SSN EB MEETING MINUTES February 4, 2015
Absent: Katherine and Mark
Submitted by Kim February 6, 2015

I. Announcements and business (10 min)
   a. Gayle and Brian participated in a webinar on communication and sustainability on college campuses
      i. Suggestion try to make it the norm to recycle
      ii. To encourage sustainability you need to write about it in campus publications and department newsletters
      iii. Take away -- in future invite the campus photographer to all of our events
      iv. Brian will send link to webinar when available and it will be posted on the SSN website
   b. Jen and Gayle have priced banners will purchase one for future events
      i. Concern what we will attach it to – to hang it
      ii. There are standalone banners – but they may blow down in the wind
      iii. Table banners

1. SSN idea cloud on website (events, projects, etc)
   1. Document will be used to capture ideas that we may want to work on in the future so we don’t lose track of them
   2. Sasha will create document (Google docs)
   3. Post on website

2. Updates from board members
   1. From Brian (Membership)
      1. 71 on the SSN List Serv
      2. 21 paid members – 6 pledges
      3. Some members have volunteered to teach classes/workshops we can tap into this knowledge for future events
   2. From Kate (Communications)
      1. Seed Business Cards – companies require specific requirements for the graphic on the cards. Kate will send out to group to see if anyone has software that can do what needs to be done.
         1. If not, Kate will call and see if there is any flexibility in the requirements
         2. We would like to order the business cards soon
      2. Katherine is now in charge of the website and communications
      3. This was Kate’s last EB meeting before leave
   3. Treasurer (Gayle)
      1. Submit any expense reports to her before she goes out on leave in May
   4. SSN handouts for events, and flier to post in common areas- Kate
      1. Kate will update and send to EB

4. Staff projects call went out
   1. One person could not access form online information was sent directly to them
   2. Sasha will send out reminder

II. Review plans to reach our 1st year goals (30 min)
Events (All)
Sasha will be giving a talk on vermicomposting maybe at Earthweek.

Jen will reach out to Kimberly to see if she can give talk/site visit of storm water pollution

Jen will create document we can use to plan events in the future.

Brian will reach out to member to lead visit to the Zone (LEED certified)

Table site visit to farm/CSA for this fiscal year

Membership/publicity plan (Kate, Brian, Katherine)

Did not discuss talk about at next meeting.

Fundraising/Corporate partnership plan (Mark)

Sasha will check in with Mark to see where he is with fundraising.

Collaboration plan (Sasha)

Sasha and Mark will start meeting with campus groups to help get the word out and find ways we can partner in the future.

Kim will send Sasha link to the ESys Program – may want to include in the plan

III. Next SSN General meeting (10 mins)

1. Presentations by Paul Jamason and Krista Mays
2. Staff projects
3. Idea cloud?
4. What else?
   1. Ask members what ideas they have for an event or tabling at Earth Week

TO DO’s

- Brian will send link to webinar to be posted to SSN website
- Brian will reach out to SSN member to lead talk at the Zone a LEED certified building
- Brian and Sasha will send out reminders for SSN Grant
- Jen and Gayle to purchase banner
- Jen will reach out to Kimberly to see if she can give talk or site visit on storm water pollution
- Jen is going to create document on steps to take to plan events
- Sasha will create document for Idea Cloud
- Sasha add membership/publicity plan to next EB agenda as we did not have time at this meeting to discuss
- Sasha will check in with Mark to see where he is with fundraising.
- Kate will send requirements for business cards to see if anyone has the software
- Kate will update SSN flyer and send to group

- Kim will send Sasha link to Esys program – may want to include in Collaboration plan