Sustainable Aston Working Group - Minutes of Meeting 28th October 2010 - ACTION SHEET

Meeting Date	Action	Who By	By When	Priority	Date Completed
07.05.09	Explore establishment of support services group	SC	June 09	Low	
23.02.10	Set up a SAWG Facebook group	VJ / LP	Sep 10	Medium	
23.02.10	Confirm date for Go Green Week 2011 - confirmed 28th February 2011	VJ	Sep 10	High	September 10
23.02.10	Organise meeting between research groups	CB	April 10	Medium	
20.04.10	Request feedback on Green Gown Award entries	LJ	June 10	Low	
20.04.10	Suggest ideas for Go Green Week 2011	ALL	Dec 10	Medium	Final ideas to be presented at Dec meeting
05.07.10	Set up meeting with VC re: inclusion of sustainability in strategy	SC/VJ/CW	Aug 10	High	August 10
05.07.10	Update database of sustainability teaching modules	PH	Oct 10	Medium	
20.09.10	Develop Carbon Management Plan for HEFCE	LJ	Oct 10	High	October 10

Sustainable Aston Working Group

Minutes of Meeting
28th October 2010

Present:	Stuart Cooper	SC	ABS (Chair)
	Sofia Kokolaki-Hall	SKH	Estates
	Victoria Johnsen	VJ	Estates
	Caroline Witton	CW	SLHS
	Peter Shearer	PS	BPU
	Nick Martin	NM	Student Representative
Apologies:	Alan Charters	AC	Estates
	Reiner Grundmann	RG	SLSS
	Lucy Bastin	LB	SEAS
	John Blewitt	JB	Combined Honours
	Peter Quaife	PQ	SLSS
	Christopher Brewster	CB	ABS
	Lynnette Jones	LJ	Estates
	Frank Eperjesi	FE	SLHS
	Pete Hedges	PH	SEAS
	Phil Extance	PE	Pro-Vice Chancellors office

Apologies and Welcome
Apologies received from Peter Hedges, Peter Quaife, Frank Eperjesi, Phil Extance, Lynnette Jones. SC

1. Membership
VJ informs group that a new guild Environment and Ethics Officer has been appointed (Tom Axup) and he is happy to attend the group. VJ to contact with details for next meeting. SC
SC enquires about RG attendance – no update. SC to contact.

2. Minutes 5th July 10 meeting
Minutes were approved and accepted. SC
Noted that the topic of the last meeting was the 2020 Strategy. SC to follow up with ES and report back to group on progress.
PS will also ensure that on appointment of a new Director of Marketing Strategy, he raises the issue of sustainability.

3. Maters Arising/Action Points
3.1 Establishment of support services group SC
Nothing to report – deferred until next meeting.

3.2 SAWG Facebook page VJ
Nothing to report.

3.3 Organise meeting between research groups CB

Nothing to report.

3.4 Update database of Sustainability related modules PH

In progress – PH to report back.

3.5 Confirmation that the Carbon Management Plan for HEFCE SKH

The CMP has been completed, signed off by the VC and the Chair of Council and is available online.

SKH also mentioned that an Energy Manager has been appointed – Andrew Bryers – who will be leading on this plan.

4. Discussion topic: Go Green Week 2011 ALL

- Go Green Week was held for the first time last February (2010).
- Next year's will be held w/c February 28th 2011 (FT fortnight)
- Agreed to focus on the same themes as last year: Food ethics, Transport, Energy, Biodiversity and Waste. Days will be confirmed dependant on activities.
- PS to think about 5 themes and search for input from business partners: presentations, displays, activities, etc.
- VJ to confirm date with VC for transport lecture (or other topic if preferred).
- This year needs more academic input: each of the 5 schools to organise an event or activity during the week. The schools are to lead on their own activities.
- External image display – hard rain, earth from the air, etc. Any ideas to VJ to organize.
- CB to organize a CSI lecture during the week.
- Student input – NM to meet with guild committee.
- Invite RSPB / WWF / Oxfam (NM suggests that the WWF adoption kit would make a good prize.)
- Volunteering groups: VJ to speak to Sarah Hosten about running an activity on the day or recruiting in reception.
- Kestrel cam to be up and running.
- CB to help organise a themed film screening through the cinema club.
- Agreed that lunchtime activities, rather than evenings, would be more successful.
- Noted that it will be important to get catering on board with food ethics related activities – VJ and CW to action.
- VJ to contact Kate Sugden re pedal power display from SEAS.
- VJ suggested 'Greening' the university: bunting, lighting, displays in reception / north wing / ABS entrance.
- VJ to speak to Nick Smith re library display (environmental books, journals, DVDs).
- **Need to have activities confirmed before Christmas – deadline for concrete ideas to be next meeting.**

5 Chair's Report SC

5.1 CSI Research funding

SC reports that CSI are in process of allocating funding; 9 projects have been put forward.

5.2 Annual Report

The report is now completed and available online (VJ to confirm). SC also mentioned that the report had been sent to Mike West for the VC to use in a presentation on Sustainability at Aston.

6 AOB SC

- NM: reports that the People&Planet group has closed due to a lack of interest. VJ suggested that interested students could join the Guild Environment and Ethics committee.

- SC: thanks to JB and Carole Parkes - the MSc Social Responsibility and Sustainability is ready for launch Oct 2011. This should be heavily promoted during Go Green Week. SKH and VJ will also promote through EAUC and IEMA, FOE, Greenpeace, BEP.

- SKH: the Silver EcoCampus audit is taking place next Thursday (4th November). SKH to report back at next meeting.

- SC noted that JB has received funding for the HEFCE project 'Leading Curriculum Change in Sustainability'.

7 Date of next meeting SC

w/c 6th December (preferably Thursday)