The following members were present at the meeting: Jane Camarillo, Judith White, Tony Zapien, Jim Sciuto, Colin Pugh, Aaron Sacks, Gemma Nierman, Steve Woolpert, Scott Logan, Matt Carroll, and Joe Kehoe.

**Update on the STARS registration**

Jane reported to the committee that we have now completed the first task of the STARS registration and are on the second task, data assimilation and entry. Also, Jim and Judy have started using the upgraded version on STARS when entering the present data. With this updated version of STARS, there will be an executive summary that will help the committee see where they are at and set priorities for the future. As Jim and Judy’s work comes to an end for the committee, Jane wanted to present some ideas about what to do with the sustainability grant money afterwards. For example, the committee could hire a sustainability coordinator or fund student-lead projects, but that is just something to keep in mind.

**Inaugural Tree**

Jim wrote up a draft of the letter that will be sent to President Donahue explaining the importance of this inaugural tree and what the committee hopes will bring awareness to the community about their efforts and progress. While writing this letter, Jim wanted to make sure he was not challenging the President, but most of the committee agreed that this gesture is a challenge to be more sustainable and help Saint Mary’s as much as possible and needs to be reflected in the letter. Steve thought Jim should mention the Saint Francis Pledge also. Joe has been collaborating with the landscape architect, Chris Ford, and found the type of tree that would be best, which is the California Live Oak. The tree would be planted on the west side of Filippi hall, across from the commuter lot. Chris offered to pick out the tree for the committee as well as plant and teach everyone to properly care for it. Jane mentioned that what is left of the grant money will go into the tree, but majority of the funding will be absorbed into Facilities. Before that the committee needs to decide how big of an oak they would like to purchase to plant, than the plaque can be purchased as well. In addition, Steve sent out an email with some research about the benefit of planting new trees through a website he found. Through some special calculations the website is able to put a dollar amount on the benefits.

**Communication**

For this meeting Jane also wanted to establish or at least get a general idea of how the committee would like to get information out to the community about the Saint Francis Pledge, the legacy garden, and the STARS rating.
Many members had very good ideas, which included:

- Soy based ink
- Limited number of newsletters printed, along with an initial/pass it on system
- Electronic newsletters emailed to faculty and staff, on website
- Promote tours of the legacy garden during the community time
- Get a small insert in the annual report
- Article in college magazine
- Inaugural tree ceremony/celebration/educational session (poster presentations)
- Educational sessions about recycling

Steve also suggested that the committee consider maybe creating one or two student intern jobs that would help and facilitate some of the committee’s projects. Such as the duplex printing research that at the moment is going to be done by the senior class representatives. With all of these ideas, Jane wanted to set a concrete plan with Elizabeth from College of Communications to establish what is next. Ideally, the plan needs to be finished by January Term and launched for the Spring semester.

Concluding the meeting, both Steve and Jane brought up possible candidates for new member of the committee. These include Julie Welch (Legacy Garden Stewart), the new EH&S person that was just hired in facilities, and a person in IT services. Each of them would be a good addition to the committee and it needs to be done soon.

The agenda for the next meeting will be:

- Scott’s presentation on the new recycling system/discussion
- Creating the event for inaugural tree
- Meet with Elizabeth and create communications plan
- Develop intern position and description for career center
- Seek out current publications that committee can be in
- Other ideas on how to raise awareness in the community

The next meeting will be on November 21st at 12pm.