SSN EB Meeting: August 4, 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: N/A

I. Events
- This Friday, August 5, Staff Picnic
  - SSN basket: Desiree has taken care of this
    - Will consist of a solar charger, eco-friendly bug spray, sunscreen, a filter water bottle, and a reusable tote bag, which will hold everything together.
    - **Desiree** will create a sign describing all items to display on table
      - **Ariel** will bring 2 plastic displays to picnic.
  - Carwash raffle: Desiree will work on this
    - **Desiree** will use the sign-in sheet in the Membership folder to create a sign-in sheet to bring to picnic. Will have name, email, and then ask them if they’d like to enter raffle for carwash.
      - Desiree will bring several sheets – there may be heavy registration
      - We will use randomize function in Excel to select winner
  - SSN table- logistics of set-up and clean-up
    - **Stacy** picking up popcorn roller from Raphael’s, delivering it 10:00-10:15 tomorrow.
    - **Chelsea** will take it back at end of picnic
    - **Desiree** will bring gloves for popcorn handlers
    - **Ali** will remind Chris that he has a plant table tomorrow
  - SSN volunteers- for SSN table and for Trash Duty
    - Desiree only had 2 people sign up for trash duty, so she let Staff Association know that we wouldn’t be able to do this.
      - Those two people (Jill and Kim) can help out with the table instead
    - The trash issue has been a bit challenging to organize with Facilities Management
    - Though we only have 1 person at a time registered to work the table, **Laura, Ali, Desiree and Ariel** will stop by to help when they can.
    - Stacy moved her shift to 11:45-12:15
    - The carwash students also expressed interest in joining the table to talk about their product.
    - Remember to take pictures!

II. Membership
- **Ali** will provide Laura with information from IdeaWave to add e-mail addresses to mass mailings and reach out to contributors informing them about SSN
  - Ariel will work with Laura to create a new email list with MailChimp of these responders to IdeaWave

III. Communications
• Website:
  o **Ariel** will update site to post dates, location and map for remaining 2016 general meetings (in Bear room through December)
  o Jill’s infographic to be sent out next week
    • **Jill** will send Ariel a copy
  o **Ariel** will add ‘button’ for “Tip of the Week”; “Article of the Week”; “Upcoming Event(s)”

IV. **Upcoming General Meetings**
• August 18: Presentation by new Carbon Neutrality Initiative Director, Dave Weil. Presentation will last about 20 minutes, plus Q&A.
  o Ali has asked for Dave to give an over of the campus carbon neutrality goals, initiatives (and specific efforts) that the campus is pursuing, and what projects he thinks may be viable and helpful for SSN to provide support to.
    o (Of course, SSN members will have to decide on which projects to pursue but it may help to know where he thinks our efforts may be best focused and appreciated.)
  o **Ariel** will advertise this on the website
• September 22: Ideas for next meeting:
  o Student DIY demonstrations: **Chelsea** will ask former intern.
  o Water-free car wash students would like to present. **Desiree** will ask.
  o Solar Chill designers. **Chelsea** will ask.

V. **News/Misc Updates/Ideas**
• “Leftover business”
  o Organize Blink and MailChimp training for Ali, Chelsea, Laura and Jill
    • **Ariel** will propose a time to train (lunchtime preferably) on August 25th, 26th, 29th or 30th. Location will be at Rady.
  o Ariel looking into Facebook or other forum to share tips/ideas/events
    • **Ariel** will set up administrative rights to the Facebook page to all board members, so that we can all contribute content
    • **Ariel** will also add the Tuesday weekly email content to the Facebook page
  o Stacy will confirm whether dues can go to index
    • **Stacy** has been working with the Staff Association to find this out. If her email contact falls through, the Staff Association Treasurers’ group may be able to help.

• Setting up website with table of members, particular areas interests, knowledge/skills to share
  o **Ali** will work with Laura and Ariel to test this process out, using Google Sheets.

• Scheduling
  o **Ali** will attend the August 8 Staff Association Meeting
  o **Ali** will attend the August 9 Staff Association Treasurers’ Meeting (for Stacy)
  o Jill unable to attend (and take notes) at next General Meeting (Thursday, August 18).
  o **Ali** unable to attend next EB meeting (Thursday, September 1). **Chelsea** to lead it.
• IdeaWave
  o Ali was given all of the responses to the sustainability IdeaWave campaign. There is a lot of information to go through, which will be very helpful.
    ▪ Spreadsheet is organized by topic area, with each tab being one topic area
    ▪ EB members have agreed to tackle a few tabs each. Ali will send a cleaned up spreadsheet with instructions to each of us.

• Upcoming Events
  o The Staff Association Sustainable Food Expo is coming, date is still TBD. We would like to table again. Please think of ideas for “DIY Food” related demonstrations.
  o As a reminder, please add any upcoming events to the Google calendar.