Minutes -Advisory Committee on Sustainability  
Tuesday, October 12, 2010  9:30 am  Location: Board of Regents boardroom (A2029)

Attendance: Nancy Burt, Melanie Feltham (Sustainability Office intern), Josh Lepawsky, Arlene McDonald, Kevin O’Leary, Meghan McCarthy, Jackson McLean, Angela McLoughlin, Toby Rowe.


Chair: Josh Lepawsky    Minutes: Nancy Burt

1.0 Call to order and welcome: 9:30 am

2.0 Review/Revise Agenda: Add to New Business – Science Horizon intern position description

3.0 Approval of minutes: No quorum to approve August and September minutes.

4.0 Action items from previous meeting:

Action: ToR subcommittee to work out the structure for the overarching committee and present at the next meeting. Completed.

Action: J. Quinlan to draft a letter to Eastern Health re; Eating Healthy campaign for approval by the ACS. Completed. Letter has been completed, but needs to be reviewed by J. Lokash.

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. Completed. T. Rowe has met with a Health and Safety Officer and both are looking into proper disposal of non-rechargeable batteries.

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. Completed. T. Rowe and J. Lokash will review letter when J. Lokash is available.

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: M. Krishnapillai to send list of ideas from PACS to T. Rowe. Carried forward.

Action: J. Quinlan to send link about the GSU bi-election and outcome. Carried forward.

Action: T. Rowe to send Furniture Finder information to S. O’Dea Dawson to run in The Gazette. Carried forward.

Action: S. O’Dea Dawson will speak with I. Muzychka to find out why there is a stand alone kiosk that recently showed up in the lobby of the Science building. Carried forward.

Action: T. Rowe to contact Gary Pike of Finance and Admin. to determine if there is a working group for purchasing policy and status of process. Completed.

Future Action Items

Action: T. Rowe to contact other departments to determine if there is any interest 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.

Action: K. O’Leary to contact G. Jones re giving a presentation on wind power and possible reductions on MUN hydro bills. Carried forward to Fall 2011 semester.

5.0 Terms of Reference and new structure of committees

There was a discussion about membership for over-arching committee. It was decided that the chair of each “subcommittee” (St. John’s, Mi, Grenfell, Policies and Sustainable Infrastructure) be on the over-arching committee. There was also discussion of where the Sustainability Office fits on the organizational chart. There was no final decision. It was noted that MISU should be added to the membership list alongside MUNSU, GSU and the Grenfell Students’ Union. J. Lepawsky wondered how often the “super-committee” will meet. T. Rowe said quarterly is what is proposed. K. O’Leary suggested changing to semi-annually. All in attendance seemed fine with membership as it is in the latest document. Action: T. Rowe to send revised ToR document (with MISU added) via e-mail to group for input.

Action: T. Rowe to set up meeting with Kent Decker to review ToR for overarching committee.
6.0 Membership – interim co-chair
T. Rowe sent out a request for interim co-chair for the ACS via e-mail. The only person to respond was J. Quinlan.
Action: T. Rowe to send out e-mail for members to approve J. Quinlan as co-chair to the ACS.

7.0 Reports
a) Paper and Recycling subcommittee: T. Rowe stated that this subcommittee needs more members. T. Rowe explained the initiative planned for Waste Reduction Week – attempting to reduce the number of phone books being delivered on campus to half by contacting departments and encouraging people to opt out of receiving a phone book. Consideration is also being given to working with MarComm to encourage on-line reading of the Communicator (4600 printed quarterly).
b) Buildings subcommittee: T. Rowe stated that this subcommittee name has been changed to the “Sustainable Infrastructure Sub-committee”. The committee is currently looking for a replacement for R. Guthrie who is off on sick leave. There was also a discussion at the last meeting regarding the provincial government Energy Plan which states that all new buildings must be built to LEED silver status.
c) Policies subcommittee: K. O’Leary stated that the policies subcommittee discussed and refined the ToR and also spoke about setting up a sustainability fund.
d) Marine Institute Sustainability Committee: A. McDonald said their last meeting was spent reviewing initiatives including the design of online internal forms and adopting Holyrood Beach. They received no interest from students on the vermicomposting idea. ToR subcommittee representative from MI will be A. McDonald.
e) Grenfell College: Nobody from Grenfell in attendance.
f) GSU: Nobody from GSU in attendance.
g) MUNSU: M. McCarthy stated that they are meeting tomorrow (October 13) re new sustainability co-ordinator position.
h) Project Green: J. McLean said they are holding a beach clean-up on October 17 in conjunction with MI OceanNet and CDEL and that there is a film screening on October 20.

8.0 Updates
a) Community Garden: T. Rowe outlined plans for the garden and that Oct. 29 is Kindness Friday when staff and faculty can assist with the garden and students can help on Service-Learning Day (October 30). The next step is to determine the structure of a committee to run the garden once it’s set up. T. Rowe advised that there is a Community Garden listserv set up to send out information on the garden. Action: T. Rowe to e-mail information on how to sign up to the Community Garden listserv.
b) Action Plan: T. Rowe stated that the development of the action plan is moving ahead and that she met with the managers of Facilities Management for their input and plans to hold meetings with other depts., but anticipates it will take some time to figure out what can and can’t be included in the Action Plan.

9.0 New Business
a) BikeShare and RideShare: J. McLean explained that BikeShare was taken over by the Sierra Club when they hired a BikeShare co-ordinator which was a paid position, but that this position was not renewed which leaves nobody co-ordinating the BikeShare program. Action: J. McLean will try to get any pertinent information on BikeShare and provide an update to T. Rowe. T. Rowe stressed the importance of getting this initiative running again because bikes are stored in underground parking spaces and if BikeShare isn’t being managed, these spaces may be taken over for vehicular parking which is at a premium on campus as of late. T. Rowe stated that the Director of Facilities Management questioned liability issues with RideShare. T. Rowe wondered if RideShare should be improved and promoted again. M. Feltham explained a system in Halifax whereby potential partners are matched based on postal codes.
c) Science Horizon intern position: T. Rowe explained that one of M. Feltham’s tasks as Science Horizon Intern will be to create a baseline for initiatives and that she will be attending ACS meetings for six months.

10.0 Events/Announcements
a) Kindness Friday – October 29: See 8.0 Update - a) Community Garden. Action: N. Burt to link sustainability website to Kindness Friday website as soon as we receive the information.

11.0 Next Meeting: November 9, 2010