**FAA Green Team Meeting Notes**

Date: Friday, August 8, 2014

Place: Engelmann 242/248

Time: 10:00 – 11:00

**AGENDA**

1. Timeline Status Check [Lora/Peter]

-John will check with Kate on the status of Pre-requisite #2-Did the green team meet that goal during the sustainability symposium?

1. Updates:
2. General Information spreadsheet [Lora]
3. Status of Power Management [Beth]

Pre-req #6. Beth presented on UITS running SCCM (Microsoft product) currently on about 50% of all UWM computers. SA implemented, we hope to learn from their pilot. The program will be rolled out and executed across much of campus in the next year.

1. Communication/E-blast template [Cal/Kim]

Recommendation to have the Poster as the body of email as opposed to an attachment. The Special Recycling flyer will be updated with US&A’s email and phone. First email sent out will be about general single-sort recycling and the second email will be about special recycling (printer cartridges, batteries, etc)

1. 100% Recycled Paper [Peter]

Print Services needs our leased copier locations, Peter will collate to get better info on financials. SA successfully implemented 100% recycling in leased copier locations.

1. FAA Ice Cream Social [Lora/Peter]
2. Friday, August 15, 11-1, NWQ Circle Drive
3. Green Initiative Activities/Slideshow/Timeline Poster
4. Sign up for volunteers (1-hour shift)

Sustainability Office will have some buttons made up for volunteers who are comfortable talking about the green office certification (aka; “Ask me about Green Office Certification”)

1. Discuss Prep for Waste Audit [John]
2. Timing/process

Will try to tentatively reserve space for a Thursday in mid-October. Each Department will bring 1-2 hefty bags of their garbage to sort. Student volunteers will be on hand to help. Peter and Lora will provide feedback on what days look good in mid-October after speaking with directors.

1. Other/Next Steps

Next meeting will be scheduled for early September, date TBD.