Advisory Committee on Sustainability
Meeting Minutes

Date: December 8, 2009  Time: 9:30 a.m.  Location: Board of Regents Boardroom

Attendance: Kris Aubrey, Nancy Burt (Sustainability Office), Paula Corbett, Adam Courage, Mano Krishnapillai (by teleconference), Jackson McLean (Project Green), Meghan Mitchell, Shannon O’Dea Dawson, Toby Rowe, Abigail Steel, Dwayne Taverner (arrived late), Dennis Waterman
Regrets: Kent Decker, Peter Earle, Josh Lepawsky, Jennifer Lokash, Andrea McGuire, Kevin O’Leary, Toby Rivers, Bob Walsh, Becky Winsor

Chair: Abigail Steel  Minutes: Nancy Burt

1.0 Call to Order and Welcome  9:35 a.m.

2.0 Minutes: November 10, 2009 minutes - carried over to next meeting due to lack of quorum at start of meeting.

3.0 Revise agenda. T. Rowe added Transportation Forum to the Events section.

4.0 Action Items from November meeting
Action: J. Lokash requested a final draft of Terms of Reference before the Dec. meeting so there can be a vote at that time. Completed.
Action: N. Burt to send water survey results and database to participants prior to Nov. 13 meeting. Completed.
Action: T. Rowe to contact Art Cheeseman of the City of St. John’s to ask for a City representative for ACS. Completed. Art Cheeseman has retired. Prior to contacting City again, T. Rowe wanted to confirm that external representatives are not sitting on ACS. A. Steel suggested that the ACS keep in contact to invite someone from the City when needed. S. Dawson suggested a biannual report or meeting with the City.
Action: T. Rowe to set up a meeting with Health and Safety concerning using New Alta to collect batteries (other than rechargeable). Carried forward.
Action: D. Taverner will investigate availability of data on food waste in dining hall. Completed and ongoing. D. Taverner stated that Chartwells just started recording food waste in Oct., 2009 and that he’ll follow up to get any numbers.

5.0 Terms of Reference Review
a) A. Steel motioned for TOR to be approved with one change. Under “Responsibilities”, change the word “assess” to “monitor” on the second line. Motion to approve Terms of Reference: APPROVED. (S. Dawson/M. Mitchell)

6.0 Membership Review
a) T. Rowe stated that now that the TORs are approved, ACS needs to invite members from C & C, Office of the Registrar, two students & NAPE. Action: T. Rowe will do a call for members to C & C, Office of the Registrar, NAPE & students. S. Dawson suggested she speak with Randy Dodge from C & C who manages student LISTSERV.

7.0 Reports (Subcommittees/Sustainability committees)
a) Paper and Recycling subcommittee: P. Corbett stated that at the last meeting the subcommittee discussed the sustainability action plan and it was suggested that the ACS send a letter to deans and directors. T. Rowe explained that she is interested in taking more action on paper use in particular making it mandatory for Xerox copiers to be defaulted to double-side printing and copying rather than voluntary.
b) Buildings subcommittee: no update
c) Policies subcommittee: A. Steel and T. Rowe updated that the suggestions from the ACS on the new travel policy were not accepted other than the suggestion to consider alternatives like videoconferencing prior to booking any travel.
d) Marine Institute: A. Courage stated that the paperless pay campaign is moving along well and will now be focusing on other campuses, but they still can’t see their HR information on the my.mun.ca website. A. Courage also stated that MI is almost ready to launch a recycling campaign which will be co-ordinated with CNA. The entire MI campus has been changed to double-sided as defaults for printing or photocopying. The signage directs users to change to single-sided only when necessary.
c) SWGC: D. Waterman stated that they have restructured their committee and are now established as the advisory committee to the Principle. Meetings have all had 20 attendees (or more). They have approved their Terms of Reference and have two new chairs, P. Gill and Orah (sp?). D. Waterman stated that at the next meeting he will request that the two new co-chairs be members of the ACS and that himself and M. Krishnapillai will remain involved in projects at Grenfell. D. Waterman explained that Bill Dawson is co-ordinating the logistics of the recycling project. M. Krishnapillai gave a brief description of an indoor composter that works in 18 hours. D. Waterman added that local supermarkets and the hospital have been approached to take part in the composting project. D. Waterman also explained that the EPC project is not sorted out as of yet, but should be next week after the Board meeting. The tender has been called for this project.

f) Project Green: J. McLean stated that they have been focusing on protests and the Copenhagen Summit.

8.0 Updates

a) Faculty of Medicine building (this item was discussed during review of action items): the letter concerning new Faculty of Med building and the need to consider sustainability in the design and structure was sent to R. Guthrie and copied to the President’s Office last week. K. Aubrey suggested sending a copy to the project manager, Wes Drodge. P. Corbett updated that the Dean of Medicine and the architect met with faculty and students to confirm that the goal is to attain LEED Silver. Action: T. Rowe to send a copy of letter concerning Faculty of Medicine building to Wes Drodge, Project Manager.

b) Sustainability Action Plan: There were suggestions on how to move forward with the university’s action plan and the ACS’s potential role – is the ACS driving it or will it come from upper administration? A. Steel suggested arranging another meeting to discuss the action plan and goals. K. Aubrey suggested drafting a letter to send to depts. S. Dawson suggested an e-mail address or online “town hall” for people to send their suggestions. S. Dawson also stated that the Board of Regents is hoping to get outstanding items completed before the new president starts in July. T. Rowe mentioned that she will soon be meeting with Kent Decker and will get his input on next steps.

c) Transportation Survey: T. Rowe gave update on the graduate student currently doing research on the transportation survey questions. The list of questions is very long so the program should be set up to skip over questions that do not require answers such as “if you answered no, go to question 4”. K. Aubrey suggested “Survey Monkey” does that and that someone in Faculty of Medicine had recently designed a survey. T. Rowe provided information on an open forum being held at the Harris Centre with The Sierra Club and BikeShare to discuss transportation issues on Dec. 17. Action: T. Rowe will send information about Transportation Forum to ACS members.

d) Water survey results: T. Rowe mentioned that the Communicator is out ahead of when expected and that there is a reference to water survey results being available online. The results will be posted later today.

e) Internal audit and sustainability: T. Rowe discussed the possibility of sending a sustainability checklist to all depts. that could be used for an internal audit as discussed with internal auditors from the Department of Risk Management. Action: N. Burt to research checklist questions for use during internal audits.

9.0 New Business

a) Community Garden: T. Rowe attended initial meeting last week of group interested in starting a community garden. Rodolphe Devillers (Geography) is writing a proposal with input from HKR class project. Action: T. Rowe will advise ACS of the next community garden meeting.

b) Professional Development and Conferencing Services (PDCS): T. Rowe updated on a meeting that she attended with PDCS who are looking for ways to encourage video-conferencing instead of travel.

c) Measuring power consumption: D. Taverner stated that he received an e-mail from Jonathon Oliver at UPEI regarding measuring power consumption and stated that the only residence that can be measured currently is Barnes House. There is a possibility of measuring Blackall next year. D. Taverner requested a contact at Facilities Management who could assist. D. Taverner also brought up the issue of recycling of electrical items currently being thrown away. Action: T. Rowe will speak with Don Peach concerning measuring energy use in residence.

10.0 Events/Announcements

a) T. Rowe provided update of CAUBO conference scheduled for June 2010.

b) Sustainable Transportation Forum to be held Dec. 17 at Harris Centre.

c) A. Steel announced that Engineers Without Borders have their national conference scheduled for 2010.

11.0 Next Meeting: January 12, 2010