Advisory Committee on Sustainability
Meeting Minutes

Date: October 13, 2009       Time: 9:30 a.m.       Location: Board of Regents Boardroom

Attendance: Kris Aubrey, Nancy Burt, Paula Corbett, Peter Earle, Josh Lepawsky, Jackson McLean (Project Green), Kevin O’Leary, Toby Rowe, Abigail Steel, Dwayne Taverner, Bob Walsh

Chair: Abigail Steel       Minutes: Nancy Burt

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

2.0 Minutes: Sept. 2009 minutes - carried over to next meeting due to lack of quorum.

3.0 Revise agenda. No revisions

4.0 Action Items from September meeting
Action: T. Rowe and N. Burt to meet with S. Pippy concerning analysis of water survey. Completed
Action: K. Aubrey to draft and e-mail a letter concerning new Faculty of Med building and the need to consider sustainability in the design and structure. Carried forward. Although the plan for LEED is proceeding, K. Aubrey would like to have a letter on record.
Action: T. Rowe to contact Art Cheeseman of the City of St. John’s to ask for a City representative for ACS. Carried forward. Toby left phone message but did not receive response. Art Cheeseman has resigned and there is a new contact person – Walter Mills.
Action: T. Rowe to ask sub-committees for annual reports and to start writing/compiling annual report. Completed
Action: N. Burt to look into new City of St. John’s recycling pilot project regarding the possibility of MUN sending batteries, fluorescent tubes and bulbs to Robin Hood Bay facility for recycling. Completed. City is accepting hazardous waste on Saturdays from residents. MUN cannot drop off hazardous as part of this.

Action rising from discussion: Toby to follow up with Health and Safety concerning using New Alta to collect batteries (other than rechargeable).

5.0 Reports (Subcommittees/Sustainability committees)
a) Paper and Recycling subcommittee: T. Rowe gave update on Better Side Notebooks privacy issue and media involvement. J. McLean stated that Project Green would not have any problem with discontinuing this initiative.
   Action: J. Lokash will bring MUNFA’s use of paper to the next Paper and Recycling subcommittee meeting.
b) Buildings subcommittee: T. Rowe updated on R. Guthrie’s involvement with LEED certification.
c) Policies subcommittee: T. Rowe gave update on travel policy and IT policy that are now both open for consultation. J. Lepawsky suggested the travel policy (“Travel – General” – deadline October 23, 2009) should include “allowable expense” to cover carbon offsets, with final decision to be left up to the appropriate Director. Also that “energy efficiency” should be added into the IT policy (“Information Technology Projects Approval” – deadline October 16, 2009).
d) Marine Institute: no update
e) SWGC: no update
f) Project Green: J. McLean stated that they have met twice and have 12 committed members. Also updated on two demonstrations they will be staging. The first being next week in the UC where they will try to capitalize on Stephen Harper missing UN meeting on climate change. The other being the NL Climate Action Committee will use an hourglass to stress that time is running out before Copenhagen summit.
6.0 Updates

a) Sustainability Declaration: T. Rowe gave update on Sustainability Celebration held on Oct. 6, 2009.

b) Water – survey: T. Rowe gave update on most recent meeting with S. Pippy (CIAP) and preliminary results of employee water survey and requested input from members. A. Steel requested update on finalized results before promotion begins.

c) Sustainability Fund: no update.

d) Trayless Cafeteria: D. Taverner provided update that some students were not impressed at the start of the semester, but now seem to be adjusting. T. Rowe requested stats comparing food waste before and after trayless initiative implementation. D. Taverner is meeting with Chartwells next week and will request any stats they may have.

Action: D. Taverner will investigate availability of data on food waste in dining hall.

e) Terms of Reference: Membership: T. Rowe initiated discussion regarding removing students from MI and SWGC and adding two “at large” members. T. Rowe introduced two new member groups (Registrars Office and Computing and Communications) and requested input on any other suggestions (eg. Student Affairs). Membership Terms and Conditions: T. Rowe suggested amending membership conditions to not impose a review on a member who has not attended four consecutive meetings, but are still considered “active”. P. Corbett questioned if terms should be one year renewable. A. Steel said that having a time frame would be helpful. Membership Selection: T. Rowe suggested setting up a “selection committee” who will meet once per year and be comprised of ACS members, not necessarily co-chairs. A. Steel suggested still getting input (members) from external advisors at a meeting once per year focusing on their particular interests. T. Rowe suggested leaving NAPE on membership list because CUPE is represented, and will work on getting a representative from NAPE. J. McLean asked if OXFAM can be represented by one of the two “at large” student members. A. Steel requested that an e-mail be sent out to call for a replacement co-chair, thus allowing another member to gain experience. Responsibilities: P. Corbett suggested changing the wording in iv. from “respective units” to “university community”. This is currently being done informally but all departments are not represented at this time. Discussion regarding responsibilities resulted in more points to be added; viii should read “assist with design of action plan for sustainability declaration goals”; ix should read “make policy recommendations to Sustainability Co-ordinator”; x should read “assist with subcommittee selection and reports”.

Action: T. Rowe will draft changes to Terms of Reference as discussed and distribute prior to next ACS meeting

7.0 New Business

a) T. Rowe reported that the Sustainability office has hired a graduate student to design and implement a transportation survey and requested input from ACS members.

Action: T. Rowe will notify of upcoming meeting on transportation survey

b) T. Rowe suggested setting up a HSC committee and updated on School of Nursing meeting she attended on October 9 and suggested some of those who attended may be interested in being members.

Action: T. Rowe to plan a meeting of people interested in sustainability issues at HSC.

c) T. Rowe to attend meeting with FEAST later today to discuss composting ideas as part of “Make Midterm Matter”.

8.0 Events/Announcements

T. Rowe will be attending the Atlantic University and Colleges Sustainability Network meeting in PEI the week of October 19.

Next Meeting: November 10, 2009