

**Sustainability Advisory Board
Summary Notes
August 17, 2010**

MEMBERS PRESENT: Chairperson Michelle Wittenbrink, Rich Wilhelmi, Susan Day, Elaine Aye, T.W. Linder

GUESTS: Councilor Carson, Kevin Bryck

STAFF: Shauna Shroyer, Admin. Assistant

Chairperson Wittenbrink opened the meeting at 6:03 pm.

1. Introductions

The board welcomed new member T.W. Linder. Councilor Carson and Kevin Bryck introduced themselves to the board.

2. Approval of Minutes

Minutes from July 20, 2010 were approved as presented.

3. Status Updates

a. Events –

- i. No events this month

b. Action Item Assignments –

- i. Lecture Series (Michelle) – Michelle met with Library Director, Diane Satchwell. The library is considering hosing a “sustainability day” once a month. A couple of Diane’s ideas are a “craft swap” and biodynamic gardening. Elaine suggested showing the video about plastic bags in the ocean. Although the library wouldn’t be ready until January, the discussion turned to partnering on this endeavour. Diane is working to remedy the “No Parking” areas. Kevin Bryck suggested covered bike racks that are in view.
- ii. NW Earth Institute (Susan/Michelle) – Set to start September 1st. There are 6 employees signed up so far and a couple of SAB members are interested in attending. Shauna will order the books and arrange for the lunches for the first session.
- iii. Waste Audit (Michelle) – Complete. The report was handed out for review. Starbucks cups were the most evident. May start composing in the basement of City Hall. Would be able to reduce even more if food waste could be composted. Need to be sure to follow up on the recommendations.
- iv. Website Development Outline and Photos (Michelle/Tamara) –The City has an intern that is able to assist with the website. Need to get outline submitted and photo locations identified and pictures taken.

- v. Shred Day II Date & Details (Michelle/Rich) – There is an event at the skatepark, but no document shredding. Rich’s “fact sheet” can be disseminated on Clean Up Day (September 18). Next shred day - TBD
- vi. Sustainability Business Certification/Promotion (Susan, Rich, Michelle) – Will contact the Economic Development Task Force. Have been researching ways to promote green businesses in West Linn. Make a list of awards already existing by the next meeting, then let businesses know what is available. Michelle will forward information about VOIS.
- vii. Water Conservation (Tamara) – Councilor Carson suggested a few more resources to add to the flyer.
- viii. Final Edit of Water Cycle Flyer (Tamara) – No new report.
- ix. Sustainable WL Strategic Plan Update Subcommittee (Michelle, Glen, Rich, Susan, Elaine, T.W.) – On hold until after the September 21 meeting. In the meantime, members should familiarize themselves with the Comprehensive Plan.

4. Action Items

- a. Citizens and Households Sustainability Resources Flyer – Postponed until the next meeting.
- b. Joint Work Session with Council (Nov) Preparation – Procurement Plan – Looking for November 15 date. The board may want to meet with Finance Director prior to the work session.
- c. Lecture Series – Next meeting with the Library Director is scheduled for September 1. Watch for more details.
- d. Plastic Bags – Michelle polled the members for their views on banning plastic bags in WL. Most were in agreement to recommend a ban while using an incentive program to encourage reusable bags. Members acknowledged there will be many challenges to accomplish this. Other points of discussion - regulation, incentives, stores voluntarily eliminating plastic bags, engaging the stores, pro-active education, contacting stores in areas where bags have been banned.
- e. Sustainability Assessment Form – Feedback and Update. Lake Oswego and Clackamas County are looking to put something similar together. Meeting was held with interested parties.

5. Items of Interest

- a. Library – Sustainability Efforts – See above 3.b.i.

6. Other Items/New Business

Meeting adjourned at 7:34 pm.

Next meeting is September 21, 2010