**MEETING MINUTES**

**Meeting Date:** 2.6.2013  
**Time:** 10 – 11 am  
**Location:** BC-1045  
**Scribe:** Sharon Quick

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**Actions:**

- **Welcome to 2013** –
  - All participants introduced themselves and new ones were welcomed.
  - New Members present
    - Mrs. Cindy Azziz, Office of President
    - Katie Spitler, Student Government Association
    - Garnett Johnson, Augusta Office Solutions
    - Cindy Bailey, Student Services
    - Jana Johnson, Institutional Effectiveness
    - Clay Sprouse, Office of Internal Audit
    - Kerry Cartledge, College of Dental Medicine Administration
    - Allen Edmunds, College of Nursing

- **Last Minutes Action Items Updates**
  - Earth Day Event 2013 invitation and sponsorship letters are being sent out as vendors become vetted and show interest.
  - Participants are asked to review and sign up on Task Sheets, according to their availability. Contact Linda Saunders to inquire how you can help.
  - As a possible funding source, Employee Advisory Council is looking to recycle used printer/ink cartridges on the University. Contact Kerry Cartledge or Allen Edmunds for pick-up information.
  - Garnett Johnson, with Augusta Office Solutions recycles used printer/ink cartridges for the Medical Center. He is open to the opportunity to work with the University as the print management program becomes institution-wide.
Earth Day 2013 – April 19, 2013
- Linda Saunders continues to contact potential vendors for booth registration and sponsorship opportunities
- Clay Sprouse suggested to close a section of Laney-Walker for the Earth Day Event and have a “block party”
- Mrs. Azziz has agreed to contact Paine College’s first lady for possible participation
- Cudos2u was listed as a possible vendor to redo Earth Day banners
- Suggestion was made to use the university’s performing arts program as a possible music option

Combined Workgroup and Names
- Members approved to combine workgroups down to three
- Sharon Quick will send out email of workgroup name options and have members vote

Budget
- Group approve purchase of new generic banners
- Suggestion was made to have a printer vendor pledge a 3-year sponsorship to print banner by allowing vendor’s logo to be featured

Display Board
- Members approved proposed posters to use for tri-fold display board when displaying Green Team information at vendor shows and events.
  - Cost of color posters approximately $80.00
- Print “Volunteer” Posters for the Green Team Earth Day Event to advertise on GRU buses, Jag Express and to display throughout campus locations

Workgroup: Education and Awareness
- Group still working to secure grant funding opportunities

Workgroup: Environmental
- Group is working on booth for Earth Day
  - Provide give-a-ways at booth
- Have Scott Davis conduct “Adopt-a-Spot” during Earth Day Event

Workgroup: Purchasing
- Group continue in efforts to secure vendor for Enterprise recycling program
- Working on Earth Day Booth

Workgroup: Recycling
- No report

Workgroup: Utilities/Facilities
- No report

Workgroup: Policy/Grants
- No report

Respectfully submitted by Sharon Quick
- **Workgroup: Finance**
  - No activity to report this month

- **Open Discussion**
  - Group approved to combine the workgroups as follows:
    - Education and Awareness, Environmental, and Recycling should become one group
    - Purchasing, Policy/Grants, and Finance should become one group
    - Utilities/Facilities
  - Email will be sent out requesting your vote on name choices
  - Remember GRU Day of Service, Feb. 9
    - Meet at Augusta River walk to pick-up trash with the City of Augusta

- **Next Meeting** - March 6, 2013, BC1045.

Thanks for being a part of the GRU Green Team!
2013 Earth Day volunteers needed!
www.gru.edu/green