

Jan 9, 2024 | BCOS Meeting Minutes

1. Call to Order
2. Roll Call
 - a. Matt Austin - present, in person
 - b. Kate-Lyn Edwards - present, in person
 - c. Matt Flaherty - absent
 - d. David Maenner - present, online
 - e. Nejla Routsong - present, online
 - f. Nolan Hendon - absent
 - g. Emma Ferguson - present, in person
 - h. Jon Eldon - present, in person
 - i. Jessica Davis - absent
 - j. Hannah Gregory - present, in person
 - k. Justin Vasel - present, in person
 - l. Alex Hakes - absent
 - m. Heidi Dowding - absent
 - n. Dennis Vera - present, online
3. Approval of Agenda
 - a. Approved, no objections
4. Approval of Minutes
 - a. Approved, no objections
5. Public Comment (15-20 minutes, up to 3 minutes per person)
 - a. Don - Will be resigning from the Environmental Commission this month due to personal health reasons, would like to encourage folks to join both commission so the commissions can work together more efficiently
 - i. BEC looking at water issues, realized that current models may no longer be accurate due to unprecedented flood and drought patterns from the past few years
 - ii. Jon suggests that we strengthen relationship with BEC and BCOS by presenting to each others commissions and improving general communication
 1. Justin plans to go to next BEC meeting and will report back
6. Report from Acting Chair
 - a. City Council working on new commissions appt and will be voting on it soon, our Council Ex-Officio may change depending on vote
7. Report from Staff Liaison
 - a. GardenQuest Sustainable Neighborhoods Grant Application Approval

- i. Claim has been processed
 - b. Working Group Grant Application Guide
 - i. All SOPs must be followed, applicants need to read over steps prior to submitting
 - ii. Guide is [here](#)
 - iii. Reporting requirements will depend on project type and will be specified in the grant agreement
 - iv. Procedure if a grant awardee leaves the commission?
 - 1. Shawn will address this, but shouldn't be an issue given the 2 problem leaves and the grant being reimbursement based
 - v. Project failure?
 - 1. Shawn suggested proposing really strong project management in application, want to see smaller projects proposed this year as a pilot before expanding grant program
 - a. In the application, applicants should include a section about what the process is if the project isn't meeting outlined goals
 - vi. Question about reimbursement process, BCOS members not be able to front the costs of project materials
 - 1. Shawn said there is a second option by purchasing materials through a local vendor using a P.O.
 - 2. BCOS members need to be approved by controllers office before purchasing items and submitting a reimbursement request, which takes about 2 weeks
 - a. Claim cycle after reimbursement could take up to 4 weeks
 - vii. When are deadlines? Rolling cycle or quarterly deadlines?
 - 1. Want to avoid "first come first serve"
 - 2. Rather look at a pool/deadline than a rolling application process, easier for BCOS to track the budget and distribution of funds
 - 3. ~3,500 cap on projects so each working group can have access to equal funds
 - 4. Project check ins before proposals are finished
 - c. BCOS Member Applications
 - i. Members who have end of terms this month need to resubmit application for BCOS ASAP
8. Report from Council Ex-Officio
9. Reports from Commissioners
 - a. Just Transition Working Group

- i. Made contact with many local organizations to try to address social and sustainable intersection
 - ii. Will refocus on a preparing a better grant proposal for a social-sustainability project to be submitted this year
 - b. Community Outreach
 - i. Close to finishing a strategic engagement plan
 - ii. Want to start attending other commission/board meetings
 - c. Waste Management
 - i. MC Solid Waste District is creating an Organic Waste Task Force, Matt will be joining the task force
 - ii. County would like to towards a partnership with the CoB and IU
 - iii. Has a \$50,000 budget to go towards addressing organic waste issues
- 10. Discussions Not Resolutions
 - a. Sustainable Neighborhoods Grant Application Assistance - provided by BCOS Members
 - i. Do we want to have a deadline or rolling?
 - 1. Three quarters suggested by Jon
 - 2. Emma suggests two deadlines
 - 3. "Priority deadline" / initial review on April 1st for approval of summer activities
 - a. "Submit by April 1st for full consideration"
 - b. NOTE: Commission agrees to due a soft April 1st deadline for first round of applications, not placing a deadline on a second round for now. Will reconsider deadlines as needed**
 - ii. Offer grant writing/project development mentorship to applicants
 - 1. Letter of intent or non-formal way to inform BCOS of intent to apply?
 - a. NOTE: Not going to require anything formal, but will put on website that grant assistance is available if needed, Shawn will pass on any emails to Jon/Hannah**
 - b. P.R.O.P.E.L - Project Realization Opportunities Program for Emerging Leaders (working title)
 - i. David recruiting a new working group, 2-3 people
 - 1. 1 hr/wk, 2-3 hrs/mo to help David roll out project
 - ii. Purpose is to help engage students in CoB Commissions with a project-mgmt focus

- iii. Need to put together a proposal/marketing materials for project and activities outline/schedule
 - iv. Key targets: sophomore to junior in college, or first year grad students
 - 1. Students that will be around longer than a year
 - v. Sponsor could look like IU, Crane, etc.
 - 1. Kelley has a project management certification program
 - vi. Possible issue with working with IU, hard relationship to sustain
 - 1. High school or Ivy Tech students?
- 11. Resolutions for First Reading
 - 12. Resolutions for Second Reading
 - 13. New Business
 - 14. Adjournment

Next Meeting: February 13 , 2024 at 6 pm