**Energy Conservation & Building Standards Objective 4 Subcommittee**

*In attendance: Alex Dzurick, Claudia Szczepaniak, Jessica Tran, Marian Huhman, Morgan Johnston, Morgan Kaplan*

1. Updates on tasks from last meeting
	1. AD submitted a web form to request Union patio space for the event, but is still waiting to hear back. Might try again.
	2. MJ emailed chief of campus police Jeff Christensen. We are going to send 8 security assistants with each student volunteer team (one per building).
	3. MJ is also going to arrange for buildings to be unlocked, optimally by getting someone with a master key to attend the event in case one of the teams can’t get into a building that is supposed to be unlocked.
	4. Also looking into getting a facility contact person to let students into different floors of Lincoln Hall, but would probably have to pay them. MJ will look into this.
	5. MJ will print the floor plans.
2. Discussion about tally sheet design
	1. MH: Recipients of this data would like to know how many lights were turned off and the number of rooms that had lights left on.
	2. Pieces of info they will include:
		1. Room number
		2. Total number of lights left on
		3. Whether or not those lights were turned off
		4. Notes column
	3. The exact layout of the sheets will need to be further hashed out. We need to make this a straightforward and simple process for volunteers. Maybe Toledo can give us some insight on the details of their program. AD and MK will have a Skype conversation with them.
3. Discussion about advertising methods
	1. Students could use a Facebook cover photo or post. We could talk to Tony/Olivia next week about getting an image together for the cover photo.
	2. MK will attend tomorrow’s SECS meeting.
		1. Will ask about 4 SECS members to hang around the Union patio during the event and help out as needed, whether that be by participating or by helping out with food or other tasks.
	3. MK can also announce the event at her sorority’s chapter meeting and perhaps make participation worth a point. We will most likely only use this option if we are short on volunteers closer to the event date. We will first wait and see how recruitment through the iSEE newsletter and other sustainability RSOs goes.
	4. In order to register, interested students will contact AD via email; that way, we’ll have the contact info of interested participants for future reference, especially if more students want to register after our program fills up.
		1. AD will keep a waiting list for the students who try to register past the cap of 16 participants.
		2. In his confirmation emails, AD will tell participants to let him know if they can no longer attend the event.
	5. Tony Mancuso will need the event information by Monday, March 28.
4. Logo contest update
	1. Contests like this need rules (such as branding rules about what can and cannot be included in the logo) and judges.
		1. MH’s contacts in Advertising will look over our rules to see if they make sense from a creative perspective.
			1. $50 is not enough—will more likely offer $100 as the prize.
		2. Included in the rules will be that if there are no submissions that meet the requirements, there will be no winner.
			1. Could also ask participants to modify the design we like best if need be.
	2. MJ thinks we need to bring Tony Mancuso into the conversation because this is going to be extremely associated with iSEE.
		1. Will reach out to Tony once he’s back next week.
	3. Another idea is to contact Creative Services and ask about our options.
		1. MK will contact Andy Blacker and Melissa Edwards in Research Communications.
	4. Would need to feed the scope of this brand to participants and all that Orange and Blue Go Green would encompass. This is potentially going to be the umbrella branding for campus sustainability.
	5. JT considers tweaking the Certified Green Office Program logo into a campus brand.
		1. “Certified Sustainable”
	6. This is a huge project and a big deal for UIUC—the contest may need to be pushed back to Fall 2016.
5. Lab gloves recycling update by JT
	1. Could potentially pass this on to Green Labs Initiative.
6. Next meeting Tuesday, March 15 at 2:30pm.
	1. MH will email Tony about attending this meeting.