## ASsquare_logo.tif Coastal Fund Minutes

## Associated Students

Tuesday, 10/08/19, Nati Conference Room

**Jeremy Francoeur CALL TO ORDER: 6:01**, minutes recorded by Carissa Stewart

1. **ATTENDANCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Note:**absent (excused/not excused)arrived late (time)departed early (time) | **Name** | **Note:**absent (excused/not excused)arrived late (time)departed early (time) |
| **Jeremy Francoeur****Chair** | **Present** | **Anushna Patel****Outreach Coordinator** | **Present** |
| **Kate Mcleod****Co-Chair** | **Present** | **Katherine Fukada****Outreach Coordinator** | **Present** |
| **Cyrus Kayhan****Undergraduate Rep** | **Present** | **Sarah Siedschlag****Advisor** | **Present** |
| **Karen Thornton****Undergraduate Rep** | **Present** | **Carissa Stewart****Administrative Assist** | **Present** |
| **Mike Martin****Undergraduate Rep** | **Present** | **Kevin Sway****Senate Liaison** | **Present** |
| **Phoebe Racine****Graduate Student Rep** | **Present** | **Emma Swanson****Senate Liaison** | **Present** |
| **Laura Ingulsrud****Graduate Student Rep** | **Present** |  |  |

1. **COMMITTEE BUSINESS**
2. **Approval of Attendance and Proxies**

*MOTION/SECOND: Jeremey/Kate*

*Motion language: Motion to approve attendance and proxies.*

*ACTION: Consent*

*Additional approval required: YES (Senate)*

1. **PUBLIC FORUM**

(Announcements, appreciations, concerns, requests to have items added to agenda)

* + 1. **Welcome Back Everyone!**
		2. **Icebreakers: If you had to give a title to this chapter in your life, what would it be & why?**
		3. **Any other announcements?**
			1. **Jeremy looking for a bike**
			2. **Sarah and Laura suggest places to buy bikes**
			3. **Karen’s laptop is being fixed**

1. **REPORTS**
	1. **Advisor Report: Siedschlag**
		1. Been working on hiring and training
		2. Carissa is doing both csp and admin
	2. **Chair Report: Francoeur**
		1. NRS Advisory Meeting Friday 11/22 @3-4:30pm Marine Science 2318
		2. Took a writing class for environmental professionals, professor reached out to see if there are any projects/campaign they can help plan for the class
			1. Kevin suggests composting
			2. Phoebe suggests Oil Island
	3. **Vice Chair Report: McLeod**
		1. Kate is a tour guide, president of organization is interested in csp

* 1. **Senate Report: Sway and Swanson**
		1. Kevin is available for questions
		2. AS senate provides liaison to help legal code
		3. Senate would author changes to legal code
	2. **Administrative Report: Stewart**
		1. 2 major grant applications so far, one from a PhD student, one from Michael Love re: documentary, Michael Love confirmed for 7pm next week, still waiting on confirmation from PhD student
			1. Kate asks if most applications come in during spring
			2. Sarah answers that we seem to be shifting towards spring
	3. **Coastal Service Program Report: Stewart**
		1. Don’t have anything to report, working with Emily to train tomorrow
	4. **Outreach and Education Report: Patel and Fukada**
		1. Starting to schedule site visits; can come along
		2. Pardall Carnival site center set-up with games
			1. Game to hear about what coastal fund does
			2. Person gets a prize (tidebook, sticker, etc.) if they can give an example for one of the 5 pillars of CF
		3. Annual report is almost done and new website completed
	5. **Sub-Committee Reports: Jeremy**
		1. NRS scholarships-Cyrus, Jeremy, Karen
			1. Had rollover funds to use for scholarships outside of the typical science fields, channeled more towards arts and humanities
			2. Cyrus had internship on Santa Cruz
				1. mission was to expand knowledge about research station
				2. UC NRS system has 41 reserves and representative that represents nearly every ecological area in CA
				3. NRS doesn’t advertise well
			3. Jeremy says couple of classes will go out to the islands and hopefully other professors can take advantage
				1. Problem bc most professors won’t plan out that far in advance
				2. Interested in heading subcommittee
		2. Long-term funding application-Kate, Mike
			1. Bunch of groups always come back for funding so subcommittee would encourage those recurring orgs to apply for that grant
			2. Sarah compiled some info on groups that might be good for that kind of grant, should be some notes
				1. Options include: quarterly report and would come to first meeting of year, make it invite only, didn’t go very far with it
				2. Don’t have specific process outlined in legal code, would talk about whether this board can fund something out of next year’s budget
				3. possibly whoever we funded would have to come into a check in but would get renewed
				4. Talk to Jordan about research on subcommittee
				5. Only noted questions
		3. Pre-screening process for applications- Phoebe, Laura
			1. outreach is trying to get more applications
			2. Pre-screening to make sure there is not too many applications
			3. Will find out on friday how many applications we will get
	6. Can go over subcommittees later
		1. Sarah would like to be involved in each
1. **AGENDA**
2. **Approval of Agenda/Additions to Agenda**

*MOTION/SECOND: Jeremy/Kate*

*Motion language: Motion to Approve agenda/ and additions to agenda*

*ACTION:Consent*

*Additional approval required: YES (Senate)*

1. **OLD BUSINESS**
2. **NEW BUSINESS: Jeremy**

**Office supplies ($200)**

* **Pens, paper, ink**
* **No specific plans but so Sarah does not have to go to board and wait a week for supplies**

*MOTION/SECOND: Jeremy/Cyrus*

*Motion language: Motion to pass $200 for office supplies*

*ACTION:Consent*

*Additional approval required: YES (Senate)*

 **Coastal Service Program supplies ($200)**

* **over summer csp money was approved but wording was structured towards groups**
* **small amount for necessary supplies**

*MOTION/SECOND: Jeremy/Cyrus*

*Motion language: Motion to approve $200 for Coastal Service Program Supplies*

*ACTION:Consent*

*Additional approval required: YES (Senate)*

**SPR 19-35 Extension Request**

* **everything referred to in current business in google drive**
* **can write things down**
* **For investigating co2 on phytoplankton species**
* **passed money for spring**
* **haven’t had time to send samples in and need to finish project**
* **Kate says they had equipment issues**

*MOTION/SECOND: Jeremy/Cyrus*

*Motion language: Motion to approve extension request for SPR 19-35*

*ACTION: Consent*

*Additional approval required: YES (Senate)*

1. **DISCUSSION**
	1. Office hours: pick one any time from 8 AM-7 PM
		* 1. In current business Week 2 folder
			2. All board members have to do one hour, so sign up
			3. For people to come and ask questions
		1. What to do during office hours/preparation for board meetings
		2. fill out in Current Business folder by right-clicking and selecting “open with Google Sheets”
		3. often a good time to read grants, catch up on CF work
	2. Walkthrough meeting structure, dress code (“California business casual” above the waist)
		* 1. Collard shirt, but wear pants
			2. Can keep shirt in office, look reasonably presentable
			3. Go over all reports and agenda and grants
			4. Just go over current business and correct week for copy of applications
			5. Add questions
				1. last quarter there was 4 presentations per meeting, give 15 minute rundown (Put down computers), 15 minutes for questions, then talk about it more after they leave, can discuss but mostly table discussion until end of quarter meeting, usually break right before they come in

People usually bring dinner before applicants

Possibly bringing in snacks?

* 1. Walkthrough of grant cycle structure
		+ 1. Applications will start to come in, due friday
			2. Minor grants due week 6 or 7
			3. Carissa will correspond with applicants
				1. Couple grants per week
				2. Take notes because you will not remember first applicants
	2. Site Visits
		+ 1. Board members can do site visits if they so choose, usually handled by outreach coordinators
				1. everyone can go on board to get more involved

Not starting with anything right now

* 1. Conflict of Interest-Sarah
		1. intro to what conflict of interest is, we have guidelines to pass around, problems in past
			1. State your involvements at the beginning, can add conflict of interest later, can be questioned by other board members, still recuse for perceived Conflict
			2. we “recuse” ourselves from interviews/discussion/decision if we know applicant personally, recuse self if appearing unbiased is not possible
				1. process must look fair by external examination
				2. if unsure, say it and the board will decide
			3. Conflict of interest if you are applying or you would receive money from the grant being requested
				1. if you sat through a presentation/voted, you can not apply
			4. violation can cause removal from board
			5. fill out forms
			6. Administrator cannot be biased and schedule differently
			7. If you might want to get involved with in the future, recuse yourself, if not then can’t get involved
			8. Follow code of ethics
	2. Contact info: verify info & add pronouns
		1. Will add pronouns to name cards
		2. Has slack so that people can add to contact sheet
			1. No Groupme
				1. Sarah- freedom of info act so issues with groupme/facebook messenger
				2. Slack saves log and if there is a request, one does not have to hand over all of a person’s groupme
				3. Cool features of slack, has accounts ready, but takes longer to set up so we will do that in office hours

<https://docs.google.com/document/d/1y2jx1uxOAXqcdn7_QsCQZBx_XhJ7-KJO9DX6O6ynwVo/edit>

* 1. Meeting schedule
		1. 11/26 decision meeting (week of Thanksgiving) – Could move up to 11/19 or possibly 11/21 if too many Grant Applications
		2. Tentatively plan to use Thursday 11/21 at 6 pm but hopefully use 11/19
			1. If absent email or text Jeremy, Sarah, or Carissa
			2. Can miss 1 or 2 per quarter
				1. Still read grant proposal and look back at notes
				2. Still accountable for funding
	2. Slack
		1. Sarah can set it up if we want it, or we can just communicate through email. Have to turn on notifications as they are off by default.
			1. Jeremy-Might just use email instead
			2. Kate and Cyrus agrees
	3. CF room access for Room 2521
		1. form that you and Sarah need to sign, take to AS office during business hours with access card
		2. Office rules - Sarah
			1. Can use for homework, studying, etc.
			2. Can bring friends but if you leave, friend has to leave
			3. Bring headphones if you listen to music
			4. Please use fridge
1. **PROJECT REVIEW- None**

Project Title:

Sponsoring Organization:

Presenter Name:

Summary:

Presentation Notes:

Board Questions:

Board Discussion:

*MOTION/SECOND: (name)/(name)*

*Motion language:*

*ACTION: Consent*

*Additional approval required: YES (Senate)*

**ADJOURNMENT AT 7:23**

*MOTION/SECOND: Jeremy/Kate*

*Motion language: Motion to adjourn at 7:23*

*ACTION: Consent*

*Additional approval required: NO*