Advisory Committee on Sustainability  
Meeting Minutes  
Date: June 9, 2009  
Time: 9:30 a.m.  
Location: Dean of Arts Boardroom

Attendance:  
Kris Aubrey, Paula Corbett, Adam Courage, Mano Krishnapillai (arrived late, by videoconference), Jennifer Lokash, Kevin O’Leary, Toby Rivers, Toby Rowe, Bob Walsh, Dennis Waterman (by videoconference)  
Regrets:  
Peter Earle, Shannon Dawson, Kent Decker, John Drover, Josh Lepawsky, Andrea McGuire, Meghan Mitchell, Abigail Steel, Dwayne Taverner, Becky Winsor

Chair: Jennifer Lokash  
Minutes: Toby Rowe

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

2.0 Minutes:  
Approval of May 12, 2009 minutes carried over to next meeting due to lack of quorum.

3.0 Revise agenda:  
Kris Aubrey would like to discuss letter to Dean of Medicine re new building being built to LEED standard (added to updates).

4.0 Action Items from May meeting

Action:  
ACS to draft a letter of support for EHSSI’s initiative and determine who to send it to. Not completed, not carried forward. ACS will await update from EHSSI before proceeding.

Action:  
K. Aubrey to draft letter concerning new Faculty of Medicine building and the need to consider sustainability in the design and construction. Carried forward. See updates below.

Action:  
T. Rowe to re-draft letter to Presidential Search Committee using suggestions from ACS, forward to co-chairs for review and submit to Search Committee. Completed. Letter was send to Search Committee

Action:  
T. Rowe to contact Art Cheeseman of City of St. John’s to ask for a City representative for ACS. Carried forward

Action:  
Terms of Reference review to be on September 2009 meeting agenda. Completed. T. Rowe has put this item on agenda for September meeting.

Action:  
T. Rowe to ask sub-committees for annual reports and to start writing/compiling annual report. Carried forward.

Action:  
T. Rowe to determine whether a written submission should be made to Travel Policy Working Group. Completed. See updates below.

Action:  
T. Rowe or new staff person will look at options for creation of a sustainability fund. Carried forward. Awaiting start of new staff person.

5.0 Membership

a) New: Becky Winsor is replacing Melissa Penney as MUNSU representative.

b) Resignation: Wolfgang Banzhaf has resigned from the ACS and the Buildings subcommittee. W. Banzhaf will see if he can interest someone from Dept. of Computer Science to sit on committee. If not, ACS will recruit for a new faculty member.

6.0 Reports (Subcommittees/Sustainability committees)

a) Paper and Recycling subcommittee (Jennifer Lokash): The subcommittee discussed renaming itself to reflect the topics that are considered. Waste reduction is one suggestion. This will be discussed in September when ACS looks at Terms of Reference. The library has switched public printers to default double-side and is promoting the initiative.

b) Buildings subcommittee (Toby Rivers): The subcommittee will focus on revising the existing policy Capital Projects – Major rather than developing a new buildings policy. Robert Guthrie (Assistant Director, Capital, Facilities Management) is looking at potential revisions to the policy including adding a sustainability section. He will develop a proposal for new or revised policy to be submitted to the Policies Oversight Committee (Board of Regents).
c) Policies subcommittee (Toby Rowe): Now that the Sustainability Declaration is moving forward, the subcommittee’s focus is on purchasing and it will initially look at vehicle purchase and leasing. Bernie Doyle (Procurement Officer) will attend next meeting to explain the current procedure and discuss potential areas for improvement.

d) Marine Institute (Adam Courage): Executive at MI is interested in the work of the committee. Committee is looking at e-waste, cafeteria waste, bottled water, paperless pay. T. Rowe mentioned that there have been 65 responses from MI for water survey.

e) SWGC (Dennis Waterman): Water survey will be promoted in next couple of days. Committee hasn’t met since last ACS meeting.

7.0 Updates

a) Sustainability Declaration and communication plan: Suggestions: promote declaration in Gazette; include Alumni Affairs in consultations; ask that comments be on overarching, broad declaration, not specific concerns; once declaration is approved, external contractors and vendors should be notified.

b) Water – survey, fountains, Chartwell’s: water survey is having a great response with little promotion (newsline and on MUN website). 12 new fountains similar to new fountain in UC will be installed in 12 main buildings on St. John’s campus. T. Rowe and Kent Decker are meeting with Chartwell’s this week to discuss supplying tap water at events.

c) Staffing: Jennifer Lokash and T. Rowe helped interview candidates for temporary staff position last week and made a recommendation. There is no word yet from Human Resources on candidate acceptance of position or start date.

d) Travel Policy: Bruce Gorman agreed that ACS make a written submission to the travel policy working group to explain the idea of contributing to sustainability fund through travel claims. Next meeting is likely to be early July.

e) Letter to Faculty of Medicine regarding new building: Kris Aubrey has not yet drafted letter to Dean of Medicine regarding recommendation that the new building be LEED certified. He will draft it this week. Paula mentioned that the Dean of Medicine is very much in support of a LEED building. Suggestions for content of letter: student recruitment, healthy building. Other discussion included potential heat sources.

Action: T. Rowe will send LEED checklist and letter sent to Darrell Miles last year from ACS concerning new residence and LEED to K. Aubrey.

Action: T. Rowe will invite K. Aubrey to next buildings meeting to discuss letter.

8.0 New Business

a) Energy Conservation position: Don Peach (Manager, Energy Systems and Controls, Facilities Management) and T. Rowe have discussed the idea of a staff position to work on energy conservation. T. Rowe mentioned this to Darrell Miles and Kent Decker and they appear to be supportive of the idea. T. Rowe suggested that this position could be involved in greenhouse gas inventory/climate change planning.

b) Director of Energy Efficiency (provincial govt.): T. Rowe met with Michelle Snow who has recently started in this new position. She previously worked with MarComm at MUN. She is interested in promoting work MUN is doing related to energy efficiency. She is working on implementation plan for the government’s energy plan.

9.0 Events/Announcements

a) Idle-Free signs have been posted at MUN Childcare and students working with Sustainability Office will help with a promotional event in the coming weeks.

b) Facilities Management is working through process to make Sustainability Coordinator position permanent.

c) Next Meeting: July 14, 2009