

Meeting Minutes 230113

Attendees: James Linton, Michelle Ravel, Sarah Torres, Tasha Cammidge

- TC wanted to know if the scheduled meeting sent notification and MR indicated it did not, TC will work on making this work better or sending a reminder monthly
- Introductions with one thing each member would like to see in 2023
 - o ST wants to continue greening her lab with her purchasing power
 - o MR wants to familiarize herself more with her new lab and see what she can do to make it greener
 - o TC wants to encourage attendance in GL meetings
 - o [JL arrived late but said how excited he was for the faculty meeting we are doing!]
- Updates
 - o Faculty Sponsors
 - Dianne Newman has agreed to be a sponsor and has given us some tips and suggestions (including the faculty meeting)
 - She suggested we present to the faculty and give out small simple pamphlets with:
 - o “3 easy steps to becoming a Green Lab”
 - o Talk with your lab manager
 - o Have them visit greenlabs@caltech.com and download the Green Labs Certification Scorecard
 - o Fill out and submit Green Labs Certification Scorecard to sustainability@caltech.edu
 - o Put “Printed on 100% recycled paper” or something
 - JL requested an additional meeting for us to present our 5 minute presentation to the group beforehand
 - We have arranged with Richard Murray to present at the March meeting
 - Also emailed Victoria Orphan and Rob Philips to see if they are interested
 - o We are working with Monica Breckow to present to the lab managers meeting (connecting with her at the first meeting on the 18th)
 - o Working with EHS and Biosafety Office to improve the Guides
 - o ST made our website (<https://greenlabs.caltech.edu/>) LIVE
 - Walked through the main page, Guide, Action Plan, Resources etc
 - Encourage everyone to visit and look for errors, and check out the new updated Guides and Action Plan, events etc
 - MR had questions about freezer challenge, so TC talked her through the process (same as what is on website)
 - o ST also made a listserv email (greenlabs@caltech.edu) for communications about events to the group
 - o ST made an email for inquiries (greenlabsinfo@caltech.edu) for ST and TC for now
 - o Newsletter
 - Comes out today, includes a link to the website and a small survey to encourage people to attend

- Group added a section to this survey for folks to vote on the restaurant for next time
 - Veggie Grill
 - Lemonade
 - Urban Plates
 - Mendocino Farms
 - Sage Vegan Bistro
 - True Food Kitchen
 - Paper Rice
 - Want to make a poster to go alongside the newsletter, post next week
 - TC will use one of the old newsletter draft sections, make it small and punchy
 - (discussed choosing a topic like biodegradable gloves or certification or something but group preferred old newsletter section)
 - Coordinate new posters with every newsletter
 - Post them in Chen, BI, Beckman, Kerkhoff/Church/Alles Stockrooms
 - Have QR code for meeting signup AND QR code for website
 - Printed on half a page, put “Printed on 100% recycled paper” or something on bottom
 - LOGO
 - Made and adjusted by Sami Chang (grad student)
 - Group said the middle logo is preferred, so TC will resubmit to the Caltech officials to make it official
 - Equipment signage
 - Group loved the new designs
 - Suggested they swap the colours so the green parts are white and the white parts are green, similar to the ones from UCI
 - TC/St will talk with Sami to make those changes
 - Plan for January – April 2023
 - January
 - Launch of website and first newsletter!
 - February
 - First meeting with new recruits and lunch!
 - Go through information available online and discuss Action Items, start delegation of tasks
 - Ask recruits what they want to learn about during the last 15 minutes or so
 - Survey(s) finalized and sent out to lab managers etc
 - March
 - Finalize Restaurant Guide
 - Edit GL Certification Scorecard
 - Newsletter (on Certification OR Pilot Projects OR **GL “Town Hall”** with lightning presentations) see below
 - Meeting with faculty to promote Green Labs
 - April

- GL “Town Hall”
 - Finalize GL Certification module and form
 - Finish “stop light” stickers and put together welcome package and Welcome Guide
 - Finish pilot projects intake forms, open for submission in June
- GL “Town Hall” with lightning talks – idea from JL and KM last time, fleshed out by ST and TC
 - Invite USA Scientific or Genesee to be a host
 - We give them a round of the lightning talks, and/or they can set up a booth to talk about green products etc
 - They can provide food?
 - Ask community to come present either
 - Projects their lab HAS done that has made them more efficient or sustainable
 - OR projects they would LIKE to do
 - We present on Green Labs and we can present a module or an initiative in our labs
 - Announce in March Newsletter, give folks until ~April 3rd to send us ideas and slides
 - We put together the ideas and slides for Town Hall April 17-28 (Earth day is April 22nd)
- Plan for May – December 2023
 - Newcomer welcome package
 - Recycling bin signage
 - Freezer signage
 - TC got some resources from Univ. of Illinois and Univ. of Alabama
 - Pilot Program applications open ~June/July
 - Pipette/Styrofoam/ice pack recycling point locations
 - -80 freezer inventory
 - Autoclave inventory
 - Chemical and equipment share program/email
- Structure of future meetings
 - 2 camps of people: doers and viewers
 - Want to have a tip/trick/fact every month for the viewers
 - “Business” – updates on ongoing projects, discussing issues or successes etc
 - Give people agency and projects
 - Summary meeting
 - For THIS group
 - Do we want to meet quarterly or twice a year to go through everything and strategize, admin stuff etc
 - JL suggested we wait and see, TC agrees (maybe there won’t be many people and we can handle admin and regular stuff)
 - JL suggested a Slack channel – TC agrees, we can put it on the Chen Institute one or something?
- Surveys
 - Last time we decided on 2 surveys
 - Want to determine what data we want from these surveys
 - How big should they be
 - Rewards

- “Lab manager” survey – made by TC, will post on Drive later next week
 - More thorough questions, based on guide? Maybe some tips but not many
 - We want DATA for what folks are interested in or need more information for
 - Lab manager one 10-20 minutes
 - Reward for completion is bins and signage or welcome package
- “Recruitment” survey – made by JL
 - Less thorough questions, more about recruitment (include cool facts or tips etc)
 - Less data beyond interest level?
 - Recruitment one ~5 minutes
 - Reward for completion is raffle / swag
- Ended meeting with
 - TC: Call for photos!
 - TC: Reminder for edits!
 - JL commented how excited he is we are presenting to faculty and how interested he is to see our presentation (beforehand to give feedback)
 - He will also work on the surveys and edit them with TC
 - MR wanted to know more about the slack channel and said she is good at editing so she will take a look at the resources on the website and see if there is anything to change
 - TC encouraged group to submit their GL certification and reminded the group we can work on editing that to make it make sense, so any feedback there is good
- Next Meeting February 10th 12pm Location TBD (possibly Chen 322 depending on respondents)