

Congress Park Green Team Steering Committee Meeting

Date: 3/6/17

Time: 6:00p - 8:30p

Location: 738 Columbine St

Meeting Lead: Becky Coughlin

Meeting Note Taker: Liz Goehring

Attendees: Mary Sullivan, Joan Gregerson, Julie Lang, Katie Kaplan, Yvonne Salfinger, Maggie Price, Becky Coughlin, Liz Goehring

AGENDA / NOTES / ACTION ITEMS / REQUESTS / PARKING LOT:

<p>Topic: Earth Day Planning</p>	<p>Goal(s): 1. Discuss/approve Budget and procedures 2. Discuss Advertising approach 3. Clarify involvement of sponsors/exhibitors 4. Discuss Food options</p>	<p>Topic Leader: Joan Gregerson</p>	<p>Time: 2:00</p>
<p>Notes:</p> <ol style="list-style-type: none"> 1. Budget <ol style="list-style-type: none"> a. Discussed “straw” budget, including income and the reality of estimates on expenses like design, printing, posters vs. cards, yard signs. b. During discussion of income, the procedures for accepting, acknowledging, tracking and following up with a formal Thank You to Sponsors and Donors was discussed. The following procedure was agreed upon: <ol style="list-style-type: none"> i. Payment is received and CPN, Inc emails acknowledgment/receipt of donation with cc to CPN Green Team Steering Team. ii. This emailed acknowledgement triggers a followup from Green Team leaders/steering committee. Donation is subject to review/acceptance by ST. iii. If accepted by ST, email “Thank You” is sent from Green Team ST indicating whether the donation is for Earth Day specifically or for general Green Team efforts. It was agreed that we do not need to be any more specific. iv. Maggie explained that we need to be aware of tax law requirements for donations made in exchange of goods/services. v. Yvonne volunteering to work out template/thank you note/followup. vi. CPN, Inc lead by Maggie will also share a monthly spreadsheet report with Green Team (in Green Team google drive) showing income and expenses for the month. c. Procedures for expenses were also discussed, with the following procedure agreed upon: 			

- i. Expenses, planned to be reimbursed from the Green Team budget or from our sponsor CPN Inc, should be pre-approved by ST (e.g. send an email to ST with explanation of expense).
 - d. If approved, and if expense is to be paid for directly by individual (relatively small i.e., <\$200 expense), just need to send receipt to Tom Conis, CPN Inc President, to be reimbursed.
 - e. If expense is too large to be paid directly (i.e., >\$200), go to CPN, Inc to make arrangements for payment.
2. Advertising
 - a. Agreed to use yard signs as part of advertisement, with as much reusable material as possible (e.g., using Trader Joe's bags over wire frames). Also discussed approaching GT members, block leaders and select neighbors to post in yard. **Joan will bring this up at Saturday Green Team meeting.** Need to think about strategic placement of signs particularly north of 13th. Also, note that signs may **not** be placed on city space (i.e., strip between sidewalk and curb). **Becky will solicit wire frames from politician offices. Maggie will check if CPN, Inc has some available.** Mary suggested including a "Call for yard signs" in next newsletter.
 - b. Discussed how many posters would be needed and agreed to have a mix of sizes (8.5x11 and 11x17). Maggie indicated that only smaller posters are suitable for CPN bulletin boards. **Joan will fine tune this.**
 - c. Discussed having an "evergreen" **CPN Green Team Annual Earth Day Festival banner** created, as well as different ways to acknowledge sponsors. The final accepted verdict for thanking sponsors was to have circular labels printed with sponsors' logos (one label per sponsor, size related to size of donation) that would be adhered to a **Thank You Sponsors** banner (white background?). The labels could be peeled off after the event and the Thank You Sponsors banner could also be reused. There also needed to be a "Thank You Donors" sign at the Prize table.
 - d. Discussed using postcards and/or business cards for advertising. It was agreed that we should limit printing of materials and that there was benefit to having small flyers (¼ of an 8.5x11 sheet of paper) that could be left with neighbors or used at other events prior to Earth Day. It was also agreed that we should post the pdf version of the postcard so that individuals could print and distribute postcards on their own. It was discussed and agreed that we should approach Taylor (SNN program) for support with printing costs. Liz (and Joan?) will follow up with Taylor on Earth Day Festival proposal and support.
3. Earth Day Festival Food
 - a. Food for the Festival was discussed. Einstein Bagels will be contributing bagels and coffee for free. Kleenatop has also offered to supply water and disposable cups for free. It was agreed that we should keep food simple and only from 'commercial kitchens' to avoid issues. Cookies (both regular and vegan) from commercial kitchens

would be accepted (e.g., donation of Same Cafe cookies). Fruit (e.g., uncut apples and oranges) would also be suitable.

- b. It was also agreed that we could put out a Donations jar for the Denver Food Rescue at one of the food stands.

4. Volunteers

- a. Joan and Maggie updated all on the status of working with Independence House for volunteers. Maggie shared that folks from Independence House have helped with many other CPN events and are wonderful neighbors. There were no objections to having Independence House volunteer with Earth Day.
- b. Julie updated all on the status of getting volunteers - none have responded to emails so far. She will be recruiting help at the next Saturday Green Team meeting to make calls to OFA volunteers for participation in EarthDay. Julie and Joan will continue to coordinate on list of volunteer needs.

Topic: Other Green Team Updates	Goal(s): 1. Update team on various efforts and determine any needed actions	Topic Leader: various	Time: :10
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Notes:

1. Eco-cycle

- a. Yvonne updated all on contact with Jasmin Barco, Outreach Coordinator for Eco-Cycle regarding her offer to work with CPNGT on recycling. It was agreed that it would be best to schedule her visit with GT until after EarthDay (e.g., set up a GT activity with Eco-Cycle in early May). Also the Recycling Team will coordinate directly with Jasmin for possible involvement in our EarthDay event. **Yvonne, Mario, Becky & Julie will meet with Jasmin and bring more information back to the Green Team.**

2. National Jewish Green Team

- a. Yvonne and Liz met with Jeanne Tanguma and Sharon Schear from National Jewish’s SMART team (their “green team”) to discuss possible collaborations for EarthDay. They have invited us to have a table at their event (Tuesday April 18, 11a-1p) with information on CPNGT and SNN. Yvonne and Liz will host this table - others are invited to help.
- b. We also discussed collaborating in their upcoming Electronics Recycling Day, date and specifics TBD.
- c. They are also interested in pursuing the first step towards Green certification with the CGD program, and we will help facilitate that. However, they would like to wait until June, and start with a presentation by us (less formal than from CGD) to their SMART team about the program, to get the team’s buy-in. Yvonne/Liz will schedule this.

3. Sewall/REACH Academy Sensory Landscape

- a. Emily sent in the following update via email, although it was not shared in the meeting due to time constraints: The Sewall garden project is in the planning/design phase. Catharine is meeting with the Sewall community (teachers, parents) to establish goals. By the end of the month we should have information about plants and materials so that we can start soliciting potential donations and generally marketing for volunteers. When the design process is 50%

complete they will begin to look for contractors who are able to execute the construction. The CU Denver Horticulture Club has also expressed interest in helping with plant installation.

- b. Catharine will be promoting the garden at Earth Day. She will collect information from people who are interested in donating materials and/or volunteering.

Topic:	Goal(s): 1.	Topic Leader:	Time:
Notes:			