SSN EB Meeting: July 7, 2016, 12-1pm

Location: Peet’s Coffee Tables, Rady School of Management

Present: Ali Sanchirico, Stacy Warneke, Ariel Chang, Laura Lothian, Jill Dumbauld, Chelsea Williamson

Absent: Desiree Hennon absent

I. NEWS/Misc Updates
   - Training and Roles- everyone has now been trained in their new roles by outgoing EB members.
     o All EB members should work on a document describing our roles and expectations. Documents can be added to Google drive and will help to create a “manual” for succession in the future.
     o Specific updates regarding tasks and roles:
       ▪ Jill sends Outlook calendar invites for EB meetings (1st Thursday of each month in Peets location)
       ▪ Jill informs Ariel of locations for general SSN meetings in advance
       ▪ Desiree has all materials used in events (prizes, banners, etc.)

   - Staff Association Meeting- second Monday of every month from 12-1
     o UCenter Conference Room 401
     o Typically, Ali attends this meeting to represent SSN and take notes. She is unable to attend the next one (July 11), so Stacey will cover.

II. Events
   - Staff Picnic- August 5
     • SSN’s participation in this event will be coordinated by Desiree. Desiree’s tasks for this include:
       a. Coordinate with Amanda to determine the following:
          i. SSN Basket: Staff Association will put together a raffle basket for SSN, but we need to let them know what should be included
          ii. SSN Volunteers: Should SSN volunteers stand by trash and help people sort, as previously discussed?
          iii. SSN Table
       b. Plan what we will have at SSN table. Some ideas include:
          i. Last year, we teamed up with Engineers for a Sustainable World (ESW) to have a Solar Roller popcorn maker. This was very popular, and resulted in a lot of new sign-ups in the interest list. We would have to ask them if they would be interested.
          ii. Chris Johnson typically has table with ours to sell plants for SSN benefit. We need to ask Chris if he wants to do this.
          iii. If ESW doesn’t work out, we can ask Roger’s Garden if they want to do a farmer’s market tasting activity with their produce
          iv. If everything falls through, we can always set up the corn hole game

- The key for this is to act quickly, as August 5 is coming soon. Desiree, please let us know if you are unable to work on any of these.

III. Communications
   • EB has decided to start sending emails to the entire network every Tuesday
This will encourage consistent engagement for membership
Email content can include weekly sustainability tips/articles/events
- Other content ideas include “green Q&A”
- **All EB members** will continuously forward content to Ariel when we find it, and **Ariel** will send weekly emails

- **Different Sites**
  - **MailChimp**: [http://mailchimp.com/](http://mailchimp.com/-)
    - Where our listserv lives and all the templates for the communications that Ariel sends out
    - **Ariel** will provide training to Ali, Chelsea, Laura, and Jill. She will also create a basic instruction document to review before the training.

- **Google**: [drive.google.com](drive.google.com)
  - Store SSN-related documents in the Google drive- make use of the various folders for storing docs; including the one for your position, photos, contacts, etc.
  - **All EB members** should be adding all documents, including the roles descriptions, as well as contact information and other “institutional knowledge”, to the drive
  - Ali has created folders and spreadsheets to help us stay organized

- **Blink**
  - Ariel has updated Chair positions on our website. **Ali** will send Ariel updated phone number as soon as she has it. **Stacy** will let Ariel know about a potential location she found through Blink with old information.
  - **Ariel** will provide training to Ali, Chelsea, Laura, and Jill.
  - **Laura** will manage the Members page on Blink.
    - **Ariel** will look into whether member list on Blink can be linked to Google Drive spreadsheet, which would allow Laura to update 2 lists at once. MailChimp cannot connect to either.

- **Survey**
  - EB has decided to create a brief survey for Ariel to distribute to the membership via Google Forms. Survey to guide 2016-2017 activities and goals for the club.
  - **Ariel** will draft a survey and send to EB to revise. The goal is to have a final survey out by **next Thursday (7/14)**. Questions include:
    - What activities would you like to see more of through SSN?
      - Choose top 3 – options include speakers, tours, events, community outreach, outreach to students, outreach to faculty
    - What would you like SSN meetings to include?
    - What are your sustainability-related interests?
    - What are your areas of expertise or experience in sustainability? (To connect to individuals with questions). This could include at-home
activities or hobbies such as worm composting, electric bikes, sustainable home remodeling, or more “academic” interests.

e. As an organization, we would like to focus this year on UCSD’s Zero Waste goal. How do you think that we should best address this goal?

- Other ideas for continued engagement include starting a forum for people to share their expertise, and utilizing our Facebook to post tips/articles/events, with weekly emails linking to Facebook. Ariel will look at feasibility for these ideas.

IV. New Initiatives and Ideas
- We additionally discussed some potential new ideas for the 2016-2017 year, which include:
  a. Connect with Cool Campus Challenge to find websites that can be used to do individual or network-wide carbon footprint audits. We could do a second audit at the end of the year to look at change over time in people’s behaviors.
  b. Invite student sustainability fellows to come speak at meetings about carbon neutrality and other issues

V. Financials
- Stacy presented financial information. We have had a small donation (~$20), and no other activity
- Question was raised: How much should we put into our bank, vs. index, account?
  a. Index is useful for purchasing parking and from bookstore
  b. Ali and Stacy will confirm whether index can be used for dues, or only donations as previously understood

VI. Membership
- No discussion at this time

VII. Upcoming General Meeting and Next Email Blast
- Ariel will send an email blast on Tuesday (July 12) to the membership with the following information:
  a. Reminder of room change for July 21 general meeting (will be in PC West Marshall Room)
  b. Membership and dues information (Laura will send to Ariel)
  c. Notification that a survey will soon be sent in next few days

- The agenda for the next general meeting will include:
  a. Survey results
  b. Staff picnic