Minutes -Advisory Committee on Sustainability
Tuesday, July 13, 2010  9:30 am   Location: Board of Regents boardroom (A2029)

Attendance: Kris Aubrey, Nancy Burt, Andrew Flood (Sustainability Office SWASP student), Josh Lepawsky, Jennifer Lokash, Meghan McCarthy, Angela McLoughlin, Arlene McDonald, Clemente Miranda, Shannon O’Dea Dawson (left 10:55 a.m.), James Quinlan, Toby Rivers, Toby Rowe, Kate Reid-Shute, Bob Walsh

Regrets: Paula Corbett, Kent Decker, Alex Dolter, Peter Earle, Julie Green, Danielle Jeddore, Mano Krishnapillai, Meghan Mitchell, Kevin O’Leary, Terry Riche, Dwayne Taverner, Frank Wall.

Chair: Jennifer Lokash      Minutes: Nancy Burt

1.0 Call to order and welcome: 9:30 am

2.0 Review/Revise Agenda:  
Terms of Reference review moved up before Membership (co-chair) discussion.

3.0 Approval of minutes: June 8, 2010: No quorum. Carried forward.

4.0 Action items from previous meeting:
Action: T. Rowe to set up a meeting with Health and Safety concerning using New Alta to collect batteries (other than rechargeable) and input on Action Plan. Carried forward.
Action: K. Aubrey will modify letter on file and send to D. Miles, K. Decker, C. Burke and L. Walker in support of LEED certified residences. Carried forward. R. Guthrie (Facilities Management buildings contact) is on sick leave. T. Rowe suggested sending a letter with a couple of statements in support of LEED principles. K. Aubrey will get draft letter ready to send.
Action: K. O’Leary to contact G. Jones re; giving a presentation on wind power and possible reductions on MUN hydro bills. Carried forward.
Action: M. McCarthy will draft letter in support of sustainable purchasing policies and forward to ACS members for input prior to sending to K. Decker. Carried forward.
Action: J. Lokash to send out an e-mail requesting a volunteer for co-chair. Completed.
Action: M. Krishnapillai to send list of ideas from PACS to T. Rowe. Carried forward.

Future Action Items
Action: T. Rowe to contact other departments to determine if interested in participating in Green Report Card. Carried forward until January 2011. T. Rowe updated that there isn’t enough time to generate the surveys and information required to participate this year, so will revisit again in early 2011.
Action: T. Rowe will send out invitations to students chosen for subcommittees. Carried forward until fall semester.

5.0 Terms of Reference Review
a) Committee structure: T. Rowe explained the idea of the creation of a sustainability committee for the St. John’s campus, similar to the campus focused committees at MI and Grenfell, and an overarching executive which consists of MI, Grenfell and St. John’s reps. Details of this potential will be looked at by the membership subcommittee.
b) Co-chairs: M. McCarthy wondered how the co-chair positions will be handled in the over-arching executive. T. Rowe outlined what the co-chairs duties are and wondered if the TOR should stipulate co-chairs represent two of staff, faculty and student members, if possible. M. McCarthy also wondered if T. Rowe should co-chair the over-arching ACS. C. Miranda suggested that the new structure should be defined first, then decide the co-chairs, etc.
c) Membership: T. Rivers suggested that MUNFA become a member which would help with paper reduction issues in their office. M. McCarthy stated that both TAUMUN and LUMUN should be included also if this is the case. S. O’Dea Dawson stated that Dept. of Health & Safety is using a new model for reps by building as opposed to depts. It was noted that most people choose to be on the ACS out of interest and this is not the case with the H & S representatives. It was decided to see how the new Health & Safety model works before discussing as an option for the ACS membership.
d) Terms and start date: T. Rowe wondered how long the terms should be and how lack of turn-over may affect new ideas. T. Rivers suggested there be no maximums for any terms. J. Lokash suggested opening possibly two meetings per year to the public for input.

e) Timing of ToR review: J. Lokash stated that the terms of reference review should be changed to every three years and should be started in January to be completed by term-end.

f) Other: T. Rivers suggested that during this review a statement should be added under “Accountability” that all signed documents are, and will be, available on the website. T. Rowe noted that nothing can be approved until the September meetings of MI and Grenfell committees.

Action: Membership subcommittee will meet to discuss options for committee structure and to draft changes to Terms of Reference.

6.0 Reports


b) Buildings subcommittee: T. Rowe explained that R. Guthrie is off on sick leave. Discussion was mainly about the residences and getting a replacement contact for R. Guthrie. K. Aubrey asked if there were any more buildings planned for campus and that we should get involved at the start of any new building discussions as opposed to making requests and changes after-the-fact. T. Rivers stated that sewer upgrades would be needed campus-wide before any more large new buildings could be built and discussion then went to reducing water consumption now before the City starts monitoring.

c) Policies subcommittee: no update.

d) Marine Institute Sustainability Committee: no meeting planned until September 2010.

e) Principal’s Advisory Committee on Sustainability – SWGC: no update.

f) MUNSU: M. McCarthy stated that they are still looking into a new position for a sustainability co-ordinator with MUNSU and are also considering incorporating BikeShare into the MUNSU mandate.

g) GSU: J. Quinlan stated that they are collecting data to see if the Field Hall can be LEED certified and that they will be holding their AGM in October (2010) when hopefully they can incorporate a sustainability co-ordinator position on the GSU. T. Rowe mentioned that there are other certification processes for buildings such as BOMA Go Green.

7.0 Updates

a) Community Garden: T. Rowe stated that the garden layout graphics are completed. The plan is to start in the fall of 2010 to avail of volunteer opportunities like I ♥ MUNdays and the first growing season will be spring/summer 2011. The budget now needs to be confirmed, then on to the SEC for approval. As for funding, K. Decker said his office would cover half of the cost (total cost approx. $15,000) for start up. After that, a small annual maintenance fee will be required. More funding is required.

b) Action Plan: J. Lokash stated that the Action Plan is ongoing and progressing. Deadline is the end of this summer for a draft. S. Dawson suggested an open meeting when Action Plan draft is completed.

8.0 New Business

a) Science Horizons intern: T. Rowe stated that $12,000 of funding is approved for an intern for the Sustainability Office and that she plans on hiring in September for the position which will run until March 31, 2011.

b) Inventory of products: T. Rowe explained that A. Flood is working on an inventory to find out what standards MUN is currently meeting.

c) Dialogue on Advancing Global Sustainability selection committee: J. Quinlan wondered about the possibility of someone from the ACS sitting on the DAGS committee to collaborate on funding a good speaker during Sustainability Week 2011.

d) New President: T. Rowe asked if we could set up a meeting of the ACS with the new president. M. McCarthy suggested a presentation of what the ACS has done in the past and is currently working on. J. Lokash suggested waiting until a good solid Action Plan draft is ready and present at the same time.

e) Chartwells: K. Reid-Shute asked about follow-up to the Chartwell’s meeting last month and whether L. Green sent stats as she suggested she would. Also if there should be a subcommittee set up to better promote their green initiatives. T. Rowe requested input from other members.

9.0 Events/Announcements: No events or announcements at this time

10.0 Next Meeting: August 10, 2010