These minutes are for a meeting held by the OSU Incidental Sustainability Fee Advisory Board on September 6, 2011 from 1:15 to 2:32 PM at the OSU Student Sustainability Center.

SSI FEE BOARD MINUTES | SEPTEMBER 6, 2011

DETAILS

Minute Taker: Morgan Dumitru
Timekeeper: Brian Laird
Present: Justin Russell, Morgan Dumitru, Brian Laird, Olivia Poblacion
Absent: Eric Alexander, Brandon Trelstad, Kyle Ireton

AGENDA

Board Member Updates, presented by Justin (5 Minutes)
SSI Staff/Board Involvement presented by Brian/Morgan (5 Minutes)
Travel Grant Guidelines, presented by Olivia (5 Minutes)
Project Grant Guidelines, presented by Justin (15 Minutes)
Project Grant Expectations, presented by Brian (5 Minutes)
Board Member Orientation, presented by Justin (10 Minutes)
Strategic Planning, presented by Brandon (20 Minutes)
RLF Documents on Website, presented by Brian (5 Minutes)
Assessment Plan, by Morgan (20 Minutes)
Bylaws, by Morgan (30 Minutes)
Travel & Project Grant Ads, by Morgan (5 Minutes)
Solar Trailer, by Morgan (20 Minutes)
Student Wage Fund, by Morgan (10 Minutes)
Next Meeting, presented by Justin (5 Minutes)

MINUTES

UPDATES – 1:15 TO 1:24 PM

DISCUSSION
• Brian gave updates on SSI hiring process and decisions.
• Justin contacted applicants to fee board position, asked Ryan to come to the next Fee Board meeting.
• Brian gave updates on the 2011 Sustainability Festival.
• Olivia would like to begin fostering a relationship and partnership between Athletics and the SSI. A good opportunity would be the Day of Caring, and any other large volunteer opportunities the SSI is involved in because whole team(s) could come out.

ACTION ITEMS
• Olivia will send out a Doodle to Justin, Brian, Mikkel, and Greg to discuss RLF and athletics.
BOARD INVOLVEMENT IN ORIENTATION AND TRAINING – 1:24 TO 1:34

DISCUSSION
• Morgan explained the Staff/Board Team Building session being planned.

DECISION(S)
• The Staff/Board BBQ at Olivia’s house (340 SE Atwood Ave, Corvallis, OR 97333) on September 23 from 6 – 9 PM.
• Olivia will purchase the food.

ACTION ITEMS
• All members will fill out the Doodle poll for the Staff/Board Team Building session by the end of this week.
• Morgan will send an update on the time for the Staff/Board Team Building session after the Doodle has been completed.

TRAVEL GRANT GUIDELINES – 1:34 TO 1:36

DISCUSSION
• Olivia has made updates.

ACTION ITEMS
• Olivia will send out the updated guidelines to Board by this week.
• Morgan will apply letterhead after guidelines have been accepted by board.

PROJECT GRANT GUIDELINES – 1:36 TO 1:56

DISCUSSION
• Board discussed opening and closing timeline of grant process.
• Justin presented a proposal to update guidelines. Formatting and timeline saw the largest updates. Board discussed the formatting, timeline, and budget aspects of guidelines.

DECISION(S)
• Grants will open September 19th and close November 13th.
• Board accepted the proposed guidelines with the following revisions: (a) budgets must include unit price, number of units, and total price, (b) the budget section will include an indication of the board’s preference that the projects been pushed forwards by volunteer labor, though applications including paid student labor and contracted labor will still be considered.

ACTION ITEMS
• Justin will send the updated guidelines to the Board this week.

PROJECT GRANT EXPECTATIONS – 1:56 TO 1:59

DISCUSSION
• Brian updated Board on changes made to expectations.
• Board discussed what the expectations should say about financial transactions.

DECISION(S)
• For any purchasing needs, Grant Recipients will contact the finance and administrative coordinator.

ACTION ITEMS
• Brian will send the updated expectations to the Board by the end of this week.

BOARD MEMBER ORIENTATION – 1:59 TO 2:10

DISCUSSION
• The Board discussed the contents, format, and style of the orientation.
DECISION(S)
• Board member orientation should include: (a) general timeline (E.g. fall term is mostly about grants, winter is mostly about budgeting, and spring is mostly about hiring), (b) current goals and projects, (c) grant structure, history, success, challenges, and processes, (d) budget process and FY12 budget, (e) history of the fees and SSI Fee Board, (f) general board member expectations.

ACTION ITEMS
• Justin and Olivia will conduct an orientation meeting with Ryan and
• Justin will send out a Doodle to Olivia, Ryan, and Laura this week.

STRATEGIC PLANNING – 2:10 TO 2:12
DECISION(S)
• Board will not go though things without Kyle and Brandon.

RLF DOCUMENTS ON WEBSITE – 2:12 TO 2:14
DISCUSSION
• Brian brought up the state of RLF documents on website.

ACTION ITEMS
• Morgan will give access to Justin and he will go in and update the website by the next meeting.

ASSESSMENT PLAN - 2:14 TO 2:15
DISCUSSION
• Morgan updated Board on plan.

DECISION(S)
• Cannot address issue without quorum.

BYLAWS - 2:15 TO 2:16
DISCUSSION
• Board briefly discussed bylaws.

DECISION(S)
• Cannot update without quorum.

ACTION ITEMS
• All members will review bylaws by next meeting.
• Justin will send new fee board members the budget, grant information, and bylaws.

TRAVEL AND PROJECT GRANT ADS – 2:18 TO 2:20
DISCUSSION
• Board discussed what should be included in the ads.

ACTION ITEMS
• Morgan will create and submit ads on the Board’s behalf by September 15th.

SOLAR TRAILER – 2:20 TO 2:21
DECISION(S)
• Board decided to address issue at next meeting.
STUDENT WAGE FUND – 2:21 TO 2:25

DISCUSSION
• Morgan updated Board on the current situation of the Student Wage Fund, proposed differentiation in the budget between Student Wage Fund expenditures and SSI Operational Budget Expenditures, and the creation of a revolving application process for the fund (similar to the existing grant application process, but more streamlined) that would have departments and groups apply for funds to be available the next fiscal year.

DECISION(S)
• Board decided to address issue at the next meeting.

NEXT MEETING – 2:25 TO 2:32

DECISION
• Expected meeting time is late next week at the SSC.
• Potential agenda items include:
  o Solar Trailer
  o Student Wage Fund
  o Bylaws
  o Strategic Planning
  o SSC Future Placement
  o Assessment Plan

ACTION ITEMS
• Justin will Doodle the next meeting by the end of this week.

Observers: None.

Notes: Did not have a quorum.