1. **Introductions**
   Attendees:
   - Allessandra Cairo
   - Helen Manley
   - Dan Gardner
   - Lee Anne Burrough
   - Ed Schwarz
   - Alan Robertson
   - Terri Winfree

2. **What We’ve Done, What We’re Doing and Where We’re Going**
   - Review of current and past initiatives, including Campus Sustainability Day, Green Parking and EV Charging Stations.
   - Discussion on Sustainability Center logo – to brand the center or not. Currently, there is hesitation to create logo for the S.C. as it may encourage all other departments to create a logo, thus lessening the PSC logo and interfering with current marketing guidelines. **Allessandra** to begin discussion with marketing department regarding creation of logo.
   - Discussion on Campus Sustainability Day – events taking place, marketing and advertising. **Dan and Helen** to place flyers in their designated areas. **Allessandra** to get information posted on Atrium screens and rotating slides of PSC website.

3. **Student Engagement**
   - Review document distributed at conclusion of the meeting and via email. Please email all feedback.

4. **Structure of Task Force**
   - Will hold large meetings on a less frequent basis. It has been suggest we meet 6 times per year. Meeting frequency will be modified as necessary to meet needs of committee.
   - Meeting frequency has been decreased to allow members to spend more time working on sustainability initiatives. Members will be asked to participate in regular discussions, provide feedback and assist in planning via email and individual meetings as needed. Should this method of communication and planning work, large-scale meetings may be decreased further to provide more work time.

5. **Other (5)**
   - Water in Chicago Heights – Rate Increase? **Allessandra and others** to look into this. Please share information with group.
   - **Ed** to provide S.C. a bike to use for the health fair if needed. Bike will be used to power a blender to create lemonade.