

**Sustainability Affairs Special Committee Meeting Minutes of April 8th, 2015**

1. CALL TO ORDER: Chair Shallcross calls meeting to order at **5:26 PM**
2. ROLL CALL

Present Members Absent Members Guests

Ainsley Shallcross Huitzi Herrera-Sobal

Abhilash Goyal

Bill Nguyen

Ryan Tayahua

Mercedes Ruiz

Reann Pacheco

1. ACTION ITEM **- Approval of the Agenda**

**Motion: (Tayahua) to approve the agenda.**

**Motion carries.**

1. PUBLIC COMMENT - **Public Comment is intended as a time for any member of the public to address the committee on any issues affecting ASI and/or the California State University, East Bay.**

No Public Comment.

**Old Business**

1. INFORMATION ITEM: **Sustainable Food Project**

Chair **Shallcross** addresses the following:

* There is no update for the Sustainable Food Project.
* The velocity reports and the invoices have not come in yet.
* Current focus is going to Earth Week and as soon as it passes, Chair **Shallcross** and the committee will have more time to focus on the real food calculator for the Sustainable Food Project.
* **Nguyen** stated that he has a friend that would like to help with the Sustainable Food Project and asked Chair **Shallcross** how he can inform his friend about it.
* Chair **Shallcross** stated that **Nguyen’s** friend can send her an email and they can meet and explain the project more. The more people the better.

**2:24**

1. DISCUSSION ITEM: **Earth Day**

Chair **Shallcross** addresses the following:

* Earth Day is in two weeks from today.
* Thrive will be the band playing for Earth Day. The contract still needs to be completed. Chair **Shallcross** is having difficulties because she went to Special Events 2 months ago to get all the papers

she needed but she only received two forms and she believes that was all, but it turns out there is all this other paperwork that needs to be completed. She hopes to have that done as soon as possible. She has the vendor form that she needs in order for the band to get paid. She just needs the bands driver license and car’s insurance.

**Tayahua** stated that in terms of promotion he has spoken with Residence Hall Association (RHA) in February and he has permission to start a school’s Spotify account. If he starts the Spotify account before Earth Day he will be creating a playlist for Thrive to get students pumped up. It is the school’s Spotify account since they will be paying for it.

* **Tayahua** asked if there is going to be flyers to promote the band. He stated that on Friday he can have the marketing person for Sustainability Internship make some flyers so that other organizations that are participating in the event can promote the band as well and the flyer be posted on social media.
* Chair **Shallcross** states that **Tayahua** can go ahead and do that. She will need to contact Student Life and Leadership since they are in charge of sending out mass emails to all students. In the email she will make sure they include information about the band and about the free reusable Starbuck cups that are going to be given away.
* Chair **Shallcross** stated that she just found out today that she has a great amount of money that she can spend on giveaways for students.
* **Nguyen** stated that it would be a good idea of instead of giving out hamburgers for food to give out sandwiches and organic fruits from the farmer’s market.
* Chair **Shallcross** stated that she will have to double check with Aramark because Aramark is very controlling.
* **Nguyen** stated that he will be meeting with VP of Finance **Leopold** to ask for funds for his Sustainability club to purchase fruits from the farmer’s market to give out on Earth Day.
* **Tayahua** stated that he met with Veronica, the marketing Director for Aramark, and she will be having organic raisins to give away at the Dinning Commons Table. She will also be giving away miniature pots and seeds that students can grow and take with them. She also is giving out tomatoes and basil. She has 10 Japanese Maple Trees in tins and she would like to put one in each departments table.
* **Ruiz** stated that it would be a good idea if students had a place on campus where they can plant something.
* **Nguyen** stated that every quarter environmental science goes to the garden next to Robinson Hall and plantsa new garden. It is not always kept up with. The only one that does something to the garden over time is Kathy.
* **Nguyen** stated that maybe next year’s Sustainability committee can have as a task to go and do something to the garden like pull out weeds every two weeks or something.
* **Ruiz** asked if there will be any sustainable bins to throw trash in so that people are aware.
* **Tayahua** stated that the committee can get 3 different trashcans and label them.
* Chair **Shallcross** stated that it is best to get 9 trashcans and have 3 on each side and 3 in the middle so that people can see them when they are leaving the event or when they are just hanging out in the middle.
* **Nguyen** stated that he can find out which companies buy plastic and who buy composite so that all the plastic collected on Earth Day can be sold to that company and/or all the composite collected be sold to another company.
* **Pacheco** asked if with left over money from the budget set aside for giveaways the committee can purchase composite buckets to give away.
* Chair **Shallcross** stated that with composite bins there are certain rules like there can only be a certain percentage of composite on campus and that limit cannot be passed because it is against the law. Also with the composite bins it would be hard to find a place to put them at. What can possibly be done is follow CSU Chico’s example where they have an exhibit area where they do a little food scrapes composting and then they have hot composting in another area.
* **Pacheco** stated that she just meant the composting buckets that students can take home since most students are commuters. These buckets would cost around $10 and they can serve as special prizes.
* Chair **Shallcross** emailed C.R.U.U. to invited them to participate on Earth Day and bring equipment to have students engaged in a sport activity.
* Chair **Shallcross** also mentioned that she emailed all those participating on Earth Day to the next meeting to get more details and have an idea of what is going to be provided and done on Earth Day.
* **Ruiz** stated it would be a great idea to forward information about the events to the GS teachers so that they pass it down to their students. Most teachers give out extra credit to their students for attending events on campus. One would have to reach out the Megan by the end of this week so that it allows time for GS teachers to know and to pass the message down.
* Chair **Shallcross** agreed on the idea and stated that information can also be passed on to the Peer Mentors so that they too can forward the information to students.
* **Tayahua** asked Chair **Shallcross** if they have more ideas on how to spend the $2,000 budget should they email her.
* Chair **Shallcross** stated that they sure can.
* Chair **Shallcross** shared with the committee Earth Week’s agenda.
  + Monday
    - Drought Awareness 12 PM to 1:30Pm at the Old Union Rm. 301
    - Clinton Global Initiative University Workshop 4PM to 5:30PM at the Biella Room
  + Tuesday
    - Sustainability Walking Tour with Director of Sustainability 11 AM to 12 PM Meet in SA Lobby
    - John Muir’s 177th Birthday –Free Cake 12PM in Front of the Old UU
  + Wednesday
    - Earth Day 11 AM to 3PM
  + Thursday
    - Sustainability Walking Tour with Director of Sustainability 11 AM to 12 PM Meet in SA Lobby
    - Environmental Politics Lecture with Dr. Craig Collins 12PM to 2PM
    - Sustainability Tracking, Assessment & Rating System (STARS) Info Session 4 PM to 5:30PM at AE 143
* **Nguyen** asked if the Sustainability Affairs Committee is working with Art Club in any way.
* **Nguyen** stated that he contacted the Art Club advisor and told him what was needed in the flyer and he is just waiting for a response. If there is no response then the committee will have to make the flyer on its own.
* Chair **Shallcross** would like to pass out the posters from last year that is laminated. They just need to be filled with this year’s Earth Week information. Posting them up already will make students aware that Earth Day is coming and that April is Earth month. Aramark will have flyers as well with a different design that will be posted in the dinning commons. Chair **Shallcross** made note that flyers must be provided to housing.
* **Tayahua** asked the appropriate place to post the posters.
* Chair **Shallcross** stated that the bulletin boards would be ideal place since they have the tacks to hold the posters. She states that the committee must be careful where they post them up since they do not want to get in trouble for posting inappropriate places. They will be posting the posters up starting Monday April 13th after they get the stickers with the date and time of the event.
* Chair **Shallcross** stated that she will be needing people to pass out cake on Tuesday April 21st in front of the Old Union from 12 PM until the cake runs out. She also needs help getting the cake since she is in class from 10AM to 12PM. She will be purchasing the cake from Costco.
* **Tayahua** asked how many sandwiches should be passed out.
* Chair **Shallcross** stated that 250 sandwiches sound good because there is not a lot of traffic on Wednesdays.
* Chair **Shallcross** asked who would be available for Earth Day
  + **Tayahua** 10AM – 12PM
  + **Ruiz** 11AM – 4PM
  + **Pacheco** 10AM -12PM, 2PM – 4PM
  + **Goyal** 11 AM – 1PM
  + **Nguyen** 11AM – 2PM
* Chair **Shallcross** asked if there are any comments about the poster/flyer.
* **Pacheco** stated that the she believes that Thrive should be included in the flyer.
* **Ruiz** stated that she thinks that Earth Day should really stand out on the flyer.
* Chair **Shallcross** stated that there will be a finalized version of the flyer on Friday and will start passing out flyers on Monday.

**39:00**

1. ROUNDTABLE REMARKS

**Tayahua**: I will One - try to make a Thrive flyer on Friday. Two - try and make a Spotify school playlist and add Thrive to that and market it. Three - tell Veronica from Aramark about the sandwiches. I will talk to Fahim about the trashcan idea. Talk to President’s office and invite them. Come up with more ideas for the $2,000 budget.

**Ruiz**: Is the Diversity working with you at all? I can try to talk with Diane Rush-Woods and see if she would like to do something as well.

**Ruiz** I will talk with Megan to see if it is possible to talk to the GS teachers, students, and peer mentors.

**Pacheco**: Is RAW having a table? Can I talk to them about having a volleyball name?

**Goyal**: Are we making a Facebook event so that people can know about the event?

**Shallcross**: Instead of creating our own page, we will promote through the Sustainable Facebook pages. The event was also put on the newspaper for staff. I also presented at the Programming Collaboration Summit.

**Nguyen**: I just got a paid internship for the summer at Auburn University in Alabama.

**Tayahua**: **Ruiz** is going to Japan.

**Shallcross**: **Tayahua** is the winner for the Panetta Internship. Also, ASI Student Government Elections are taking place pretty soon. The packets are in the ASI office, there are 13 positions that you can apply for because you can only run for president if you been a Board of Director before or served in committees for two years. Please apply.

**44:21**

1. ADJOURNMENT

**Meeting adjourned at 6:12PM**

**Minutes Reviewed by:**

**Director, Sustainability**

**Name: Ainsley Shallcross**

**Minutes Approved on:**

**5-6-15**

**Date:**