**RELF Working Group**

**Meeting Minutes**

**Monday November 23rd, 2009 12:00-1:00 pm UC 224**

**Members Present:** Robin Saha, Jake Armstrong, Len Broberg, Nick Bowman, Patrick Rhea, Erica Bloom, Emily Schembra

**Others Present:** Sonny Kless

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| **Old Business**  |
| The November 3rd meeting minutes were approved  |
|  **RELF Account Balance**  |
| **Summary of Jake and Patrick’s meeting with Rosi Keller** * There is $55,000 in the RELF account. This is more than expected, but projected to be less next semester because it will be easier for students to opt out of the fee.
* Rosi Keller will manage all the collecting and lending of the fund. The office of Admin. and Finance will act as an oversight committee to sign off on the loan but will not participate in the feasibility of the project. The feasibility will be up to the RELF committee.
* Rosi said that giving out 90% of the loan at a time is acceptable.
* There will be a 4% interest charged on loans.
* Facility Services will be involved in feasibility study and payments, not specific building units.
* 12.5 % of RELF fund will go the ASUM Sustainability Office operating budget. This money may need to be used to hire contractors to perform feasibility studies. (*Erica would like to discuss this further with Jake)*

Next Steps: Continue to be in contact with Rosi Keller. Send her the revised bylaws and meeting minutes.  |
| **Bylaw Revisions**  |
| Len and Robin presented their revisions of the RELF bylaws to the group**Items discussed:** * Advisory Vote: Can only block vote once
* Project Proposal Process: Project ideas are presented to RELF subcommittee first which are composed of a representative from Facility Services, ASUM Sustainability Coordinator, and at least two students. After initial review goes to entire committee.
* Should add: Formalize the job of the Office of Admin. and Finance so that RELF committee has final say in project feasibility and maintains control of fund.
* Other bylaw amendment suggestions will be incorporated into revision.

Next Steps: Len will revise bylaws based on meeting comments and e-mail to rest of committee by the end of the semester. Will vote on bylaws next meeting or via e-mail before the next meeting  |
| **Call for Proposals**  |
| Erica, Sonny and Robin showed a few examples of project proposal applications. Mandi, Emily, Nick, Erica, Sonny and Patrick will meet separately to develop project proposal outlineThis will include: 1. Develop List of pre-approved projects in acceptable buildings
2. Develop Application form
3. Develop instruction form on how to fill out application form
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| **Action Items**  |
| **Robin:** E-mail Hugh Jesse to discuss a short term and long term replacement for Laura Howe.**Len**: Revise Bylaws and e-mail to committee **Mandi, Emily, Nick, Erica, Sonny and Patrick:**  Respond to doodle poll on best meeting time to develop call for proposals.  |
| **Next Meeting:**  |