



Sustainability Committee  
Meeting Minutes  
August 1, 2016  
6pm

Attendance:

Emilee, Loren, Mark, Phil, Eric, Christine, & Dave

Alderman: Kelly Russell

Sustainability Manager: Jenny Willoughby

1. In the Street

- a. Sign-up sheet: Group volunteered for time-slots to man table at event, including set-up and break down
- b. Seed Packets – Jenny will bring supplies at next meeting, group will produce using assembly line.
- c. Elevator pitch/summary –
  - i. Mark and Eric volunteered to take first attempt at writing script for committee (general), scoop the poop, opentreemap.org, seed packets, and tree tags.
  - ii. All committee members will use google docs for other members to participate. Scoop the Poop pledge is available on [cityoffrederick.com](http://cityoffrederick.com) under Sustainability Committee page.
  - iii. All edits to scripts *due 8/22/2016* for Chair and Vice Chair to approve for September meeting.

2. Future events & activities

- a. Instead of a "pain letter," the committee has decided to create a Recycling best practices document for all public events that may be handed out or referred to when groups receive their city permits.
  - i. To be discussed further at October meeting (after In the Street)

3. Paperless committee vote:
  - a. Dave: "Motion for sustainability committee to become paperless whenever possible."
    - i. Erik seconded.
    - ii. Discussion: Kelly and Mark would like to know more about what "paperless" entails. Mark mentioned "green products," and having a list of what "paperless" looks like for internal and external communications. Christine suggested we discuss what "paperless" means operationally.
  - b. Dave: "Motion for the sustainability committee to become a paperless committee whenever possible and develop what that criteria is in order to share and educate others."
    - i. Eric seconded.
    - ii. No discussion needed.
    - iii. Unanimous vote to pass the motion: Emilee, Loren, Mark, Phil, Christine, Dave, Eric.
    - iv. Dave will provide information on criteria for committee going paperless via google docs for group to view and comment on. *due 8/22/2016* for Chair and Vice Chair to approve for September meeting.
4. Committee Goals
  - a. Emilee will provide all goals via google docs for group to view/edit and provide comments.
  - b. All edits to scripts *due 8/22/2016* for Chair and Vice Chair to discuss before September meeting.
5. Administrative Items
  - a. Meeting notes from previous meeting need to be approved by committee at start of every meeting.
  - b. Next meeting August 29<sup>th</sup>: discuss goals and prep seed packets and tree tags.
  - c. In the Street: September 10<sup>th</sup>
  - d. October meeting (October 3<sup>rd</sup>): In the Street recap, discuss tips and tricks for recycling at public events, determine committee's next event (participation).
6. Adjourn meeting vote:
  - a. Dave: "motion to end this meeting"
  - b. Christine seconded.
  - c. Unanimous vote to end meeting.