

**Sustainability Advisory Board
Summary Notes
December 7, 2010**

MEMBERS PRESENT: Chairperson Michelle Wittenbrink, T.W. Linder, Tamara Gilbert, Glen Friedman, Susan Day, Rich Wilhelmi

STAFF: Shauna Shroyer, Admin. Assistant

Chairperson Wittenbrink opened the meeting at 6:04 pm.

1. Introductions

No guests were present.

2. Approval of Minutes

Minutes of the November 16, 2010 meeting were approved as presented.

3. Status Updates

- a. Events – No events this month
- b. Action Item Assignments –
 - i. Lecture Series (Glen/Michelle) – All speakers are lined up and posters are ready to print. Glen would like some help distributing the posters. The next step is to promote the series.
 - ii. Procurement Plan (Elaine/Susan/TW) – There was discussion about assisting a group from the City with this project rather than just providing a plan for them to use. It was felt that the plan would be more tailored to the City's goals and that there would be more buy-in if the City was a part of the process. This could be accomplished with an initial email of a draft plan for review/comment then a meeting with all involved parties.
 - iii. Northwest Earth Institute (Glen/Susan) – No report.
 - iv. Website Development Outline and Photos (Tamara/Rich) – Tamara will be evaluating content on a month to month basis. Would also like to post the group's accomplishments and goals. Working on a photo inventory.
 - v. Sustainability Business Certification/Promotion – Chamber/Economic Development Task Force Contact (T.W./Susan/Rich) – Research has begun for green business awards (see attached handout). Rich has contacted the Chamber about their participation. Want to keep this a simple and user friendly way to recognize a green business annually. A draft form will be put together for the group to review. Possibly a second category for non-profit organizations.
 - vi. Sustainable WL Strategic Plan Update Subcommittee (Michelle, Glen, T.W./Rich) – First step is to meet with the Planning Director then look at the Council Goals for sustainability. At this time, there is no need to meet until after the first of the year. A copy of the comp plan was provided for the subcommittee's work.

vii. Stormwater Pond Aesthetics – No report.

c. Green Team Update – No report.

5. Action Items

a. Sustainability Assessment Form –

- i. Asking which (and if) departments are using it. Michelle would like to contact department managers – is it being used, is it user friendly, does there need to be training on how to use the form, etc. Should another version be used (Whistler B.C.)?

6. Other Business

a. Shred Day -

The SAB would like to see another shred day scheduled sometime between tax day and earth day.

b. Portland to Lake Oswego Transit –

Metro will be taking comments regarding the proposed transit project. The SAB discussed whether or not they should make a recommendation, but decided their role should be to make sure residents are aware of the opportunity for public comment.

c. Expiring Terms -

Elaine and Rich both have expiring terms. Elaine has already reapplied and Rich is going to before the deadline.

Meeting adjourned at 7:20 pm.

Next meeting is Tuesday, January 18, 2011