

West Linn Sustainability Advisory Board Meeting

West Linn City Hall
12/20/2018, 6:30-8pm

Attendance **Board:** Cindy Ellison, Sara Harding Mihm, Alex Mihm, Terry Shumaker
Council Liaison: None
Staff Liaison: Darren Wyss
Guests: None

Mission [From the Charter \(Mission\):](#) The Sustainability Advisory Board is committed to collaborating with government and residents to improve the quality of life in West Linn by advancing stewardship of our environmental, social, and economic resources that is equitable for all present and future generations.

1. Public Comment (5 minutes)

- None.

2. Check-ins / Updates (5 minutes)

- **Terry** shared that a plastic bag ban has been submitted to the Oregon legislature for consideration in 2019.
- **Darren** shared that a community member submitted a letter to the Tidings in support of a plastic bag ban.
- **SAB members** present shared upcoming holiday plans.
- **Sara HM** shared that after a conversation with **Sara W.**, Sara W. would be submitting her resignation to the Board due to personal obligations.

3. Review Action Items from past meeting(s) (5 minutes)

<u>Month</u>	<u>Action Item</u>	<u>Status</u>
July	<ul style="list-style-type: none"> • Alex and Darren Wyss will coordinate on updating the City's website that shares information on recycling and garbage, to align it with the Clackamas County's website. 	Pending, January 10, 2019 at 3pm along with Shauna (WL staff).
July	<ul style="list-style-type: none"> • Russ will connect with the C4 (Clackamas County Coordinating Committee) to understand where other cities within Clackamas County stand on a plastic ban. 	Pending; Russ will connect at the upcoming meeting. A Clackamas Commissioner asked Russ to look into it and he's interested to move it forward. Discussed a plastic bag survey for

		general interest and feedback.
August	<ul style="list-style-type: none"> ● Darren will ask the City Manager if we need to go through a formal process to approve our charter. 	Pending
November	<ul style="list-style-type: none"> ● All SAB members are encouraged to meet with their workshop buddies to start working on details. 	In progress
November	<ul style="list-style-type: none"> ● Sara HM to email SAB: <ul style="list-style-type: none"> ○ Goals & Accomplishments (action items from past SAB meetings) to review 	Done
November	<ul style="list-style-type: none"> ● Glen & Sara HM to meet regarding advertising of the upcoming education series, and the climate change work group 	Done
November	<ul style="list-style-type: none"> ● Glen will email the group with the dates that are available at the Library, as well as with an outline with which topics will be in which month 	Sent to Sara HM
November	<ul style="list-style-type: none"> ● Sara HM to get a draft of the Annual Letter to SAB for review. 	Done
November	<ul style="list-style-type: none"> ● Darren to schedule a date to have a joint work session with City Council. 	Pending
November	<ul style="list-style-type: none"> ● Alex to write an updated PGE recommendation for the proposal (budget ask). 	Done

4. Review / Approve November Meeting Notes (5 minutes)

Summary November minutes were approved unanimously.

Discussion None.

5. Discussion: 2019 SAB Structure (20 minutes)

Summary No board member came forward with interest in becoming Chair in 2019, so a discussion commenced regarding the structure of the group and how to share responsibilities.

Discussion

- **Terry** suggested that the next meeting agenda include an overview of Google Docs so that folks know how to use what we frequently
- **Terry** and **Cindy** agreed that they would co-chair meetings in the near future, until another person stepped up to Chair, or an alternative structure was in place. **Sara HM** offered to assist in January and February to provide training on providing agenda items and other related tasks.

6. Discussion: Sustainability Education Series (15 minutes)

Summary SAB members discussed reserved dates for the Sustainability Education Series at the Library and which items to roll into the January agenda.

Discussion

- **Glen**, via email, confirmed that we have reserved the following dates at the Library:
 - March 6th
 - April 4th

- May 22nd
- The group discussed including the “Get Involved” event within a table at the Old Time Fair, which takes place July 19-21, 2019 at Willamette Park. Consider including electric bikes and information on the rest of education series.
- **Alex** said that Reduce, Reuse, Recycle could be scheduled any time and that he’d prefer the instructors for the Pollinators/Toxics and Climate Change workshops have preference over which dates to present, and he would present during the remaining available date.
- At the January meeting, the group agreed to discuss the following as it relates to the Sustainability Education Series:
 - Deadlines and responsibility to develop content for:
 - Workshop descriptions
 - Flyers
 - Press release
 - Emails to our own personal networks
 - Wednesday weekly updates via West Linn’s newsletter
 - Nextdoor, Facebook events, etc.

7. Review New Action Items (5 minutes)

- **Sara HM** to add the following to the January agenda:
 - Overview of Google Docs so that folks know how to use what we frequently
 - Discussion about the sustainability education series regarding deadlines and responsibility to develop content for a variety of topics (see above).
- **Darren** to get information on the Old Time Fair regarding logistics and getting SAB a table.
- **Darren and Alex** to meet about the website on January 10, 2019 at 3pm.

Decisions Made

- **Terry and Cindy** agreed that they would co-chair meetings in the near future, until another person stepped up to Chair, or an alternative structure was in place.

Notes

- None