

Meeting Minutes 221209

- Attendees: James Linton, Kate Malecek, Melissa McPherson, Altyn Rymbek, Karen Lencioni, Max Christman, Tasha Cammidge, Sarah Torres

- Introductions

- Updates
 - Dianne Newman agreed to be one of our faculty sponsors
 - Also emailed Victoria Orphan and Rob Philips to see if they are interested
 - ST update on website
 - Coming soon
 - Within sustainability and linked to BBE
 - Listserve email address to contact group and ST/TC
 - Do we want a slack channel or other communication method? – group said no for now, the listserve email address, website, and Drive should serve for now
 - Max Christman has some news
 - Sustainability Council has support of Provost and will be making more concrete sustainability goals for the Institute to adopt into policy!
 - GL will help out in whatever ways we can!
 - From David Warren
 - Submitted new 6-month budget
 - No event this year, but will participate in the Earth Week Event from Sustainability
 - Waiting to fund pilots until June when we will be more prepared to support people
 - Need to decide how to divvy up funds
 - Either we have a set budget (say of \$10,000) and can spend within that
 - OR we say each pilot must be less than \$2000 and we can only do ~5 per quarter 2x a year or something
 - TC suggested we wait to see what the level of engagement is from pilot submissions, and also feedback from faculty sponsors
 - Meals for meetings!
 - TC will add document for people to submit sustainable/vegetarian restaurants and we can test them out at the next meetings
 - DW is very keen to highlight accomplishments via newsletters, on website etc, so that should be our priority for 2023
 - Also should try to increase attendance at meetings and with surveys etc
 - Giveaways key here
 - DW suggested giveaway for “bringing a friend” so we included Rocketbooks on the budget
 - Green Labs Certification good metric for how group is doing, we can adjust the certification form as we see fit to align more with goals of GL, so we want to see the number of certified groups grow (if our groups could participate and provide feedback that would be amazing!)
 - LOGO (see end of document for pictures)
 - Sami Chang made some excellent options for us!

- ST suggested we could just fly under the radar for now until we are bigger
 - KL suggested we should submit them to strategic communications to get it approved before we move forward
 - Group agreed we should submit to SC to get approved – TC will work on this submission next week
 - People liked the simpler two logos and liked the “stop-sign” signage for equipment
- James submitted a survey so we went through it (see on the drive)
 - Feedback from TC: add more GL facts to get people excited and perhaps more engaged and interested in participating
 - KM suggested we should have a specific goal in mind and see what information we want to gather; do we target the survey? What will we do with the data?
 - We don’t want to exclude students etc as they have insights and may want to participate
 - BUT they may not have buying power
 - KM suggested we remove it from the newsletter for now as it may be too “big” for now – TC will do so
 - MM: when we send out invite for survey, reference the newsletter (maybe attach it to email etc)
 - MM suggested newsletter is a good way to increase engagement: Do we have information on next meeting etc? – TC responded that yes we do (currently directing people to website), but TC will adjust to have more specific information including RSVP for food (suggestion from ST)
 - Group settled that we would focus on Chen and the lab managers from other buildings for first iteration with more targeted/higher level questions, a second iteration could go out to BBE-all with more general questions
 - Could also look at safety officers (coordinate with Susan Ruffans)
 - OR through the Lab Managers group (contact Monica Breckow)
- What do WE want to see in the new year?
 - TC suggested we could start with Guide modules, brainstorm on those and edit, as Guides are “living documents”
 - Focus on Energy and Water, work on others as we move forward
 - JL/KM suggested having a “brainstorm session” where we talk about larger-scale changes
 - For example: testing out alternative methods of cell culture using different kinds of media or less/no CO2 or miniaturization of procedures (such that they use less plastic, smaller kits, etc)
 - JL: would put Caltech on the map as innovators to common lab problems and sustainable solutions
 - KM suggested we could collaborate with RSI for these kinds of projects
 - TC has talked with Dianne Newman about this and RSI may be on board for projects/collaborations like these
 - KM suggested that the pilots may have operational and research arms that these kinds of collaborations may enhance visibility and impact
 - TC suggested April for brainstorming session, and from Jan-April we will do modules
 - TC: Perhaps invite entire BBE to come with suggestions, have JL and KM set up the cell culture as an example

- ST: could book a larger room and have RSVP for lunch, could invite a sponsor like Eppendorf/USA Scientific to pay for lunch, bring activities like succulent planting (in pipette boxes) etc
- KM: could invite polycarbon or someone as a speaker?
- Call for photos for the documents!

Other notes:

- Next meeting Jan 13 12pm Chen 322 – may move location to larger room after this!
- Vijaya Kumar emailed and suggested we add a volunteer form for editing the documents, TC will do this ASAP and include in the email
 - VK also sent some excellent pictures which we can incorporate into the documents! And said she would help with edits for the newsletter
- ST suggested RSVP for the meetings and we will add a document to the drive with some options for vegetarian/sustainable foodstuffs that we will add to the website as well





