

REI Committee Meeting Minutes

Date: March 28, 2011

Start Time: 5:30 pm

End Time: 7:00 pm

Location: COB Board Room Raley Hall 2013

Attendance

Present

Sean Hayes

Heather Kinsey

Joe Gill

Caitlin Stepp

Brooks Camp

Morgan Bosse

Chris Todd

Katie Cavert

Ben Yoder

Jamie Russell

Ged Moody

Lee Ball

Matt Dull

Jerry Marshall- 5:42

Tyler Southern- 6:22

Visitors:

Justin Hall- AT Major

Matt

Absent

Joe Cazier

Jerry Russel

Call to Order: 5:33pm

▶ OFFICER REPORTS

Chair: Sean

Thanks for getting things in on time for the agenda! Will be making a general template for an REI project to be delivered to committee. This will provide more guidance on the project proposal process.

Vice Chair: Heather

Library traffic circle updates, and working with Katie on PR material.

Treasurer: Joe

Estimate for next year's budget- \$149,960 plus \$20,920. This will give us a little more to work with next year. We may have money left over from this year's budget to be carried over, also.

We are waiting for more receipts from the stair construction at Broyhill.

Remaining balance- just over \$50,000.

Secretary: Caitlin

Working with Kaite on PR materials and Forum.

Web Master: Morgan

Sent out a template form for project ideas. This form will be downloadable, so students can save it on their computer and then submit the form when they finish. We also need an updated version of the application form on website.

We have lots of text on website with numerous typos. Please read through the material and make a Word file of suggested changes to Morgan.

Data Management: Brooks

Working with Gernon to get notebook of all our projects moved to physical plant. Nothing has moved forward yet. Finances of our projects to a maintenance fund- Matt has set up two different accounts, one for actual energy production and one for REC revenue.

Interconnect agreements are in, unsure about when NRL&P will look at this. Waiting on them to decide.

Jerry- Building Dashboard interface problem. Interface had to be reordered and is being recalibrated. Not running yet. Hopefully up soon!

Grant Master: Katharine

Sent grant to Parents Association, interested in hearing how \$ was used last year before we get anymore. Meeting Saturday April 16th and the committee will vote after this presentation. Asked \$ for banner, trifold, and stickers.

PR: Kaite & Ben- lots going on. We need PR materials!

▶ PROJECT COMMITTEE REPORTS

Kidd Brewer A- Sean- met with Mike O'Connor. He had concerns about its appearance, and acting as a 'sail' atop the building. Charlie would like to tear down Owens field house. Mike pushing for ground mounted system. Looked around the stadium today for alternate spots, not as south facing, but workable. Took him a copy of bylaws to show that we need someone from Design and Construction at our. Would make more efficiency and reduce issues with project proposals.

Katharine- REI is published in AASHE newsletter about the Solar A, so we are kind of committed to implementing this project.

Alternate locations-

In front of fieldhouse towards stadium (remove bushes).

Retaining wall that goes up to higher athletic facility, one portion faces 40 deg off of South. Still hoping for 25feet.

Owens fieldhouse- Cobb wants to tear it down but this looks very long term, and it's not in university plans.

Solar D PV- no new updates

Solar Lab- Katie & Heather- Bid back and orders in, \$9,000. \$530 per panel. Less funds than expected. Narenco came in second, which is an in state company. Narenco is also a contender for the Traffic Circle PV.

Heather would like to give them opportunity to match the lowest bid. Joe supports this, also. Narenco is within 5% of the lowest bid.

Ged- need to look over bid thoroughly to account for more factors than just their in state status.

Heather- will Office of Sustainability be interested in developing relationship with narenco? Ged- No, have to follow state procedures.

Big Belly- Katie- Ran into severa Issues concerning leakage and cost of the bags. Allocate an additional \$550 for bags and supply this to landscaping. About a year's worth of bags at 3 times a week/4 big bellys/52 weeks.

Katharine- will this come up again next year? Katie- No, they requested bags for 1 year and time to put it in their budget for next year.

Leakage issues- newer ones are a leak proof bin. Liquids won't leak into the bin. Bags will weigh no more than 40 to 45 lbs.

****Katharine- I motion to allocate \$550 for years worth supply of bags for Big Belly.***

Chris seconds. Motion passes 10 to 10.

Hopefully we have the Big Bellys in by earth day!

Containers have large ad space on the sides, we could use help from ASU creative services.

Jamie- Announce to students about designing an ad for the panels at forum. 2 spaces per big belly

Heather, Caitlin to help Katie on project.

Katie- PR Materials

We need materials for tabling. Banner should be done by Wednesday- Heather and Katie working on this. Need a less pixelated copy of our logo for banner.

Sean- pdf files have vector properties that could be done in Illustrator- Sean could do this.

Banner costs \$120- Go Postal.

Katie would like to order things that are easy to start conversations with. Mini turbine, backpacks, pretty cheap stuff. There are lots of things to choose from, just a selection. Dave Lee- has one with broken strap. Maybe we could borrow?

How much money to allocate for these materials?

Morgan- where will we store this stuff? SGA office not extremely reliable because so much traffic going in and out of the office. Ged or Matt could help with this. Office of sustainability has lots of space for storage.

Sean- do we need this stuff right away? We need PR materials firstly.

Katie- spreadsheet, see asulearn. Display trifold, she and Heather have started working on this board. Banner \$110. display about \$20. Interior design department for printing.

Other materials- stickers, 4,000 for \$200. Fliers- printed today- \$160 for Forum.

Sean- most reasonable thing to do is allocate some money for PR.

Ged and Matt- we have \$2,000 in the budget to spend on this.

Heather- request \$ for tshirts

Chris- maybe wait on brochures and do shirts instead.

****Morgan- I move to approve Katie and Ben to spend the PR budget on tshirts, spring forum , banner, stickers, and trifold.***

Katharine seconds. Motion passes 10 to 10.

Sean- RA Training- we will have a short recorded piece about REI that Ra's train with. Chris volunteered to record. We need short write up for Chris.

Morgan- bookmarks- feedback when we work with people. Pointers to think about in the future- things involving text must be written out in a document, and in advance. In regards to design concerns for materials, please understand that the best possible design options have been explored. Lots of time wasted when we have to revisit the design concept.

Heather- show respect for each other's opinions. Receive others feedback as constructive criticism.

Also, we are using Rachel's design on lots of pr materials. May consider paying her a small fee.

Matt- Next year's budget:

Not reducing student activity fees for budget 2011-2012.

REI is supposed to go up before budget activity council each year to request budget increase. But since there will be no budget increases, we won't have to present before this board. Future budgets will let us know about increase for REI.

Spring Forum/Earth month update- Ben

Earthfare cannot donate food as expected. Need to explore other options. Stickboy giving us 36 cookies. If we want more, they would be 50% off. Melanie's, boone bagelry, mast general are donating gift certificates.

Need to update preso from last fall forum. Working on getting speakers for solar d, big belly, maybe from office of sustainability. Crystal suggests revamping entire forum. Make it more interactive and get students to contribute more.

Pass out fliers!!

Forum is next Thursday, april 7th. Solarium. Reserved from 6:00pm for set up. Should last about an hour, and the application deadline for new members is April 21st.

Powershift- Rio came and asked if we could sponsor buses for this conference. We decide this is out of the scope of the REI.

Heather- Traffic circle PV- invitation to bid, met about aesthetic concerns. We will not receive recs with this system.

Project allocation is \$40,000.

Adjourn: 7:05

Next Meeting:

Monday, April 11th

5:30-7:00pm

Raley Hall 2013

***Please Remember: REI Spring Forum is this Thursday, 7:00pm at the Solarium of the Student Union. Pass out fliers!**