

**Western Washington University Associated Students  
Sustainable Action Fund  
Wednesday, May 18, 2016 VU 567**

**Present:** Emma Palumbo (ASVP for Student Life), Anna Kemper, Nate White, Sam Potts

**Absent:** Hannah Brock (ASVP for Business and Operations), Ed Simpson, Seth Vidaña,  
Meghan Demeter

**Advisor:** Greg McBride

**Secretary:** Bryce Hammer

**MOTIONS**

**SAF-16-S-4** Motion to approve the minutes from 4-20-2016. **Passed.**

**SAF-16-S-5** Motion to approve \$340 for funding for extra hours for the SAF Outreach  
Position. **Passed.**

**Emma Palumbo, Chair of Sustainable Action Fund, called the meeting to order at 8:05am.**

**I. CALL TO ORDER**

**II. REVISIONS TO THE AGENDA**

A. Palumbo said that Kemper had an item to bring to the committee, so she'll be adding it under Information/Action Items.

**III. APPROVAL OF MINUTES**

***MOTIONSAF-16-S-4 by Kemper***

Motion to approve the minutes from 4-20-2016.

Second: Potts                      Vote: 4-0-0                      Action: Passed.

**IV. INFORMATION/ACTION ITEMS**

A. SAF Student Staff—Nate White

White said that there are two student staff members that work for the SAF. They are about to reach their labor cap, and they're anticipating they may need more hours to complete the work they have for the quarter. White said Kyle Wunderlin, a staff member, thinks that 20 or 30 hours would suffice, it is not a lot of money and they'll be able to finish the projects by the end of the quarter. Palumbo asked for a number. White said \$331 would be the max. Palumbo asked for questions. Kemper asked if it would go into the summer. White said Wunderlin is leaving for the summer so they're planning on just adding more hours to the weeks she's already working. White said it is a preventative thing to make sure they have the flexibility to move forward. Palumbo said she's already got 15 and this would be a

bump to 19. White said yes, they have been trying to average for the year but they're running out of time, he corrected himself and said the actual amount would be \$339. Kemper asked if they would be voting on it. Palumbo said she has it as info/action because they're not meeting again for another two weeks.

***MOTIONS AF-16-S-5 by Rusk***

Motion to approve #340 for funding for extra hours for the SAF Outreach Position.

Second: Potts                      Vote: 4-0-0                      Action: Passed.

**V. INFORMATION ITEMS**

**A. Rules of Operation**

Palumbo said she's been working on the Rules of Operation with the SAF subgroup. She's been thinking about this for the entire year and wants to know the committee's thoughts on what she's put in and if they see anything else that needs to be added. Kemper asked if Palumbo changed the mission statement. Palumbo said it got approved by the taskforce in the fall. Kemper asked what the difference between an operating budget and a non-operating budget is. Palumbo asked White if that was the appropriate language. White said he uses admin budget and project budget. The admin budget includes Tier 1 and the admin costs. The project balance is for projects that are not approved by White and Vidaña. White asked if the meeting for the Tier 1 is there on purpose. Palumbo said yes. White asked about electronic votes. McBride said that will likely come up in the process and might not need to be in the RoO. White said there are some differences in the passing of motions. Palumbo and White discussed the process for the Tier 1 and Tier 2 projects. Palumbo said the T2 grants, they had conversation about making it a one meeting process and if it was two meetings the first could be less formal. The first meeting would be a presentation but not formal the second would be formal presentation and a vote. Rusk said they didn't decide; it was speed vs. feedback. Palumbo asked for opinions. Rusk said they'd be following the T3 guidelines. Palumbo said T2 and T3 would have a similar process. McBride said they could write this in a way that allows for both based on the projects and the questions the committee has for the proposal. Palumbo said she would add language for online voting. Rusk asked if they'd be having an in person presentation for T2 upon receiving the application. Palumbo said she would say yes, but they might have to come back again if there are a lot of questions. Rusk said he thinks they should not make the decision on the same day because time to reflect is good. Palumbo asked if he wants two weeks. Rusk said no, electronic voting might be good after sitting on it for 48 hours. White said on the last page under program evaluations he wants to know if the wording can be improved. Palumbo said yes, it basically means the committee can provide feedback. White wants to know if that means the committee will be giving operations feedback. Palumbo said it could also go to the chair for internal matters. She said she pulled it from Activities Council. White said under the amendments it says presidents. Palumbo said that needs to stay in

there until she hears back, which she hasn't. She's planning on talking to Bruce or his assistant. White said it's great. Kemper said good job. Potts asked about the RECs. White said they currently purchase RECs to set off 100% electricity output and they changed it to carbon output last year. White said they have to talk about if they want to do that in the future which might be difficult because the fee says RECs. White explained that a REC is one credit of a unit of electricity. He said it is sold on top of clean energy, so we're buying energy and the cleanliness of the energy. He said its outdated and a few studies show it's not a good way to do it so they need to have a conversation about it. Rusk said it is relevant because it's been 50K for the past few years. If they decided to purchase wind power, it would be in the millions so right now our electricity is not renewable but we're supporting people who do create clean energy. Peterson said it would be cool to do a study about that. Rusk said they could do a comparison between RECs and PSE. Peterson said recently the market for RECs have dramatically decreased because there are so many energy companies that have decided to provide them. He said the effect is minimal. Palumbo asked for other thoughts on RoO. The timeline for the end of the year means it has to go to the Board. She said she's be sending it out for an online vote after making edits and then sending it to the Board.

B. Creation of (2) New ESP Positions—Anna Kemper

Kemper said SAF used to be GEF and they rewrote some new positions for the ESP through the SAF. She brought two for today. Kemper said the first one is the media and marketing coordinator. She said her job as the director falls to publicity but she could be doing more managerial stuff. She decided to add this position because a lot of the larger AS offices have a media coordinator. She thinks this will help get more new people for sustainable events. It'll be a 3 quarter position and it's gone through the personnel committee. Palumbo said she thinks they have to pass it after personnel. Rusk asked if they're both funded through SAF. Kemper said yes. Kemper said the 2<sup>nd</sup> one will be community outreach. Since sustainability effects everyone she'd like to have someone who is in charge of coordinating that. This position will also coordinate volunteers for their events. This would act as a liaison and connect students with off campus groups. Kemper said she'd like this to be a four quarter position. They never talked about budgets but she'd at least like summer planning hours. Kemper said it would support the ESP and volunteers. She asked for feedback. Rusk asked what other positions are funded by the SAF. Kemper said none in ESP just Peterson and one in the OS. White asked if she saw any difficulties with managing more people. Kemper said no because if these positions could take some of the work of the director then she's be able to do more managing. Palumbo said this is reflective of other programs in the AS.

C. SAF Budget—Nate White

White showed the group the administrative budget. The cumulative number of positions is about 97K. He said the numbers for the Goods and Services Expense are largely the same and are about 6K. He's planning on having the teams have 3K to go to the Publicity Center and he talked to Jeff Bates and they have the staff that could handle that work load. Palumbo asked if this is a new fee. White said sort of, they had printing. White said they have to figure out if they're an AS office

because then it is free. Travel is conferences. He went over the rest of the budget, which has stayed largely similar. Rusk asked where the Tier 1 stuff is because White said they include it in admin. White said they're in project budget but he can switch it. White then went over the SAF project Budget. He said they will probably carry over a little over 733K. White said they'll probably earn 300K but they haven't yet. When they take out admin and contingency it'll be 824K. 40K for small grants. When everything is taken out they expect to have 525K. They're on track. McBride asked if the request included everything. White said yes.

*Sam Potts left at 8:53am.*

Rusk said if there is a huge request of T1 proposals and there needs more funding for that what would happen. Palumbo said it would be a vote for the committee. Rusk said they could put it at 60K now just to make sure they'll run efficiently and smoothly. Palumbo said she agrees with that and they can't vote on it because they lost quorum. Rusk asked if they have to vote on the budget. McBride and Palumbo said yes. White asked for questions. Rusk said they're considering about 15K more for new positions. White said it is included. Kemper asked what if she asked for more than the 18K. White said he can add it and the committee would have to say yes but they should ask for what they want. McBride said they'll probably be done in fall and they should look at it as a year to year commitment. He said they should think about what they would want to fund for the next 5 years. Palumbo asked for thoughts. Peterson project teams will just be able to go to the PC. White said yes, Palumbo said professional development. White said under education and training. Palumbo asked if it would be White and students. White said yes.

## **VI. OTHER BUSINESS**

Palumbo said SAF Showcase is tonight at AW. White said it would be good to meet this summer and set up a subgroup. Rusk asked if they're planning on accepting proposals over the summer. White said it is usually a slow time but they could use the time to figure out about what they're going to do in the fall. McBride said in the past two years they've gotten one and it was the staff. White said they wouldn't advertise.

*Meeting adjourned at 9:00am.*