Rapid City Sustainability Committee
Meeting Minutes
June 11, 2018 – 5:30 PM
3rd Floor West Meeting Room, Rapid City Administration Building, 300 6th St, Rapid City, SD 57701

1. Attendance
   a. Members Present: Kevin Crosby, Danielle Gage, Kelli Juhl, Kelly Moore, Sherry Thurston, and Lysann Zeller
   b. Absent Members: Alan Anderson, Dr. Jennifer Benning, Eirik Heikes, Don Martinez, Jason Phillips, and Matraysa Punderson
   c. Liaisons Present: Darla Drew
   d. Guests: None

2. Call to Order
   a. The meeting was called to order at 5:35 pm.

3. Officer Reports
   a. Secretary - April 23 & May 14, 2018, Meeting Minutes: The past meeting minutes were discussed and Lysann noted a few small edits needed to the April 23rd minutes and proofing of the guest list (Western Dakota Tech students) for the May 14th meeting. Sherry moved to approve both the April 23 and May 14, 2018, meeting minutes with the small edits and necessary changes to the guest list suggested by Lysann; seconded by Kelli. All voted aye, motion approved unanimously.
   b. Social Media Coordinator: Matraysa was not present so no updated was provided.

4. Subcommittee Reports
   a. Awards:
      i. Western SD Community Action (Don) - July 16: This award is on track to be presented at the July 16th City Council meeting.
      ii. Rapid City Regional Hospital (Lysann) - Oct. 15: Lysann will work on a press release for this award after the WSDCA award is presented.

5. Guest Speaker Presentations - Schedule
   a. Western Dakota Tech – Aquaponics Greenhouse: The students are currently presenting their project to the National Science Foundation and will be at the June 25th meeting to give the Committee an update.
   b. Upcoming Schedule:
      i. June 25: Elizabeth Kaiser (Regional Health) will be presenting about the hospital’s sustainability projects, as well as the Western Dakota Tech – Aquaponics Greenhouse Students. Darla Draw said Councilman Ritchie Nordstrom is planning to attend this meeting.
      ii. September 24: Electric Vehicles – Kelly is working on this and has been in touch with someone from Tesla about speaking and bringing Teslas to the presentation. He is looking into the Rushmore Hall at the Civic Center as the possible location for the presentation since there are garage doors which could accommodate electric vehicles being brought inside.
      1. Sherry said the Black Hills Farmers Market is hosting a “Plug-In America” Event on September 15th so there might be a good opportunity to tie these events together.
      2. Kelly brought up that he contacted the Vucurevich Foundation and there doesn’t seem to be an opportunity to partner with them on their speaker event (J.B. Straubel from Tesla on September 25th), but the timing of our event coincides well with this.
      iii. January 21: Community Solar (GenPro – Sara Lynn Pesek, EcoWorks – Sonny Rivers, and Black Hills Energy – Don Martinez) – There were no updates on this event.
6. Old Business
   a. **Annual Report:** Presented to the City Council on June 4, 2018
      i. Kelly said he thought the presentation was well-received by the City Council. Darla Drew confirmed that it was and said it shows that we are an active organization and get things done.
      ii. Kelly mentioned an email from Dr. Benning the day of the presentation asking to reference that the Freeland Ranch Design Charrette was “funded by an EPA Urban Waters Small Grant,” but it was too late to include this since the presentation had already been sent to the Mayor’s Office. Kelly recommended this be included going forward in all presentations and correspondence referencing Freeland Ranch.
   b. **Remote Meeting Attendance:** Kevin proposed the following bylaws addition to #2: “Committee members who occasionally cannot be physically present at a meeting are encouraged to attend and participate remotely via phone. Remote attendance of this sort shall not be counted toward a quorum and votes may not be cast by the member participating remotely,” as well as a change to bylaw #6 to read: “A chairperson, vice-chairperson, secretary/treasurer, and social media person coordinator will be elected by the Committee at the first June meeting every year. The officers shall be elected from the membership of the Sustainability Committee. The secretary and treasurer may be two separate offices or a combined office at the discretion of the board committee.” These changes were both presented at the May 14th Committee meeting.
      i. Danielle asked if it would be possible to set up a teleconference, like GoToMeeting, in addition to call-in option. Kelly said there is a connectivity issue with only having access to the City’s guest Wi-Fi network in the meeting room so this isn’t a possibility at this time.
      ii. Kelly said he would try out the phone present in the meeting room tonight to see if and how it works after the meeting. Kevin said he would check into setting up a conference call number so multiple people could call in to the meeting. *(For future reference, the phone # is (605)721-3358.)*
      iii. Kevin made a motion to approve the proposed changes to the bylaws as presented, Danielle seconded. All voted aye, motion approved unanimously.
   c. **Officers Position Descriptions:** Not discussed.

7. **New business**
   a. **Committee Officer Elections:** Chair, Vice-chair, Secretary, Treasurer, and Social Media Coordinator
      i. **Nominated Candidates:**
         1. Chair: Kevin Crosby
         2. Vice-chair: Lysann Zeller
         3. Secretary: None – Jason will retain if no other person comes forward
         4. Treasurer: None
         5. Social Media Coordinator: Matraysa is willing to remain in this position
      ii. Kevin said he is will to serve as Chair for one (1) year, if Kelly is no longer interested or going to be absent frequently over the next year, but he wanted to be realistic about the time he has available to serve as Chair, which is only a few hours per week. Kelly said he does have plans to travel extensively this fall, but he still plans to be involved and will help out as past-Chair, if Kevin is elected Chair.
      iii. Kelli said she would like to be more involved, but is limited due to living in Hot Springs.
      iv. Sherry would also be willing to serve, but she is already busy with Earth Day Expo.
      v. Sherry made a motion to approve the slate of officers as follows: Chair – Kevin Crosby, Vice-chair – Lysann Zeller, Secretary – Jason Phillips, and Social Media Coordinator – Matraysa Punderson; Danielle seconded. All voted aye, motion approved unanimously.
      vi. Danielle said she has past budgeting experience and would be willing to serve as Treasurer.
vii. Moved by Lysann, seconded by Sherry to elect Danielle Gage as Treasurer. All voted aye, motion approved unanimously.

b. **Strategic Plan: Annual Update Required per the Bylaws (#13)**
   i. The last update to the Strategic Plan (approved in March 2017) was discussed by Kevin.
   ii. Lysann suggested using the “Future Direction” slide from the Annual Report presentation as a basis for the 2018 Strategic Plan in order to keep it more brief and obtainable.
   iii. Discussion continued about revisiting the 2017 Strategic Plan and potentially using the “Future Direction” slide as more of an action plan for 2018. Lysann will send out this slide to the Committee.
   iv. Kevin would like to start working on the Strategic Plan regularly and so will add it as an on-going agenda item going forward with the goal of having the update completed before the end of 2018.

8. **Informational Items**
   a. **Earth Day Expo:** Sherry mentioned that the Earth Day Expo now has a web presence on Dakota Rural Action’s web-page (www.dakotaruralblackhills.org/earth-day-expo). There are vendor registration, sponsorship, and volunteer registration forms that can be downloaded from the site. Kelly suggested caution with having it on the Dakota Rural Action site since the Sustainability Committee is the lead organization for this event. Sherry will see about getting a link or information added about the event to the City’s web-site. She will contact the Committee Chair, who will then get in touch with Lindsey at the Mayor’s Office about who she needs to work with to get this done.
   b. **Marketing Materials:** Kelly brought up the marketing materials and that he is checking into getting a table cover and/or banner made with the money left over from the Earth Day Expo that Dakota Rural Action is donating to the Committee.
   c. **Upcoming Meetings & Events:**
      i. June 25: RCSC meeting: Including 15 minute presentations from Regional Health and Western Dakota Tech

9. **Adjournment**
   a. The meeting was adjourned at 7:03 pm.

*Minutes taken by Lysann Zeller.*