SSI FEE BOARD MINUTES | FEBRUARY 2, 2012

DETAILS

Minute Taker: Morgan Dumitru
Timekeeper: Justin Russell
Present: Morgan Dumitru, Justin Russell, Brandon Trelstad, Ryan Stewart, Brian Laird, Kyle Ireton, Emily Bowling
Absent: Laura Jones, Olivia Poblacion

AGENDA

Updates, presented by All (10 Minutes)
Strategic Planning, presented by Brandon (60 Minutes)
Wage Grant Materials, presented by Emily (15 Minutes)
Research Grants, presented by Justin (10 Minutes)
Project Grant Materials, presented by Emily (5 Minutes)
Next Meeting, presented by Timekeeper (5 Minutes)

MINUTES

UPDATES – 2:10 TO 2:40 PM

DISCUSSION

• Brandon updated Board on status of previously approved RLF projects, and of his conversations with AABC.
• Brandon updates Board on status of approved renewable energy projects.
• Brandon suggested the Board fund the seed money for a 1-2 year engineering position to analyze the energy efficiency and renewable energy status of campus facilities.
• Board discussed pros and cons of the proposal.
• Board discussed payment process for project grants.

DECISION(S)

• Board agreed to have grant recipients try to secure invoices from each vendor.

ACTION ITEMS

• Board members will follow up grant recipients by the beginning of next week to check in about purchasing.

STRATEGIC PLANNING – 2:40 TO 2:55

DISCUSSION

• Board reviewed recent updates to the short term strategic plan in the Institutional Development category.
• Board discussed the format of the short term strategic plan and the time-period of that plan.
• Emily suggested that we update the project grant materials to reflect lessons learned from this grant process.

DECISION(S)
• Board decided to draft a single plan with three and five year goals, inserting a goal under either each tactic or under each strategy (if the goal encompasses all tactics).

ACTION ITEMS
• Board members will define specific three and five years goals in accordance with the decision above by the next meeting.

WAGE GRANT MATERIALS – 2:55 TO 3:20

DISCUSSION
• Board reviewed updated wage grant materials.
• Emily recommended altering wording to indicate that applicants should not plan on future funding and that the work done by recipients would be done by the end of the fiscal year.
• Morgan recommended altering wording to indicate that lasting impact should ideally improve the self-sufficiency of the program as well as the sustainability of OSU.
• Brian pointed out that the documents need to include up-to-date vision and mission statements.

DECISION(S)
• Board agreed to stipulate a quarterly one-page report from the supervisor on the work performed and accomplishments by the position.

ACTION ITEMS
• Emily will follow up with AABC on timesheet production / oversight by grant recipient supervisors.
• Morgan will revise documents by next week, send them out to the Board, have them provide any last minute objections, and after all issues are addressed, will send them to Justin for submission to Organic Growers Club and Sustainability Office.

RESEARCH GRANTS – 3:20 TO 3:22

DISCUSSION
• Board discussed history of research grant idea.

DECISION(S)
• Board decided to defer discussion to next meeting.

PROJECT GRANTS – 3:22 TO 3:25

DISCUSSION
• Board discussed unaddressed issues discovered during the grant process.

DECISION(S)
• Board decided to defer discussion to next meeting, and review applications and decisions at that time.

NEXT MEETING – 3:25 TO 3:26

DECISION
• The next meeting will be on Thursday, February 9, 2012 from 2:00 to 4:00 PM at the OSU Student Sustainability Center.
• Potential agenda items include:
  o Strategic Planning
  o Research Grants
- Project Grants

Observers: None.
Notes: None.