**Purchasing, Waste, and Recycling SWATeam Meeting**

* *In attendance: Olivia Webb, Morgan Johnston, Joy Scrogum, Fangxing Liu, Warren Lavey, and Meghan Killinger*
1. Call to order 4:03 pm
2. Introduction of new members
	1. Fangxing: Sophomore in C.E. Wants to learn more about recycling and waste treatment
	2. Meghan: Senior in I.B. also on SSC
3. Illini Gadget Garage performance/publicity
	1. Completed ADA renovations for the building so space opened efficiently for the public.
	2. 3 student hourly employees and 2 volunteers.
		1. Trying to get more people from more disciplines involved, not necessarily technically savvy people.
	3. Open 20 hours/week and having at least 1 pop up per week (Tuesday evening 6-9pm at UGL)
		1. Averaging about 1 patron/day
4. Paper policy recommendation and new data
	1. Recommendation approved throughout the campus and intended to be adopted university wide but died through the summer
	2. History: Chancellor had policy that departments would purchase paper that was at least 30% recycled.
		1. Campus gets AASHE points for purchasing recycled paper
		2. Over 70% of our current purchased paper is virgin, not recycled.
	3. Recycled paper is cheaper but buy from F&S and not OfficeMax, where most people are used to going
	4. The way purchasing happens is very different in each unit
	5. Improvement efforts
		1. SWATeam should advance awareness efforts
		2. Efforts to be made on software side: reminders or putting recycled content paper at the top of the lists: need more accountability
		3. Create box folder for people to enter information about their purchasing so the SWATeam can see it.
	6. Campus could save 79 tons of carbon dioxide annually if we bought 30% recycled paper rather than 0% recycled paper
	7. SWATeam did put forward recommendation
	8. Morgan will look at existing Paper Purchasing Policy and will review at next meeting.
5. SWATeam recommendation process
	1. Ben McCall has stepped down but still working with iSEE a bit
		1. Ximing Cai will replace Ben McCall in March or May
			1. Morgan is meeting with him to continuously bring him up to speed
			2. Professor Cai wants to focus on spreading the word about the iCAP
			3. Professor Cai’s interest focus is on food waste
	2. Identifying what needs to be improved in recommendation process
		1. Aren’t sure what should trigger a recommendation
		2. Looking to make it more streamlined with iCAP working group
6. Picking new chair
	1. Joy currently has too many other commitments
	2. Warren has been chair before but would be thrilled to have another student chair.
	3. Fangxing Liu will be chair
7. Next meeting is **TBD**
	1. Doodle poll will be sent out
	2. Goal is to meet twice a month