**RELF Meeting**

2.11.04

**Present**: Robin Saha, Allison Wren, Len Broberg, Ada Montague, Jennifer Hill-Hart, Matt Hodges, Rosi Keller, Bryan Kerns, Tom Javins, Pat Rhea, Emily Schembra

1. Matt Hodges RELF report
	1. Recommendations
		1. Keep a key RELF contact
			1. Keep student working group meeting
			2. Main contact for building managers
		2. Get ideas from building managers so ideas don’t just come from students
			1. Newsletter with RELF updates
			2. Let them know what others are doing
			3. Robin and Matt met with all building managers at the beginning of the semester
				1. Matt mostly worked with: Rick Curtiss (Curry); Bryan Fruit (UM Rec); Joe Gough (Cont. Ed)
				2. Groups worked with: Mark LaParco (Dining Services); Mike Nugent (Res Life)
				3. Roger Strobel (UC) – wanted big projects

Robin mentioned that we can always used RELF funds to match

* + - 1. Encourage students to approach building managers for project ideas
				1. Matt created a list – we should talk to them about if the projects can be posted online and if students can come to them with projects
			2. ASUM Sustainability Coordinator can take on this role
		1. RELF Workshop for students
		2. Recommended project timeline
			1. When project picked
			2. How much time for research
				1. If purchase over $5,000, needs to go through bidding process
				2. Big projects may take a year so help plan those timelines
			3. When to ASUM Sustainability Coordinator
			4. When to Building Manager
			5. Final submission date
		3. Track projects that have been approved
			1. On website
			2. Who contact person is
		4. Calculation equations for projects (on website)
		5. Matt feels the project is working well, just a learning process
1. RELF calculations
	1. Tom is only part-time; Bryan Kerns might be able to help
	2. Have a list of calculation equations but NOT for showerheads
		1. Help streamline calculation process
		2. Will put list of equations up on website
	3. Tom is willing to help out w/ office hours or another workshop(s)
		1. Len suggested a comment thread up on the website
		2. Eventually have a FAQ list
		3. Building managers come to Tom for verification
2. RELF Projects
	1. Spring 2010
		1. BEAM update – Res Life ended up vetoing
		2. Operation Clean Laundry ($10,400)
			1. *Approved*
			2. *Signed loan agreement*
		3. Prius Effect ($756)
			1. *Approved*
			2. *Funds not received*
				1. Len will have Micah contact Rosi
		4. Genuine Draft ($2500)– *approved*
			1. *Approved*
			2. *Signed loan agreement*
	2. Fall 2010
		1. Kill-a-watt
			1. *Approved*
			2. Jen will give Rosi the agreement
		2. Curry motion sensor
			1. *Approved*
			2. Robin just notified they were awarded & notified to contact Rosi
			3. Jen will give Rosi the agreement
		3. Low-Flow showerhead pilot
			1. Pilot has gone through but not certain approved
			2. Jen will follow-up with Skylar on it
		4. ReRev – maybe next spring
	3. Jen will come up with a checklist for RELF process (with contact information, date, etc)
	4. Spring 2011
		1. Outreach
			1. Plan
			2. Committee
		2. Timeline for proposals
			1. **Rolling acceptance of proposals**
			2. **Final deadline of 4/15**
3. Financial status of RELF
	1. FY 2010 - $90,794
		1. Only took out ASUM SC salary (6506)
	2. FY 2011 - $165,079
		1. Operation Clean Laundry (10,400)
		2. Genuine Draft (2500)
		3. Net: 74,285
	3. McKinstry identified 4 buildings for energy audit
		1. UC
		2. Pool
		3. Lommasson
		4. UM Campus Recreation
		5. Meeting on 2/10 at 11 am in Main Hall (04)
			1. Goal: cost of audit will be paid back from savings
			2. Maybe RELF wants to fund or partially fund some of those projects
		6. UM CAN met with McKinstry
			1. Open to ideas for RELF projects
			2. Can work on a big project
	4. Big project ideas
		1. Solar panel on Cont. Ed building
			1. Len is willing to work with students on this project (UM CAN)
			2. Faculty or staff proposal okay under RELF
			3. Rosi can help expedite
		2. Lighting - Tom summarized a 2006 audit (T-12 & T-8 incandescent) (Can share that info with students for a project)
	5. Money needs to be transferred by June 30 (FY); Rosi wants to be able to tell the Regents we are
	6. Still encourage other projects but need a big project this spring
4. Rest of agenda items to handle via email
	1. Website
	2. RELF logo approval
	3. Formal naming for Kless RELF
	4. Signs for RELF projects?
	5. RELF membership for next year
	6. Non-auxiliary buildings
	7. Working with building managers