

West Linn Sustainability Advisory Board Meeting Notes
3/17/16

Attendance	Alex Mihm, Tamara Gilbert, Sara Weihmann, Clare Bean, Cecil Denney, Glen Freidman, Sara Harding Mihm, Shauna Stroyer (City staff member)	
Presentation: Power Map	Sara W.	Explanation of mapping out organizational allies, individual contacts, internal stakeholders, and community groups that are connected, as well as decision-makers with current relationships and which areas needed development. Map includes rating influence, ranging from friend to political process, who would be most receptive to ideas, and how priorities align. This could be applicable to the Community Connection sub-category.
Workgroup: Community Connection	Tamara, Clare, Sara W.	How do we connect sustainability within the community? What would people be interested to hear and what is our best way of communicating that? (See notes on Power Map above.)
Workgroup: Fleet Inventory	Alex, Glen, Sara M.	Need to get a general snap shot of what currently exists and if there is a phase in plan for new vehicles and a phase out plan for existing.
Workgroup: Internal City Outreach	Alex, Glen, Sara M. Clare	Presentation was originally scheduled for all department lunch in April for first 10 minutes of meeting, but upon consideration of current City employment turnover, SAB has decided to postpone it. In the mean time, individual directors (Lance of Public Works, Ken of Parks) will be contacted and meetings will be scheduled. Parks Board meeting on April 14th.
Workgroup: Green Purchasing Policy	Tamara, Glen, Sara M.	Tamara to meet with Elaine Aye of Green Building Services. For reference, at City Hall, each floor has a point person who places an order once per month. This trim system attempts to reduce paper usage. Shauna emails staff a reminder one week before and the day before, and then orders through a single vendor.
Workgroup: Sustainability Audit	Clare, Cecil	STAR now has a ready-to-go, simple and adaptable framework called Leading STAR Community Indicators that could be a good way to measure how sustainability shows up within the community itself. Cost is \$500. Alex expressed concern that the Plan directly states the audit needs to go in-depth on City operations (energy, water, waste, toxics, etc.). What would be a good plan for how we tackle both of these?
Action Items	<ul style="list-style-type: none"> - Community Connection: Sara W. to start on the Power Map and bring copies to group for more feedback. Identify point person within SAB so that actions aren't duplicated. 	

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Action Items, cont.	<ul style="list-style-type: none">- Community Connection: Develop initial ideas for how to publicly promote items in Appendix B and eventually connect with City's Community Engagement person. What other citizen groups are already involved, e.g., ROWL, NA's, etc.?
	<ul style="list-style-type: none">- Fleet inventory: Reach out to Lance to get the ball rolling.
	<ul style="list-style-type: none">- Outreach group: Create a helpful visual to support presentation, as well as a handout.
	<ul style="list-style-type: none">- Outreach group: Schedule one-on-one meetings with Ken of Parks and Lance of Public Works to get feedback and give heads up of Plan. Parks Board meeting on Thursday the 14th.
	<ul style="list-style-type: none">- Green Purchasing: Tamara to scan purchase record and send to Sara M. and Glen.
	<ul style="list-style-type: none">- Sust. Audit: Clare and Cecil to discuss further regarding timing, cost, and natures of STAR Indicators and City operations audit.
	<ul style="list-style-type: none">- Anyone who can: Attend the City Manager interview event on 3/31!