

Sustainability Committee Meeting Minutes
August 31, 2009

Location: Physical Plant Conference Room
Presiding: Kathleen Smythe
Present: James Cave, Steve Cobb, George Farnsworth, David Mengel, Shane Mulvihill,
Doug Olberding, Greg Schaber, Kathleen Smythe, Caroline Solis

Next Meeting: September 28th, 8:00 to 9:30 a.m. Physical Plant Large Conference Room

Meeting called to order at 8:00 a.m.

Minutes from 8/3/2009 approved

Sustainability Day Dress Rehearsal

The date for the dress rehearsal for Sustainability Day has been agreed upon: October 19th, 2009.

Next Meeting Date Changed

The next meeting will be held on **Monday, September 28th** as opposed to being Monday, October 5th. This seemed to work better for everyone's schedule.

Sustainability Day Update

- Report from David Mengel:
 - Budget projection is currently at \$13,000. No **official** word yet on this figure, but there has been approval from Kandi Stinson's office to move forward with our efforts.
 - Projected invitees: 150 students/200 faculty-staff. No one will have to pay for their own lunch.
 - How do we cut off the number if there is a dramatically larger response than anticipated? Publicize that there are *only* 150 spots for students and 200 spots for faculty/staff.
 - To feed 350, we will be using the Cintas Concourse for buffet-style dining.
 - The students don't foresee a large student "over-flow" turn out, so it was suggested to keep our logistics simple and plan for what we have had in place all along: 350 total.
 - What about students that faculty/staff on the committee would like to invite? Strongly encourage them to sign-up via electronic RSVP.
 - Special Events will be working with Greg Schaber and others for the student link for the RSVP. September 15th was agreed upon for the cut-off date for this work to be completed.
 - What mediums do we use to invite students?
 - Flatscreen advertising televisions
 - Newswire
 - Dorm signs(These tasks can be delegated to EARTH Coalition and WCI)

- The student invite and faculty/staff invite should parallel one another and include the transportation piece.
- Need to work on getting the Mike Graham invite out ASAP
- Report from James Cave
 - James is working with Molly Robertshaw to coordinate supplemental student outreach opportunities on this day. These include: food labels in Hoff Marketplace, displays for “Why Local” etc., flat screen video presentations, Chartwell’s marketing collateral dissemination, Sustainability pledge signing, possible campus tours of green items of interest, and ending the day with a campus-wide bike ride
 - We have enlisted the help of APEX, EARTH Coalition, and Biology Club to move these tasks forward.

Sustainability Day Roles

- Kathleen: major player
- David M: overall coordinator
- Dave L: major player
- Steve: GHG inventory aspect of presentation
- Annette: note-taker
- Doug: examine video (and other projects)
- Shane: publicity and student outreach video
- Caroline: coordinating bike ride
- James: coordinate student outreach

I missed the others due to having to leave for class.

Meeting adjourned at 9:30 a.m.

Respectfully submitted,
James Cave