

Congress Park, Inc. – Green Team Meeting

Date: 2/11/17

Time: 9a-11a

Location: CHFC - Sanctuary

Meeting Lead: Becky Coughlin

Meeting Note Taker: Becky & Lisa

Attendees: Lisa Loranger, Becky Coughlin, Yvonne Salfinger, Mary Sullivan, Kay Tosi, Noah Lyman, Gayle Quick, Neil Slade, Julie Lang, Taylor Moellers, Larry Grimm, Phyllis

AGENDA / NOTES:

<p>Topic: 2017 Earth Day Planning</p>	<p>Goal(s): 1. Continue developing & working 2017 Earth Day Project Plan. 2. Identify action items.</p>	<p>Topic Leader: Becky/Lisa</p>	<p>Time: :85</p>
<p>Notes:</p> <ul style="list-style-type: none"> A. Business Outreach: Katie/Lisa <ul style="list-style-type: none"> a. Katie is coordinating this effort. The aims are to avoid overlapping contact/communications with our local businesses. b. Agreed upon process: <ul style="list-style-type: none"> i. Prior to approaching a business, you will check with Katie first to see if anyone has already done that (to avoid duplication). ii. If no one is currently assigned to that business, Katie will provide known background/involvement of that business (if any) so you have that information to include in the conversation. iii. Katie will indicate you as the point of contact for that business. iv. Once you have met with the business, what you learned will need to be added to the master list (check with Katie on how to do this). c. Lisa reviewed the business Google doc located on the Green Team Google Drive. <ul style="list-style-type: none"> i. Important – do not change/revise any of the documents with a purple icon as these are documents that the forms (exhibitor, sponsor, etc.) auto populate into. d. Action: Create a sign-up sheet - Joan e. Action: Need a script written so we are approaching our businesses in a systematic fashion – who is doing this? Should be able to adapt the block captain script Phyllis is preparing and using the business outreach letter. <ul style="list-style-type: none"> i. When approaching business encourage them to go to our web site. ii. Use letter/script with talking points to guide your conversation; customize as needed based on the business. 			

B. Tables/booths:

- a. There is a limited number of table space available – we are thinking it is ~30.
- b. There are 2 categories of booths/tables:
 - i. Green Team Lead:
 1. These tables are led by a member/sub-team of the Green Team .
 2. These tables take priority over outside GT lead tables/booths.
 - ii. External:
 1. These tables are lead by someone outside of the Green Team and are limited to nonprofits and Certifiably Green Businesses
 2. They submit an Exhibitor Application via the Earth Day web site.
 3. Applications will be reviewed and decisions made regarding status of each application. Process for this is unknown at this time; what is known is that Green Team Lead tables will have higher priority.
 - iii. Action: Need to send an email to exhibitor contacts to check in, remind them of process (connecting organization to web site) and get a current status
- c. Physical tables
 - i. CHFC has enough tables for Green Team Lead tables.
 - ii. External exhibitors are being asked to bring their own tables.
 - iii. Teller may also be a resource for tables if needed.
- d. Current Green Team tables that have expressed interest:
 - i. Recycling – Yvonne, Mario, Becky, Julie
 - ii. SEED Circle – Mary (topics include business to business, asset mapping, other?)
 - iii. Vegan – Phyllis & Katie
 - iv. Alley Clean Up/Beautification – Becky
 - v. Alternative Energy – Noah, Larry
 - vi. Kids Table – Gayle
 - vii. Composting – Emily
 - viii. Certifiably Green Businesses – Liz
 - ix. Pollinator – not sure if this is a Green Team Lead table or External...?
 - x. (?) Master Composters - Emily
- e. Current External tables:
 - i. Earthlink
 - ii. Sewall/REACH
 - iii. Energy Challenge (could possibly share a table with Alt. Energy table)
- f. Action: Important – Green Team Leads for tables must submit a form (Exhibitor) via link on Earth Day web page. This gets the table registered (data from form auto populates into a spreadsheet for ease in managing/planning).
- g. There is a need to reach out/check in with the Green Team Lead tables to:
 - i. See where they are, are they still planning to have a table?
 - ii. If still planning to have a table:

1. How they are progressing
 2. Ensure they submit an Exhibitor Form.
 3. Have they identified their “needs”/any additional support needs.
- iii. Action: Becky/Liz will discuss how to do this.
- C. Volunteers: Julie
- a. Julie is coordinating the Earth Day volunteers.
 - i. Action: All table/booth leads should contact Julie if they are in need of volunteers to support their table.
 - b. OFA – Mary & Phyllis
- D. Music/Entertainment
- a. Yvonne shared information from Mario regarding his band
 - i. They are available to play but to make it worth their time they need to have a 3 hour set.
 - b. Discussed the other group – Flo Bots; no one present to provide detailed/updated information.
 - c. Action: Larry will connect Mario with Flo Bots to determine their level of interest/availability, explore if it is feasible to have them both there or just to have one.
- E. Budget (see details in Green Team Budget topic below).
- F. Communications
- a. “Block Captain” idea:
 - i. Need to continue to identify “block captains”.
 - ii. Action: Send out email to CPN Newsletter deliverers to see who would also be interested in serving in this role for their block/area – Julie
 - iii. Action: Leverage this to spread communication of Earth Day
 - iv. Goal is to be ready to begin outreach in mid-March
 - b. Phyllis & Mary are working on a draft of a script (for standardization) for those “block captains”/volunteers to use when they are canvassing the neighborhood about Earth Day.
 - c. T-Shirts – Phyllis discussed the idea of having t-shirts with a GT logo, the block captains could wear when canvassing and GT members can wear at Earth Day
 - i. Questions – how to acquire the t-shirts (many options – all present said they would be willing to “buy” theirs); can we get them in time for need to canvas?
 - ii. Action: continue to look into this including identifying a graphic – Phyllis
 - d. Poster – Need to identify a designer to design the poster
 - i. Julie knows a young neighbor that is a graphic artist that might be interested in doing this.
 - ii. Question – can we pay him a small stipend (\$50?) for his work (that would motivate him and would show we value his expertise).
 - iii. Action: Follow up with graphic artist – Julie
 - iv. Action: Decide if a small stipend can be paid for this service – Steering Committee.

- e. Yard Signs - discussion of using these to supplement outreach efforts
 - i. Several people mentioned that they have some that could be reused (Noah, Lisa)
 - ii. Idea is to print something that could be attached to existing signs
 - 1. Taylor may be able to print these for us
 - 2. May want something with just a logo and a sleeve so we can continue to reuse them for other purposes like alley clean ups
 - iii. Action - need to get a count of how many are available and the size of the sign - Green Team newsletter?

<p>Topic: Green Team Budget</p>	<p>Goal(s):</p> <ol style="list-style-type: none"> 1. Identify how to request funds for various expenditures going forward. 2. Identify how to manage Earth Day donations. 	<p>Topic Leader: Becky/Lisa</p>	<p>Time: :15</p>
<p>Notes:</p> <ul style="list-style-type: none"> A. There has been approximately \$750 donated to the Earth Day event. Discussed what priorities should be for using this money. B. Advertising has been identified as the current top priority (buying space in local newsletters, buying an ad in Facebook, etc.). C. Need to inquire with GT Table Leads to determine their resource needs <ul style="list-style-type: none"> a. First would be to connect with a local business to see if they could donate b. Next would be to consider using money to buy needed resources. D. Action: Prior to buying any resources for which you may want to get reimbursed, GT Table Leads should first check with Katie (in case business might be able to donate needed resource) and Joan (Earth Day Coordinator) – All GT Table Leads E. Action: Need to develop a process to determine how to “approve” expense requests – Steering Committee 			
<p>Topic: Sewall Grant</p>	<p>Goal(s):</p> <ol style="list-style-type: none"> 1. Inform team of status of application. 2. Inform of need for “contractors” to donate their time in designing/building the sensory garden. 3. Request team members to consider “contracting” in the future. 	<p>Topic Leader: Catharine McCord, grad student</p>	<p>Time: :10</p>

Notes:

- A. Gave an overview of the project: On 2-3 acres at REACH Academy on 9th and Fillmore. Proposed to build a sensory garden there with a \$75k grant she received from the Colorado Gardening Association. Aim is to have the garden built by March 2018. GT is a big part of this project in both donating time/expertise as well as supporting community outreach (e.g., will need outreach volunteers to obtain plants donated by CPN neighbors). Susan B will be coordinating this outreach. Larry mentioned he has identified “workers” to help.
- B. This will be a table at the Earth Day Celebration.
- C. Action: Need members of the GT to donate their time/expertise in the future. Exactly what is needed is still under development and will be communicated at a later date.
- D. Action: Need members of the GT (CPN neighborhood) to help with planting in the Fall. Susan B

<p>Topic: CPN Recycling – Purple bins</p>	<p>Goal(s): 1. Inform of CPN recycling issue to be discussed on 2/15</p>	<p>Topic Leader: Yvonne</p>	<p>Time: :05</p>
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Notes:

Yvonne informed the team that Tom, CPN Inc Board President, has invited the Denver City Auditor to attend the 2/15/17 CPN, Inc Board Meeting to discuss a recycling issue: they are thinking about getting smaller trucks to be able to access alleys to pick up recycling due to not enough room in some of the alleys for current recycling truck to access and pick up purple containers. Lisa and Mary will be attending this meeting as GT representatives and will report out on the 2/15 board meeting discussion on this topic.

<p>Topic: Next Green Team Mtg & Open Discussion</p>	<p>Goal(s): 1. Review/identify next Green Team Meeting agenda 2. Allow time for any needed open discussion.</p>	<p>Topic Leader: Becky</p>	<p>Time: :02</p>
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Next Green Team Meeting is Saturday, Feb 25th, 9-11am, at CHFC.