SSI FEE BOARD MINUTES | AUGUST 16, 2011

DETAILS

Minute Taker: Brandon Trelstad  
Timekeeper: None Selected  
Present: Brandon Trelstad (Non-Voting), Morgan Dumitru (Non-Voting), Olivia Poblacion (Voting), and Kyle Ireton (Voting)  
Absent: Justin Russell (Fee Board Chair), Brian Laird (Non-Voting), and Eric Alexander (Non-Voting)

AGENDA

SSI Travel Grants, presented by Olivia Poblacion (40 Minutes)  
Assessment and Metrics, presented by Morgan Dumitru (5 Minutes)  
Strategic Planning, presented by Brandon Trelstad (40 Minutes)  
Solar Trailer Discussion, presented by Brandon Trelstad & Morgan Dumitru (20 Minutes)  
Minute Template for Fee Board Meetings, presented by Morgan Dumitru (10 Minutes)  
Next Meeting, presented by Morgan Dumitru (5 Minutes)

MINUTES

SSI TRAVEL GRANTS – 4:00 PM TO 4:40 PM

DISCUSSION

• Olivia reviewed travel grant guidelines and proposal documents. The group made some recommendations on changes to the two documents.

DECISION(S)

• The group agreed to use some tools like the high/low cost cities list (from OUS) to help check the costs applicants are suggesting. We will turn to those tools as needed, rather than including them all in the guidelines and application material now.
• Need to have an end of the year event that includes the travel grant recipients, plus the blog writing requirement. Recipients are expected to write the blog article within a month of returning.
• The group also agreed they didn’t need receipts for expenses like travel and other items, since it’s a grant and has a limit that will control costs.

ACTION ITEMS

• Olivia will refine the recommendations and send to the group for review by the next meeting.

ASSESSMENT AND METRICS – 4:40 TO 4:45

DISCUSSION
• Morgan updated the group about his and Brian’s work on developing some assessment protocols for SSI.

**ACTION ITEMS**
• Morgan will forward the 2011 Assessment Plan to the Board by the meeting after next.

**STRATEGIC PLANNING** – 4:45 TO 5:15

**DISCUSSION**
• Morgan presented two alternative vision statements. One was selected to be presented to the full board at the next meeting.
• Morgan suggested changing the word “support” in the mission statement to something more active – something evoking urgency, action, progress, and determination. Olivia suggested that Morgan brainstorm some verbs and present it at the next meeting.
• The Board reviewed changes to the Strategic Planning Document.
• Brandon raised a concern about going into detail today without a quorum.

**DECISION(S)**
• Board agreed to go into more detail next time with more Board members present.
• Changes to strategic plan are included in the google document for strategic planning (currently only visible to Board members due to being incomplete).

**ACTION ITEMS**
• Morgan will brainstorm verbs to replace “support” in the vision statement by the next meeting.

**SOLAR TRAILER** – 5:15 TO 5:40

**DISCUSSION**
• The Board discussed the future management of the Solar Trailer and the need to solidify some of the current and past processes used, including deployment, maintenance and other costs.

**DECISION(S)**
• The group agreed, after some discussion, on some possible directions that should be considered by the full Board:
  o Moving the solar trailer under Finance & Administration and having outreach, maintenance, delivery, and deployment be managed by the Sustainability Office.
  o Reducing the involvement of the Sustainability Office as much as possible, seeking ways to provide outreach, maintenance, delivery, and deployment through the MU.
  o Cement a partnership between the Sustainability Office, MU, and SSI that utilizes the skills and resources of all three groups, provides clarity of investment/contribution/benefit.
  o Some combination of the three, taking into account (a) what the Board would like done with the solar trailer, (b) what our long-term interest in the equipment is, and (c) how we willing to support that interest.

**MINUTE TEMPLATE FOR FEE BOARD** – 5:40 TO 5:55

**DISCUSSION**
• Morgan shared the document template, which was modified during the meeting to the group’s agreement and delight.

**ACTION ITEMS**
• Morgan will upload the new template by the next meeting.
• Morgan will create a separate Google document to serve as the persistent agenda for the Board’s next meeting.
**NEXT MEETING** – 5:55 TO 6:00

**DECISION**
- The Board cannot decide on a meeting time without a quorum.

**ACTION ITEMS**
- Morgan will send out a Doodle poll to decide the next meeting time.

**Observers:** None.
**Notes:** This meeting did not have a quorum.