fran propose contacting Miles about how his business operates
	1. To understand pricing, and whether his printing ink is eco-friendly (soy based).
* Styles says we need to determine a Timeline for making shirts
* Talk to Chris about money, choose a shirt brand, pick a printer, and create a timeline
* Figure GFC shirts first, then student shirts later (because they will be getting them next Spring anyways)
* Frockets (front pockets) are preferred when ordering shirts
	1. Logo must be above a woman’s bust (if no frocket)
	2. Logo on frocket
 |
| **Action items:** | **Person Responsible:** Nick & Hayley |
| * Fix T-Shirt Graphic
* Call Miles’ printing company about his business practices
* Make decision on which shirt company to use, order exact amount or a little extra
* Create survey/poll for shirt sizes
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| **Agenda Item:** Campus Announcements | **Presenter:** Doc Styles |
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| **Discussions:** |
| * Remember to create a flyer format for the quartered sheets
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| **Conclusions:** |
| * Doc Styles will have flyers sent out in campus announcements until October 12th
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| **Action items:** | **Person Responsible:** Doc Styles |
| * Flyers in campus announcements
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| **Agenda Item:** Old Project Follow – Up: Signage | **Presenter:** Fran |
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| **Discussions:** |
| * Children’s hand prints on sign for Cox Daycare Center – *cute*
* Little plaque for Spiral Herb Garden
* Caleb is concerned about sign placement for the Native grasses
	1. Native grasses are within circle drive near Student Union, Caleb is concerned someone might get hurt reading the sign whilst standing in the street
* Greg is concerned about weather proofing of signs, logos, and stickers
	1. Fran proposed a clear varnish over the signs – *good idea*
* Nick thinks making the buffalo grass sign is a good idea – it is educational, *what is buffalo grass?*
 |
| **Conclusions:** |
| * Doc Styles says Chuck could print the signage, like the “Pardon our dust…” signs.
* All Signs should have GFC logo and date posted
* Make buffalo grass sign bigger so people do not get ran over while reading the sign (something you can read from a distance)
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| **Action items:** | **Person Responsible:** Fran, Marissa |
| * Negotiate correct sign size for Spiral Herb Garden
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| * Email chuck about signs, size, labeling and such – Marissa
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| **Agenda Item:** Rolling Deadline for Project Submissions | **Presenter:** Fran (Caleb’s idea) |
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| **Discussions:** |
| * Create a rolling deadline for LOI’s, but it makes things confusing
* Doc Styles say it would make sense to have a rolling deadline if we had another round of approval during Spring semester
	1. Logistically complex
* Nick proposed rather than a rolling deadline, make a Suggestion Box
	1. Then we can ask people to expand on that idea at a later date
	2. If you don’t want to do an LOI, here is a suggestion box
		1. Then we can contact them, say hey, this is a good idea, make an LOI sometime
 |
| **Conclusions:** |
| * For now, let’s keep the LOI deadline as it is.
	1. Change nothing
	2. Catalogue ideas from discussion
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| **Action items:** | **Person Responsible:** |
| * **No Action**
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| **Agenda Item:** Making Project Submissions Public | **Presenter:** Fran |
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| **Discussions:** |
| * Fran is fine with this idea, we all were
* We acknowledge students that their idea might be published
* Doc Styles – Should we show a bad example of an LOI? – no true conclusion
 |
| **Conclusions:** |
| * Doc Styles – no phone number or email should be shown on a published idea
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| **Action items:** | **Person Responsible:** |
| * Publish good project ideas online
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| **Agenda Item:** Thank You Letter | **Presenter:** Fran |
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| **Discussions:** |
| * Draft a letter for the Chancellor
* We discussed other people to thank
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| **Conclusions:** |
| * Alexander Kosner – sustainable travel
* Ryan Hofman – for recycling bin at Res. Life
* Alex Barthel – scheels
* Neville Patkus – Bike Station
* Dr. Ford – Financial support with sustainability
* **Proposals submitted by students, like Caleb and Ben Coulette**
* Signed by last years committee
* Styles – throw our website in there too
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| **Action items:** | **Person Responsible:** Fran |
| * Ask Chuck for names of the plumbers who install the water stations
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| * Ask Brian if there were any important workers for his project
* Add website into letter
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| **Agenda Item:** Website Changes | **Presenter:** Doc Styles |
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| **Discussions:** |
| * Styles says we need to update our pictures on our website
* Caleb wants a new page showcasing successful Green Fee projects on our website
* We discussed how LOIs should not be a business opportunity for students
	1. e.g. the photographer girl Styles mentioned
	2. We decided she could fill an LOI out, but not make it a business opportunity
	3. Not an ethical sense of funds – we want to benefit all students and faculty equaly
* Caleb is overwhelmed with too many LOI
	1. Specifically expanding upon the green parking LOI
		1. Changing UIS parking policy, green-car parking decals
		2. Styles asks Marissa if she is down to tackle this task
 |
| **Conclusions:** |
| * Send sustainable, UIS related pictures to either Marissa or Styles
* Draft an email to forward to our professors, to spread LOIs into multiple classrooms
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| **Action items:** | **Person Responsible:** Fran |
| * Change website pictures
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