

CERF Board Meeting Minutes
February 21, 2008, 2:45 pm

Present: Timothy den-Herder Thomas, Andrew Mirayzi, Chris Wells, Craig Laughlin, Tom Welna

I. Chris reported that CERF is now established as a standalone fund. He explained that because CERF is an independent fund of Macalester College, it is separate from the college's financial accounts and therefore doesn't have to use the college's Banner accounting system.

II. The board, in a unanimous decision, decided that the Chair can approve and sign any expense less than \$2,000 without a board meeting, provided the Board is given some notification and opportunity for discussion through email. However, any expense above \$2,000 was decided that its approval needed the signature of the Chair and another signature of an alternate Board Member.

III. Chris introduced the idea of setting up a formalized accounting system for CERF. It was agreed that a formal accounting system and formalized procedures were necessary. It was debated whether to establish an account through the Banner system at Macalester College; develop an accounting system through Excel or Quicken; or to have both so that CERF could work within the school's financial system but also keep a parallel account. It was also discussed whether an accountant and/or treasurer were needed and if it was necessary for a financial report to be given at each Board Meeting. The Board agreed that they needed to look into the options and finalize a system as soon as possible.

IV. Chris also introduced the idea of formalizing agreements between CERF and its partners in projects, like Facilities Management. He suggested either formal contracts or internal memorandums of understandings that clearly lay out the responsibilities of all parties involved, including the agreed upon costs and repayment structure. It was agreed that this was a good idea and that the Board couldn't just rely on Justin Lee as the go-between Facilities and CERF, and more formal agreements and a standard process should be arranged and documented in the future.

V. Timothy introduced a proposal for a student worker position through CERF that could work to develop and maintain an accounting system, help formalize agreements and projects to make them publicly reported and mutually understood, and to encourage student participation and awareness in CERF projects. It was suggested that the student worker be paid somewhere between \$800-1000 for the semester. It was agreed that it was a good idea to create a student employment position from CERF's funds, and there was a consensus of approval to find out how CERF could hire such a student either through Student Employment and/or Facilities or through some type of independent contract. It was mentioned that Justin Lee was the perfect candidate as he already works for Facilities. The student's responsibilities were agreed to be prioritized as such: 1. Institutional accountability, 2. Coordination of projects, 3. Campus outreach/national visibility. It was decided that Tom will talk to Mark Dickenson about the possibility of a student position through Facilities before the next meeting and work something out by email if that

didn't work, and that Timothy will revise the proposal to include the agreed upon priorities and responsibilities of a student worker position.

VI. Chris suggested the Board agree upon regular meetings and then they could just cancel when we don't need them. It was agreed that the 4th Thursday of each month from 2:45-3:45 would work best for everyone. The next meeting will be March 27th followed by April 24th.

VII. It was agreed by consensus to add an Ex-Officio position on the Board for new Sustainability Manager Suzanne Savanick Hansen.

VIII. Andrew agreed to be a liaison from the Board to Ann Esson to help maintain the CERF website and to put together biographies of each Board Member to post online.

IX. Chris mentioned that Suzanne is working on the idea of putting together a 5th year intern position for sustainability projects and since she doesn't have funds for this she might ask CERF for help. In the future, she might give the intern free room and board in the EcoHouse, which would require some money to build a room in the basement. It was only proposed as an item for the Board to think about and decide if they are comfortable in giving some money on a one-time-only basis to support this internship before permanent funding is secured for sustainability projects on campus.

X. Chris also mentioned that an Alumni student contacted him about paying voluntary emission offsets to CERF instead of a carbon-offset company. Timothy and the rest of the Board agreed to pursue this if the college, specifically the Development Office, doesn't have qualms about Alumni giving money to CERF. It was understood that CERF couldn't fundraise for a project like this, but that it was also a way the college could capitalize on obtaining money from Alumni that it normally wouldn't have.

Meeting ended at 4:10.

Submitted by Maddy Cochrane