

CERF Board Meeting Minutes  
April 24, 2008, 2:45 pm

Present: Curt Stainbrook, Mike Hall, Terence Steinberg, Katie Agnew, Ruby Levine, Robert Hemphill, Timothy Den Herder-Thomas, Suzanne Savick-Hansen, Justin Lee, Craig Laughlin, Tom Welna

1. Justin began by summarizing CERF's annual savings (see handouts). In particular huge savings came from renovating the Cultural House with a 75% reduction (compared against baseline from last year) in carbon dioxide emissions. There was also a 30% reduction in the heating load in the French House due to minor updates. Justin proposed that further air sealing be completed to add an additional 10-15% more saving in heat loss. This was agreed upon.
2. Justin also premiered CERF's First Draft Memorandum of Understanding (see handout). The draft provided more clarification for the scope of CERF responsibilities, as well as the purpose, rights, and responsibilities of both CERF and Facilities Management in any cooperative agreement. Justin also mentioned the need that CERF take responsibility and initiative to track any savings CERF's projects are producing and to bill the Facilities office quarterly for those reimbursements, as well as go ahead and pay Facilities back for any cost of light bulbs, etc. it had fronted. Justin mentioned that Matt Kazinka will be taking over his position in Facilities Management next year as he is graduating and that he will also be serving as the liaison between Facilities and CERF. The Board agreed to take a look at the handout and let Justin know about any changes they proposed. It was agreed that Mark Dickenson should also take a look at the Memorandum of Understanding before anything was finalized. The Draft was moved to a proposal and Justin will send everyone on the Board an electronic copy of the Draft.
3. Justin also gave an update on CERF's bank account. To date it has \$67,000 in account.
4. During an update of CERF's new accounting system Justin mentioned that Quicken was proving difficult to work with as it isn't set up to include 'pay backs.' While no solution was proposed definitively, Justin will work to bill Facilities quarterly and also pay back Facilities for the light bulbs they bought. First, however data on amounts of savings, etc. need to be finalized.
5. Justin explained that the light bulb switch out is only a third of the way towards completion and some cheap labor through Facilities will be used to finish the job during the summer. The old light bulbs that are being replaced are being recycled.
6. Justin proposed his final project to be updating and thus sealing 1668 Princeton Ave. (the Russian House). He explained that the house is correctly unsealed and renovations would cost \$4700 in total, which CERF would split with Facilities and

thus would only have to pay \$2,500. These updates would save 40% on heating and 4 metric tons of Carbon Dioxide being emitted from the house. The proposal was submitted to the Board for approval and it was approved pending Chris Well's approval.

7. Then discussion of future collaborations between CERF and Facilities Management ensued. Kurt and Mike were introduced to the Board and CERF's charter was explained to clarify the goal and function of CERF. It was agreed that mid to late fall or late winter (February or March) would be a good time for further discussion of collaborative projects. It was agreed that getting students, faculty, and especially custodians and facilities employees involved in making suggestions for future projects should be promoted. It was also agreed that constant communication with a CERF/facilities liaison was important.
8. A replacement for Timothy as the Student Representative to CERF was discussed for next year. As a Campus Environmental Committee doesn't exist to approve a new Board member it was thought that CERF's charter should be amended to allow the President's Climate Commitment Committee to approve the next student representative for CERF. The Board agreed to amend the charter pending the approval of absent Board members by email.

Meeting adjourned around 4pm.