

**Sustainability Advisory Board
Summary Notes
September 21, 2010**

MEMBERS PRESENT: Chairperson Michelle Wittenbrink, Rich Wilhelmi, Elaine Aye, T.W. Linder, Tamara Gilbert

STAFF: Shauna Shroyer, Admin. Assistant

Chairperson Wittenbrink opened the meeting at 6:10 pm.

With the upcoming City Council Work Session on November 15, the group discussed items of importance for the meeting. First is what has been accomplished so far –

- Started research for sustainability website
- Working with the library on a lecture series – 1st Thursdays starting in January 2011
- Evaluating a green procurement policy
- Implemented NW Earth Institute reading courses for city Green Team
- Developed fact sheets on water resources, business resources
- Supported events – participated in the WLWV Sustainability Showcase, Old Time Fair
- Performed a waste audit at City Hall
- Arranged training for city staff and directors
- Participating in Trails Master Plan, Police Station and Aquatic Center committees
- Participating in TNS Clackamas Group monthly meetings

Also for the work session –

- Is the assessment form being used
- Summary of spending funds allocated to the SAB from the franchise fee increase
- Green business certification
- Green Procurement Policy – Elaine, Susan, Glen and Michelle would like to meet with the Finance Director prior to the work session to discuss a green procurement policy for the city. The current West Linn Procurement Policy and a new proposed draft policy were reviewed. Elaine will put together a presentation that will include procurement, purchasing, green cleaning, facilities maintenance, waste management. A new policy should include ways to implement the changes and how to track and measure the results.

Michelle prepared a PowerPoint presentation “SAB 101 – Introduction to the Comprehensive Plan” for the board. It helps figure out: what is the Comprehensive Plan, what is the format of the plan, and why does it matter to sustainability. The idea was to explain the plan and how to integrate sustainability into all city documents. There was much discussion on how to move forward.

Green Team Update – Dishwashers, dishes & silverware have been purchased. Looking into purchasing hand dryers.

Meeting adjourned at 7:40 pm.
Next meeting is October, 19, 2010