



# Coastal Fund MINUTES/ACTION SUMMARY

Associated Students

10/1/12, 6pm

Natural Café, Goleta

Minutes/Actions recorded by: Erica Aguilera

**CALL TO ORDER 6:18pm by Leslie Stirling, Chair**

## A. MEETING BUSINESS

### A-1. Roll Call

Name	Note: absent (excused/not excused) arrived late (time) departed early (time) proxy (full name)	Name	Note: absent (excused/not excused) arrived late (time) departed early (time) proxy (full name)
Leslie Stirling	<b>Present</b>	Jenna Driscoll	<b>Present</b>
Martin Cobos	<b>Present</b>	Carey Batha	<b>Present</b>
Marissa Bills	<b>Present</b>	Danny Westcott	<b>Present</b>
Ashley Koide	<b>Kaitlyn Christianson</b>	Julianna Trowbridge	<b>Present</b>
Alyssa Hall	<b>Present</b>	Erica Aguilera	<b>Present</b>
Scott Bull	<b>Present</b>		

### A-2. Acceptance of Excused Absences

*MOTION/SECOND: none*

*ACTION: Vote: none*

### A-3. Acceptance of Proxies

*MOTION/SECOND: Stirling/Bills*

*Motion to accept Kaitlyn as a proxy for Ashley.*

*ACTION: Vote: 6-0 to APPROVE.*

## B. PUBLIC FORUM

### a. Announcements/Information/Introductions

Introduced new board members. Surfrider is having a social at 7pm on Saturday at Danny's house to highlight aquatic-related organizations. Email to follow with more details. IVCRC Pardall Carnival is this Saturday; Outreach team will sign up. More information to follow.

b. Testimony for items on today's agenda (out of order): N/A

c. Appreciations/Concerns: N/A

d. Request to have item added to today's agenda: None

## C. REPORTS

Brief reports on matters relevant to the BCC and matters of general interest to the public in attendance.

### C-1. Advisor's Report

- Thanks to all that have completed agenda and minutes training workshop with Jose

- Org Sync training Oct. 4, 1pm @ SRB: Request that everyone makes a profile, then request being a member of Coastal Fund. Get used to format. Attend the training to get more comfortable with Org Sync. OSL is making it mandatory for every organization to reregister. Campus is going to be using this for all orgs. Best to be ahead of the curve.
- Office Hours: Board members need 1 hours and Chairs require 2 hours. Fill out document on Scott's desk with your availability.
- All staff need to have office hours posted
- Authorized signers – finance board: Down stairs on left. All required to attend. Set up workshop for whole board for Monday at 5:30p.
- Forms – liability and key form: Fill out form to get access to office and turn it into Scott. Room number is 2521 and Conference Room is 2525.
- Liability form for all activities
- All contracts, reservations, etc are signed by Exec Director. If any document needs signature please check with scott always.
- AS orientation workshop all need to attend, Friday Oct 5. Details have been emailed to all. Will send reminder emails. Great opportunity to get updated on AS, help get ahead in your work for the entire year.
- All student staff keep updating manuals, especially all the first of the year activities, responsibilities. This is critical to share the knowledge to future staff and convey this information in a organized and concise manner.

## **C-2. Chair Report: Stirling**

- We will restructure our minutes to meet new AS standards.
- Currently working on the fall retreat.
- Reminder to go attend a Finance Board workshop.
- Questions if we should reformat the budget to improve ease of use. Decides to have a more thorough discussion next meeting.
- Announces that the board must try to maintain a budget of approximately \$50,000 each quarter for projects. This allows us to meet the needs of projects year round and avoid low funds during Spring quarter.

## **C-3. Group Project/Member Report(s)**

**Senate:** Kaitlyn is proxy for Ashley.

**IV Surfrider:** First fall social this Saturday. Fundamental goal is more outreach and increase fundraising efforts. Have monthly meetings and then have more social gatherings in between.

**EAB:** Had core retreat and created plan for this year. First meeting is Oct-10.

**EVPLA:** Having their retreat soon. Nothing more to report.

**Administrative Report:** Received four projects so far. Going to review the minor funding application tonight.

**Coastal Service Program:** 28 groups signed up for community service dates. There are 18 dates remaining. There are 2 restoration projects open for this weekend.

**Social Media Report and Recruitment:** Have been recruiting for new intern. Have four applicants now. due October 5th. Got a lot of interest during tabling.

**Outreach and Education:**

- Budget: Created a weekly update on spending that will be presented at each meeting. Spent \$1824 total since July 1 on Mutt Mitts, Map & Visitors Guide, and White Board Ad. Looking at a lot of merchandise so we anticipate an expensive month. Breakdown distributed.
- Events:
  - Beach Clean-Up: 17 people showed up. 52 pounds of trash.
  - EDC Fall Feast: 530p-830p next Friday. We co-sponsored for \$300 last spring. We received 4 free tickets as part of the package. Lot of great community exposure. Final head counts next Monday. **Please check your schedules**
  - Pardall Carnival: Games ideas can be Recycling “Pong” to teach positive waste management behavior or ocean inspired facebook memes, but considering more ideas. Marissa and Sarah will table with Outreach girls.
  - Tabling: 11-2 on Wednesday. Asking for board member participation. Alyssa will be there from 11-1. Board suggests tabling at the UCEN. Marissa, Martin, Sarah and Jenna will help with tabling.
- Annual Report: Sent to graphic designer and expect rough draft by Friday. Will present rough draft next meeting.
- Website updates: Fixed the calendar issues so now it can be updated. Included internships. **If you have any updates to your bio, please send it to Alyssa.**
- Newsletter: Sent out before school. Focus on including more current event information. Gained a lot more subscribers. Will send out one this Wednesday. **Please tell outreach if you have any ideas to include in the newsletter; can write them on the whiteboard in the office (include your name next to it).**
- Spring 2012 Press Releases: Will create press releases for Spring quarter projects. Board to decide which projects get a press release. Currently considering, KIN, Twenty, Coastal Marine Spatial Planning. Outreach must work with Scott Walker to coordinate press for “The Twenty”. Advisor Comment: Scott suggests talking about restoration projects in broad term and how many interns have gone through the program over the last decade; Talk about how we have been funding that program for over a decade, what has been accomplished on this campus how it has been transformed from student funding support.
- Media Relations Intern Opening: discussed
- Beaches Guide: Plan to order more because it’s a great tool to outreach to freshman.
- Tide calendars: if we put in order for this Friday then it’s a better deal. Going to get quote from Tide Calendars. To be revisited on Monday.
- Tote bags: Have 20 remaining. Primarily used for CSP. To be revisited in Winter Quarter. Last year it was \$593.

- Pens: Have ~150 left and will be revisited in Winter Quarter.
- Like and share things that Coastal Fund posts. Remember that when you like Coastal Fund it shows up as Coastal Fund.
- New QR reader for Facebook page. Trading merch for “Likes”.
- Student Leader Retreat Recap: Sarah and Jules were able to network and encourage people to sign-up for CSP. Break out session and both went to Social Media break-out group.

**UCSB Plastic Pollution Coalition:** Had first meeting last Friday

- Zero Waste Weekend.
- Soccer Team Photo shoot.
- Video update: Will be coordinating with Loa Tree to debut it.

#### **D. ACCEPTANCE of AGENDA/CHANGES to AGENDA**

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*MOTION/SECOND: Bills/Cobos  
Motion to accept the agenda as written.  
ACTION: Vote: 6-0 to APPROVE*

#### **E. ACCEPTANCE of ACTION SUMMARY/MINUTES**

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##### **E-1. Approval of our Action Summary/Minutes from June 2012**

*MOTION/SECOND: N/A  
Previous minutes were approved over summer.  
ACTION: Vote: X-X to APPROVE/DENY.*

#### **F. ACTION ITEMS**

These are generally financial approvals. Detailed information and staff recommendations/reports are provided in attachments. Approvals of allocations of funds require Senate approval. Travel requests and exceptions to policy require Finance Board approval.

##### **F-1. Old Business:**

**NONE**

##### **F-2 New Business**

- Outreach will be reordering T-shirts; Quote is 105 t-shirts for \$1738. T-shirts are sweat-shop free, organic, and made in America. Alyssa to check if the price is comparable to previous prices.

*MOTION/SECOND: Driscoll/Cobos  
Motion to accept quote for t-shirts \$1738.  
ACTION: Vote: 6-0 to APPROVE*

*Staff/Advisor Instruction/Request:* Scott approves quote. Suggests comparing prices with past t-shirt purchases, make sure best price. Follow AS guidelines for purchase. Strive to set standard above what is required for environmental quality. Share vendor info to other BCCs and talk with EAB green consultant about including in Green Guide purchasing for AS

*Responsible for Follow-through:* Outreach

*Additional approval required:* yes

- b. New computer. Office is very busy, have expanded staff and intern duties and activities and requirements that Board members work in office. Shared space with Bike Comm who have own computer but only 2 computers in office shared with 12+ students on regular basis. There is room in office for another computer work station that was built in to design of the office. Will not take any additional space, only maximizes work capacity since space is underutilized.

*MOTION/SECOND:* Driscoll/Bills

Motion to accept quote up to \$1500 for new computer Mac.

*ACTION: Vote:* 6-0 to APPROVE

*Staff/Advisor Instruction/Request:* Scott spoke with Sean about cost and will discuss need with supervisor prior to purchase.

*Responsible for Follow-through:* Erica/ Scott

*Additional approval required:* yes

- c. ASSHE Conference, October 15-17. Erica will be presenting on behalf of Coastal Fund at the conference. She will be discussing Coastal Fund's internship program, CSP, and board structure.

*MOTION/SECOND:* Stirling/Driscoll

Motion to fund Erica fully for \$150 to attend the conference.

*ACTION: Vote:* 6-0 to APPROVE

*Staff/Advisor Instruction/Request:* Scott approves and suggests other board members should take advantage of this opportunity to attend.

*Responsible for Follow-through:* Erica

*Additional approval required:* YES

- d. Fall retreat: October 21<sup>st</sup>, from 8:15a-3p at the Natural History Museum. Leslie to send in deposit.

*MOTION/SECOND:* Bills/Westcott

Motion to fund up to \$450 to cover expenses for the fall retreat (venue and refreshments, supplies)

*ACTION: Vote:* 6-0 to APPROVE

*Staff/Advisor Instruction/Request:* Scott approves. Make sure reservation contract gets back to me ASAP for Exec Director signature. Do not want to wait until week before. Need to secure space and contract now.  
*Responsible for Follow-through:* Leslie  
*Additional approval required:* yes for cost of venue and reimbursements

e. FALL 12-02 “UCSB’s Natural Reserve System Day”

All the different reserves will be making posters about their reserves to raise awareness of the multitude of reserves and diversity of research on campus. Grant is to fund undergrad/graduate posters and poster session to raise awareness. The venue will be the first floor of the Bren. Plan on having between 20-40 posters and inviting researchers from other UC campuses, so they plan to host between 400-500 people (undergrad/grad/researchers/public). The project is through UCSB and beneficial for the students because they learn about the natural reserves in their community. In addition, the event takes place on the UCSB campus, which makes student access easy, and will provide a valuable networking opportunity.

*MOTION/SECOND:* Stirling/Driscoll  
Motion to fund in full the \$990 for UCSB’s Natural Reserve System Day Project.  
*ACTION: Vote:* 5-0 to APPROVE (Bills abstains)  
*Staff/Advisor Instruction/Request:* Scott approves.  
*Responsible for Follow-through:* Scott and Erica  
*Additional approval required:* yes, will be included in end of quarter projects requisition

### C. DISCUSSION ITEMS

Items on which we may make a decision in the future. Public testimony is welcome. We will not make decision motions but may instruct members/staff to do research and/or place item on future agenda.

**G-1.** Beaches Guides and New Brochures: Plan to order more because it’s a great tool to outreach to freshman. However, we want to avoid going over budget.

Discussion about what is the most effective use of Coastal Fund brochures. Sarah introduced the new brochure to the board. Alyssa questions if it effective and efficient to print both. Scott noted that they serve two different purposes and suggested that beaches guide should be on our website. Alyssa suggests a smaller run on the Beaches Guide because that is allocated slowly (last run lasted three years). Scott suggests doing a small run of both of them to reduce impact to budget.

*Staff/Advisor Instruction/Request:* Scott suggests doing a small run of both of them to reduce impact to budget. Gauge what the interest is before printing more. Also want to be sure the entire group has a chance to review brochure since this is public representation  
*Responsible for Follow-through:* Outreach

**G-2.** Coastal Fund Sub-Committee Assignments. Bolded names represent the chair of the committee. New assignments for sub comms.

In-Coming Grants: Applicant relations.

**Martin**, Erica, Jules

Recruitment: Improving interview and onboarding process.

Danny, Sarah

Out-going grants: project follow-up after we agree to fund them. Coordinating Field trips.

**Marissa**, Martin, Jenna, Carey,

Strategic Planning: Making sure Coastal Fund is moving forward. Tracking progress

**Erica**, Alyssa, Scott

Bi-Laws and Legal Codes: reviewed in retreat. Kaitlyn joined committee.

**Leslie**, Kaitlyn, Carey

Expansion: Going to different CCs, UCs and CalStates to spread Coastal Fund throughout.

**Leslie**, Alyssa, Jenna, Erica

*Staff/Advisor Instruction/Request:* Committees' chairs will report back every meeting. Should be meeting during weekly office hours. If need direction meet with Scott. Need better continuity. Need to create manual/ workbook of progress so this can be passed on to new committee members to follow up.

*Responsible for Follow-through:* Everyone

#### **D. REMARKS**

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#### **ADJOURNMENT**

MOTION/SECOND to ADJOURN: Stirling/ Driscoll

ACTION: Vote: 6-0 to APPROVE

Vote Take:7:54pm