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| **GFC MINUTES** |
|  | **February 16, 2018** |  |
|  | **10:00- 11:30 AM** |  |
|  | **PAC 4C** |  |
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| **Chair(s):** Ellyn Baker & Francesca Butler | **Present:** Ellyn Baker, Fran Butler, Marissa Jones, Megan Styles, Brian Beckerman, Chuck Coderko, Levi Reed, Chris Ryan, Caleb Froidcoeur, Grant Luckhart, Zane Nyhus, |
| **Secretary:** Marissa Jones **Agenda:** Amend room PAC 4D ad added info about metal signage. Approved by committee | **Absent:** Dathan Powell, Jacob Seidel**Approval of minutes:** Minutes were amended to be dated for December 4th.Minutes approved by committee.  |
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| **Agenda Item:** Advertisement & Outreach- Clings  | **Presenter:** Haley  |
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| **Discussions:** |
| * Haley made 2 window clings: One about LEED info in Student Union another about GFC project implementations.
* Megan commented that the background of the GFC cling made the text difficult to read and suggested using the LEED cling as a model for editing the other
* Chuck also suggested making sure it is aesthetic from the front and back.
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| **Conclusions:** |
| * Chuck said we should hold off on LEED cling until we are evaluated and receive the certification. He also suggested adding the QR codes to the clings.
* LEED info changes suggested by Chuck: 38% more efficient than other buildings, more hard facts, etc. Chuck suggested meeting with him to discuss cool facts that make the Union stand out!
* GFC info changes: should add the website, more details on projects (57 Green Parking spaces, Bike Station by UHB)
* Chuck suggested consider who will install it: Ace may be expensive- suggested our carpenters do it.
* When Haley gets the new designs finished, she will send out via email to confirm; 2 GFC; 1 LEED: 1 other sustainable suggestion
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| **Action items:** | **Person Responsible:** |
| * Meeting with Chuck about LEED facts
 | Haley  |
| * Email Ann about cling updates; cc’
 | Marissa  |
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| **Agenda Item**: Stickers | **Presenter:** Fran  |
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| **Discussions:** |
| * $346 for 100 stickers (minimum) 4 X 6 inches oval sticker; Megan suggested using another website that could allow a smaller number to purchase.
* Ellyn confirmed that we don’t really want to do stickers because we don’t need the quick advertisement at the moment.
* Fran then suggested using them as a fundraiser; $64 for 50 stickers
* Chris asked why we wanted to fundraise
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| **Conclusions:** |
| * Chris suggested reaching out to Printing and Duplicating; Chuck suggested metal plates as a more permanent option.
* Spinner or Valco could do a metal plate; and Chuck confirmed that these would be able to be hung and they would cover installation.
* Chris stated we cannot fundraise off of a student fee generated account; Chis will open an account.
* Fundraising was an idea of advertisement and outreach; so Megan suggested having a sticker that encourages proposal and website info. (idea: “make UIS green again”, Go Green or Go Home, etc” Could potentially move up to creating a window decal also.
* Fran suggested mocking up a sticker and then deciding on the promotional item at the next meeting.
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| **Action items:** | **Person Responsible:** |
| * Open a fundraising account
 | Chris  |
| * Quote for plates from Valco
 | Ellyn  |
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| **Agenda Item:** Fundraisers during Earth Week | **Presenter:** |
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| **Discussions:** |
| * SAGE will be educating people about the proposal process
* Megan also stated there was a suggestion to send APAC & CSAC an email to make people aware of these things
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| **Conclusions:** |
| * Sean Crawford in the Radio station is best to get ahold of for a radio promo on project implementations
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| **Action items:** | **Person Responsible:** |
| * Journal Article
 | Fran  |
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| **Agenda Item:** Solar Umbrella  | **Presenter:** |
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| **Discussions:** |
| * Umbrella might not be very tolerable to weather, so Fran suggested the bike expansion instead.
* TRAC bikes is open to expanding it up to 10 more bikes; typically received from Scheels and if you’re interested in bikes with gears and different speeds reach out to Alex Cosner.
* Typically bikes cost $500 each.
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| **Conclusions:** |
| * Other solar implementations are years in the making, but with the funds we have we realized it is hard to have a large impact.
* Chuck noted that single gears are harder to break and require less maintenance.
* Ellyn suggested talking to Alex about moving the $1500 to their account to allow the purchase of about 3 more bikes.
* Megan suggested inviting Alex to the next meeting or discussing via email bike information and facts.
* Megan suggested a fun proposal could be for GPS trackers for the bikes (would make for good sustainable data each year)
* Chris suggested saying we buy 3; you buy 3. Megan said this is a nice precedent to set and we agree to move forward this with conversation.
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| **Action items:** | **Person Responsible:** |
| * Work with Alex to give her funds to allow bike purchasing
 | Chris  |
| * Email chain with Alex Cosner; ‘cc committee
 | Fran  |
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| **Agenda Item:** Project Implementation Updates  | **Presenter:** |
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| **Discussions:** |
| * Green parking space signs have been implemented, but the sign posts still need implemented in some lots due to frozen ground.
* There doesn’t seem to be much progress with herb garden so Megan will follow up with authors.
* Scheels will fund the bike station and it will be implemented at UHB bus station. Scheels has it in stores; Chuck suggested someone picking it up and dropping it off to facilities. (also stated that we want the plates- looked like it in the model but needs double checked) Megan will work with scheels employee to determine pick-up time. Grant lessens our pain!!
* Chuck said they are taking about 75% of the costs involved in water station implementations (GFC taking 25%) due to retrofitting, labor, and electricity, etc.
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| **Conclusions:** |
| * Chuck said it would be ideal for a sign at each space. Total of 12 signs; Brian suggest rice signs or highway traffic signs or other online generators
* Megan suggested inviting Stacey and Marlena to the next meeting to get the idea
* Brain suggested starting installing buffalo grass in the circle drive and around the Union and could then put up informational signs. Will most likely be implemented after graduation until then Chuck suggested putting up metal “coming soon” sign to put in location where buffalo grass will be.
* Even if bike station has a toe assembly insert, we will rig it to form a plate and mount it in the designated location.
* Chuck stated that water filters wouldn’t have been implemented without the student proposal.
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| **Action items:** | **Person Responsible:** |
| * Email Stacey Gilmore and follow up with Marlena
 | Fran  |
| * Follow up on Spiral Herb Gardens
* Bike Station Mount info from Seth
* Plan for bike station pick-up
 | Daniel Grant Megan & Fran  |
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| **Agenda Item:** By- Laws | **Presenter:** Fran  |
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| **Discussions:** |
| * Fran suggested having a draft of by-laws for the next meetings and asked for any suggestions
* Fran feels that it is a conflict of interest for committee members being able to submit proposals.
	+ Ellyn said the process last semester went very well and have great projects proposed. Chuck said there should be clear documentation and make it public (just as the university does). We have taken student interest in mind so we should continue to do so regularly.
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| **Conclusions:** |
| * Include: if you submitted a proposal, you cannot vote on it; author can’t vote for their own proposal; committee reserves the right to earmarking funds
* Committee discussion voiced that members should be able to submit proposals. We cannot ask authors to leave the room because these are public meetings.
* Chuck can hold our earmark funds and put a date on it to make sure we are using it by a certain date.
* Megan said looser by-laws in the beginning are better and can always be adjusted later; Chris agreed especially referring to money- less is more.
* Chris stated that the number of students that have waived the fee: in the Summer- 10, Fall- 36, Spring- 18. Megan suggested adding a budget update in the meetings.
* Possibly use Earth week as a survey and sticker promotion! Can’t get with IT to rent laptops.
* Caleb said the process was a little confusing. Ellyn stated that fact-to-face meetings should be required after the letters of intent to make sure contact is made and fundamental issues are resolved. Megan suggested extending the time between letter of intent and final proposal to allow for these meetings and communications.
* Projects above $10,000 will need multiple retail quotes**;** Even if company isn’t interested or doesn’t give quotes- still counts as reporting quote.
* Thoughts on how to admit new members: lots of advertisement, term-limits, renewels; encourage active attendance and participation in meetings; add public seats, essay required about why student is interested
* Chuck suggested: having one Co-chair that is experience and one that is new. Fran suggested having at least one spot one up per year- many were in favor of that.
* Fran asked should there be class representatives? Grad Student Representative? Transfer student representatives? Possibly making it an option but not mandatory.
* Ellyn asked how many seats we would want to add- 7 seems like a hearty number to add to the team.
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| **Action items:** | **Person Responsible:** |
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| **Agenda Item:** Announcements | **Presenter:** |
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| **Discussions:** |
| * Lake lots have been purchase so we have a lot of people that will be out there. So Chuck suggested donation landscaping, benching, etc to get our name out there.
* Idea of a Slackline Park: would it be better out at this lake spot or on campus?
* Megan recommend that one of the co-chairs could go out there with her and people of authorities for a tour of the lot.
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