Advisory Committee on Sustainability
Meeting Minutes

Date: Tuesday, May 13th, 2008
Time: 9:30-11:30 a.m.
Location: Board of Regents, A 2029

Members in attendance: Peter Smith (until 10:30), Adam Courage, Paula Corbett, Peter Earle, Dwayne Taverner, Chris Hibbs, Josh Lepawsky, Gerri King, Dennis Waterman, Kent Decker, Mano Krishnapillai, Jennifer Lokash, Jessica Dawe (Sustainability Office), Abigail Steel (1/2)

Regrets: Paul Barnable, Kati Szego, Wolfgang Banzhaf, Dennis O’Leary, Craig Stacey, John Drover, Ivan Muzychka, Kelly Hawboldt

Guests: Darrell Miles, Toby Rowe (Sustainability Coordinator on maternity leave)

1.0 Call to Order
Jennifer Lokash called the meeting to order at 9:30

2.0 Approval of Minutes from April 8, 2008 meeting
Attendance/regrets edited; small grammar revision
Moved to accept: Adam
Seconded: Dwayne

3.0 Review of Action items from April 8, 2008
ACTION: Sustainability Office logo
Completed: Marketing and Communications, under university mandate, will no longer be creating logos for any of the departments/offices on the Memorial campus; attached with this month’s meeting minute documents is the basic logo that Joyce MacKinnon of Image Services had made for the Sustainability Office
CARRIED OVER: Jessica to edit (committee corrections) the AASHE letter that she drafted on behalf of the ACS and to send to Darrell Miles

4.0 On-going and Current Initiatives Update

• Jessica talked about the Better Side Notebooks campaign that Project Green, with the help of the Sustainability Office and MUNSU, will be working on this summer with sale occurring in the fall
  ◦ One-side good paper will be collected from boxes placed in the library/offices/departments that will be specifically and clearly labeled for BSN paper only
  ◦ Copy Centre to manufacture books at cost (30 cents); Facilities Management to match the price/quantity that MUNSU sets
• Jessica brought a sample along for visual aid
• There was concern raised by some members of the ACS concerning confidential documents being “leaked;” however, it appears there is a misunderstanding among staff/faculty concerning where the paper from the recycling bins ends up
  ◦ Josh raised concern of old tests being circulated in these books
  ◦ This raised an issue with Darrell Miles, and he now believes there needs to be a memo sent out to all departments and offices detailing the fact that just because paper is put in the recycling bin does NOT mean it will be shredded
  ◦ Adam mentioned how at MI there is a centralizing system in place at the end of the terms, so that any old tests/confidential documents can be brought to one place and shredded
  ◦ Mano mentioned a similar process that occurs at Grenfell
• Peter Smith of Project Green again specified that the paper for BSN will not be taken from recycling bins, but instead from specially marked boxes; moreover, Jessica said there will be a sorting process by volunteers after collection of the paper from offices/departments to make sure no personal information will end up in the books

ACTION: Jessica will send out BSN documents she has to the ACS (letter, disclaimer)
ACTION: Jessica to potentially meet with Rosemary Smith, or people at Risk Management, to discuss privacy and liability issues, if any even exist

5.0 Sub-committee reports

5.1 Paper and Recycling
• Only three members at last meeting, which included a new member, Joe Carroll
• MI update from Brian Quinn: (Jessica forgot to mention this during update)
  Invoice from March 08 notes that $6600 was spent on having the paper/cardboard picked up by Atlantic Blue (AB)
    ◦ New budget will allow for $8000
    ◦ Every month it costs the MI roughly $500 to have AB pick-up
    ◦ been difficult to get numbers off of Ever Green concerning how many bottles they are collecting and how much money the recyclables are generating

5.2 Policies
• discussed structure of other sub-committees and decided which policies they should tackle
• Kevin O’Leary volunteered to go to car dealerships around town and see what model hybrids are available
• Darrell Miles mentioned that CEP has a tender out for a hybrid; Darrell/CEP have been in correspondence with a university in the States which uses hybrid cars for the Campus Officers

5.3 Buildings
• Looking for representation from MUNSU, MI, and external body (perhaps Dept of Environment or Works)
• Hoping to have final LEED residence update by next ACS meeting
  ◦ Darrell Miles talked a little bit about the residence and the issues with funding; if there is an update to give during June meeting he will present it
Kent Decker mentioned that the Dept of Education has been approached for funding, but in order to make the residence LEED Silver more money is needed, so hopefully the gov’t will agree to extra funding

If not enough funding then hopefully the building will be LEED registered

5.4 CSAF
• agreed that sub-committee shouldn’t meet until the fall
• Peter Earle raised a concern about lack of transportation mandate in CSAF
• Toby Rowe mentioned that UPEI may have created a template on this
ACTION: Jessica to investigate further, and forward UPEI documents to Peter

6.0 Old Business

6.1 Retreat
• May 6 since cancelled
  • Decided that retreat should happen in September – after the SEC meet, as well as after the EHSSI strategic planning workshop
  • Does the ACS want to coordinate with EHSSI? Josh will be the liaison.
ACTION: Josh to send out information on the EHSSI list serve
Completed: Josh sent out the information following the May 13th meeting
This summer:
  • Sustainability Coordinator will draft a report reflecting on the past year: what the ACS and its subcommittees have accomplished; ACS co-chairs will proof read)
ACTION: Jessica to draft up template of questions for all the sub-committees to have answered and sent to the Sustainability Coordinator and co-chairs by end of August

6.2 Carbon-offset fund
• Appears that there is support from the government and from the University to start this carbon-offset fund
  • Now there needs to be a brainstorming session on the logistics of such a fund
ACTION: Jessica will ask Ivan (or new representative) to send out a request over newsline about people interested in such a session
• There were some concerns raised about the fund such as:
  • Where will the money from the fund end up?
  • Social and political concerns?

7.0 New Business

7.1 Communications subcommittee
• Have representatives from each department/office, etc who will be equipped with knowledge about the ACS and the Sustainability Office
  • have them use the PowerPoint that was given to the SEC?
  • Perhaps have a student (MUCEP?) who would do brief sessions with each rep.
so that they are informed and equipped to relay messages to their departments, etc
• This is a great idea, but it looks like it should wait until the fall
• Put this on the agenda for the retreat

7.2 Carbon Offset brainstorming session
• see 6.2

8.0 Announcements
• A new MUNSU rep should hopefully be at next ACS meeting, as Jessica mentioned it to MUNSU when she met with them regarding the BSN

• Toby wanted to say kudos to the ACS and Shelley for the past 10 months – there has been tremendous progress and it’s great to see
  ◦ Official acknowledgement of Shelley’s hard work this past year
  ACTION: Jennifer to draft a thank-you/appreciation letter to give to Shelley on behalf of the ACS and its subcommittees

• Next Meeting: June 10\textsuperscript{th}, 2008 A2029