

Coordinating Committee Minutes, Mar. 11, 2009

Present: CC members Jason, RJ, Annie, Roger, Madge; Guest Kimbal Dodge
Facilitator: RJ; Minutes by Madge

Minutes of Feb. 11 meeting are approved.

1. **Computer report:** Roger replaced the 80 gig with a 250 gig hard drive, and organized the directory system. The C drive has program & system files; the D drive has WELL (with subsets for CC, finances, photos, and content [newsletter, food, energy, shelter, water], and website. D drive also has a category for Friends (WAG, WHAT, etc.), Download, and ToBeFiled. Madge suggests a subset under WELL for the membership lists. Categories will evolve as needed.
2. **Website:** Roger spoke with Linton Hale at PCI, who says he will move our website to our new domain today (otherwise their system disappears in a week or so). Once on WELL95490.org, we need to simplify & update. Annie could help if it's in Wordpress format. Roger wants an ad hoc group to decide on format (depending on who we mostly want to serve).
3. **Monique's Report:**
 - a. Re: Insurance: Annie will pursue question of folding under WAG's policy, with Freddie (what's required?) and WAG - also with Dickie Wienkle if we need advice on policy coverage.
 - b. Newsletter is going out soon, so no need to do separate email for current announcements.
 - c. Handling phone & email: Need system to forward to the monthly point person (Roger will do &/or train Mo to do.) Brian's request for sending material to his Canadian friend was instructive of how not to do it! Monthly person should handle such requests & we should have info packets available at the office.
 - d. Other office questions should go to subcommittee of Madge & Jane. They decide if it needs to go to whole CC (lots of \$ or policy issue).
4. **"Red Wagon" Project:** All are enthused about this idea (for now, instead of the more ambitious goal of whole gardens). It will involve getting wagons, plant starts (Jason has many tree collards), info packets (WELL flyer, info on plants, upcoming events, etc.), volunteers, shovels. Annie will be overall point person, Madge will handle info packets, Mary will do article before and after.
We set a first date for Sat. Apr. 4 at 10am. (Can recruit volunteers on Mar. 29.) Place TBA.
5. **Solar Utilities:** Roger reports on a Livermore start-up company wanting to do efficient solar electricity for whole towns (e.g. 50 megawatts). CC suggests he gets info packets to Greg Kanne and Paul Cayler (City Manager).
6. **PR Protocol:** How to get our PR regularized, timely. Annie developed a template, which needs update. The lead person on an event should delegate! Kimbal volunteers to be lead on PR handling (in coord. With Annie).

7. **Films:** RJ reports that Pete Swanton at Main St. video is offering prime wall space for sustainable films and is willing to buy films. CC votes to donate our excess DVDs to be rented at low cost. RJ will work w/ Pete on other good films to buy and mutual promotion w/ Now & Then Series.

8. **Mar. 29 Event:** The poster is almost ready; an article will be in the upcoming newsletter. Roger & Jason have developed the event format, with presenters rotating to give short talks at each table, and meeting with presenters ½ hour before it starts. (It turns out Roger can't be there; we suggest Jane be MC.) There will be a display of bins needed for 3 month food supply.
Food coordination - Annie to handle?

9. **Membership:** Madge suggests three changes to current practices:
a. Raise basic to \$15 per year for 2010.
b. Have all renewals due in Fall (Sept./Oct.).
c. Have a "supporting member" (non-voting) category for non-residents.
CC approves these changes. Madge intends to convene membership committee soon to get us out at more local events.

10. **Goals & Roles:** We assigned lead people for most of the items on the chart. (Madge will update & send out.) Next meeting should fill in gaps, including issue areas (energy, water, etc.)
Next meeting should also include finance review.

11. **Sustainable Berea Report:** Jason, Roger & Madge met with Cheyenne of Sust. Berea (Kentucky). Among interesting ideas were that 14-24 year-old women are strongest environmentalists; getting more college & school involvement (they have a college campus); and doing an educational & fundraising calendar.

12. **Youth Outreach:** Roger noted "captive audience" of youth who meet Tuesdays with John Kichiro at WAG. Roger will contact John with ideas of guest speakers & projects (e.g. red wagon project). Also someone (Annie & RJ?) should pursue contact with Charter School and WHS Environment Club and farm. (Becky is hard to reach. Work with AJ Barret.)

The "Be the Change Day" is Mar. 21. Annie will email opportunities. Dickie, Jane & Roger have volunteered; Annie & RJ helping at the Grange; Kimbal will help with food.

Next meeting not yet set; it will be determined after Mar. 29 election of new CC members. (The next CC meeting will also elect officers and check-signers.)

Co-Com Meeting of Mar. 11: Summary for Newsletter

At our Mar. 11 meeting, the Coordinating Committee discussed both administrative and program issues.

On “**nuts and bolts**”, we’re pleased that Roger has upgraded and helped organize our computer, and will be doing something similar for our new website as time permits. Web-savvy volunteers would be heartily welcomed! Subcommittees will help oversee office tasks (insurance, emails, etc.). We also discussed getting our publicity out in a more timely way.

The CC also approved **new policies regarding memberships**: a) raising annual dues to \$15; b) offering non-voting memberships to non-residents; and c) having all renewals due in the Fall for the 2010 year.

“**Little Red Wagon**” **Project**: CC members were enthusiastic about this idea, to help people grow edible plants (such as tree collards) in their gardens. It will involve getting wagons, plant starts, info packets, volunteers, shovels. Ann Weller will be point person. We set a first date for Sat. Apr. 4 at 10am, so we can recruit volunteers on Mar. 29.

Sustainable Films: RJ reports on some exciting potential for sustainable films promoted through Main Street Video. The CC voted to donate some of our DVDs to be rented by Main Street.

Plans and responsibilities for the **Mar. 29 Event** were discussed.

The CC also reviewed a “**Goals & Roles**” chart and assigned lead people for most of the items. The basic approach is that goals should be based on where we have volunteers taking on the tasks.

Jason, Roger & Madge reported on their meeting with a leader of **Sustainable Berea** (Kentucky). Among interesting ideas were that 14-24 year-old women are strongest environmentalists; getting more college & school involvement (they have a college campus); and doing an educational & fundraising calendar.

Youth Outreach: Several CC members will continue pursuing ways to connect with our youth, through guest speakers and/or films at the Charter School and WHS Environment Club and farm, and informal contacts at the upcoming “Be the Change Day” (Mar. 21).

At the next CC meeting (to be set after Mar. 29 election of new CC members), topics will include election of officers, finances, and review of Goals & Roles.

TO DO LIST from Mar. 11 CoCom Meeting

Roger: Continue improvements to computer files and – in consultation with others (who?) – restructure new website.

Annie: Pursue question of folding insurance under WAG's policy.

Roger or Mo: Forward emails and phone messages to monthly point person.

Point person (Jason, then Madge in April): Handle emails/phones.

Madge & Jane: Oversight of office questions.

Annie: Serve as point person for Little Red Wagon Project.

Madge: Develop info packets.

Jason: Provide plant starts & tools.

Mary: Take photos & publicize.

Roger: Contact Greg Kanne and Paul Cayler (City Manager) re: potential City solar utility project.

Kimbal (with Annie): Coordinate PR to be timely.

RJ: Donate our excess DVDs to Main St. video; pursue mutual promotion of sustainable films.

Jason & Roger: Plan for Mar. 29 event.

Annie: Supervise food aspect of event.

Madge: Convene membership committee to expand our outreach. Help implement new policies (renewals, supporting members).

Madge: Update Goals & Roles chart.

Roger: Begin plans for a 2010 WELL Calendar.

Roger: Contact John Kichiro re: guest speakers at youth group at WAG.

Annie/RJ: Pursue contacts with WHS & Charter School for youth outreach.

NEXT MEETING ITEMS:

Set date (and facilitator).

Elect officers & determine check signers.

Fill in Roles & Goals chart.

Review finances.