

MI Sustainability Committee (MISC)
Meeting# 28 Minutes: Feb. 7, 2014 (11:00 a.m.)
Third Floor Boardroom

In Attendance: Arlene McDonald, Brian Quinn, Kevin Clarke, Trevor Pike, Jillian Kavanagh, Justin Dearing, Kim Robertson, Paul Ryan

Regrets: Darryl Haynes, Dinah Helpert, John Pond, Sherry Del Rizzo, Kelly Moret

- **Call to order:** the chair called the meeting to order at 11:05 a.m.
- **Agenda:** the chair called for the approval of the agenda; approved by Trevor, seconded by Kim
- **Minutes:** the chair called for the approval of the minutes from Meeting# 27 (Dec.19, 2013); approved by Kevin, seconded by Justin

Business Arising/New Business:

- **Plastic recycling bin signage:** Kim Thornhill has contacted an outside contractor to supply signage needed & Kevin has provided/approved the funding to purchase. Target deadline to complete is Feb.24 (start of winter carnival) & will be promoted on Facebook, Twitter and internal tv monitors. Arlene also suggested we recruit volunteers to promote this in cafeteria during peak lunch times (MISC members themselves or Kim suggested approaching students currently enrolled in the Environmental program). Extra signage to place within cafeteria, staff & student lounges, and other high-traffic areas was also suggested (with help from Angie Bishop?).
- **Electronics recycling collection/drop-off:** Brian raised concerns over coordinating electronics recycling from ICT as it involves making an appointment at Evergreen Recycling for any large volume of material, difficulty reaching the designated person at Evergreen to do so, frustration within ICT to move unwanted/discarded electronics out of their work area in a reasonable time period, and coordinating this with Paul and/or a driver in receiving who is responsible for delivering the material to an Evergreen depot (preferably Elizabeth Ave.). Brian to call Evergreen again to see if a better solution can be found.
- **Terms of Reference:** Jillian has reviewed & made necessary changes, including membership list & how it is compiled/updated. Under original TOR, MISC preferred to have representation from as many units/depts. as possible but it was determined that this may be discouraging or preventing potential new members from joining if there was already a representative from their own unit/dept. on the committee, so Jillian proposed to change this. Also, with Clara no longer on committee, Justin departing for new job opportunity in Quebec, & Finley no longer employed at OSSC, 3 vacancies need to be filled asap so Arlene proposed a general recruitment message be posted on internal email to gauge interest from potential new members no matter what unit/dept. they are working in. Kevin suggested OSSC & SERT could possibly set-up their own MISC sub-committees to handle localized sustainability issues, then report these to MISC as needed? It was also noted that under existing TOR, any member who has missed 4 consecutive

meetings would automatically be dropped from committee but Arlene suggested that person be contacted via email first & asked if they wished to remain on committee. If that person declines, a process is then needed to quickly fill that person's spot. A better process is also needed to recruit/maintain MISU representation on MISC (if indeed MISU is interested in doing so) so it was suggested the MI/MISU liaison person could replace student rep. (as students have missed a lot of meetings anyway), meet with MISU members/students regularly, then bring ideas/concerns to MISC meetings on their behalf as needed.

- **Website:** Kim Thornhill coordinating this & setting-up a provision/link for email added which will go directly to Arlene. However, a new maintainer is now needed as Clara no longer at MI so a new volunteer is needed. It was suggested our membership list, TOR, latest calendar year of minutes, a list of completed action-items, & recycling totals to date be posted to start.
- **Earth Day (April 22):** Arlene suggested we should participate in some way by setting up display/booth in front lobby and/or invite MMSB to do same & put general call out for ideas/suggestions on Facebook & Twitter. Kim asked if MISC would consider recognizing World Water Day instead (March 22) as she has some ideas & contacts that may be able to help.
- **Goodbye Justin:** Justin has accepted new position with Students on Ice and will be relocating to Quebec in near future. We hope his replacement will be found soon to ensure his OceanNet duties (Holyrood beach cleanup, etc) will continue uninterrupted. MISC would like to thank Justin for all his input and dedicated work with us – he will be missed!

Next meeting: first week of March 2014

Adjournment: 11:43 a.m.