

**Mid-Maine Sustainability Coalition
Steering Committee
Meeting Minutes
February 26, 2009**

The meeting convened at 2:30pm with the following members present:

Mike Roy, Waterville City Manager
Mike Heavener, Winslow Town Manager
Paul Blanchette, Fairfield Town Manager
Sally Harwood, Coordinator

Elery Keene, Coordinator
Norm Anderson, Objective III Leader
Doug Carnrick, Objective V Leader
Steve Erario, Objective VIII Leader

Members not present: Iver Lofving

Steering Committee purpose statement:

Mike asked for feedback on a purpose statement drafted by Sally. One change to the document was a change to the organization's name (see below). The second paragraph on committee members was changed to the following: "The Steering Committee consists of the City and Town Managers of Fairfield, Oakland, Winslow, and Fairfield; team leaders for committees III, V, and VIII; and members appointed by the steering committee." Please see the attached for a full copy of the steering committee's purpose statement.

Objective III Organizational Capacity Update:

Norm gave an update on the first 'Build Organizational Capacity and Monitor Results' meeting. He said the group had a number of objectives, including to:

1. Establish and manage relationships with key organizations and state and federal agencies
2. Measure progress and standardize methods of data collection
3. Develop relationships and communications with other objective areas
4. Create a longer term plan for sustainability and/or community coordinator positions

Mike showed the committee an example of a project status report used in the City of Waterville. He suggests this or a similar type of template could be made readily available. All agreed it would be best to have some sort of easily understood visual representation of progress coupled with more detailed reports, possibly produced by each committee. Norm said that an important part of the effort to help each committee make continued and quick progress would be to have the capacity to identify problems in each committee and to provide support in order to overcome potential obstacles.

Organization/Monitoring and Communications Committees to meet:

During the discussion, members questioned whether Objective III (organization) and VIII (communication) should be combined in order to facilitate information flow within the group.

Norm and Steve will meet together before the Communications Committee meeting on Wednesday, March 4th in order to prepare a report for the Steering Committee with suggestions on:

- Priorities/responsibilities for the Organization/Monitoring group

- Priorities/responsibilities for the Communications group
- Whether or not the two groups should combine in some manner
- Informational requirements from each committee to the larger group

Reporting:

The committee agreed that it was the right time to begin bringing together quarterly reports so that the quality of indicators and process of acquiring information from each committee could be refined.

Group Loop/Internal Communications:

Steve gave an overview of the Group Loop online collaboration service that was identified by Waterville High student and Communications Committee member Danielle Hodgkins. He will discuss use of this program with the Communications and Organization/Monitoring group during their meetings and report on these discussions at the next steering committee meeting.

Group Name:

After some deliberation, it was decided that the name for the group formed as a result of the 2020 Catalyst for Energy Conservation and Sustainability would be the “Mid-Maine Sustainability Coalition.” Some members suggested that the group be called the “Mid-Maine Energy Sustainability Coalition,” but discussions made evident that this effectively restricted the goals of the group to be focused around energy instead of overall environmental sustainability.

Purpose Statement:

Steve read a draft purpose statement/key message for the group, which will be submitted as part of a complete Communications Strategy at the next steering committee meeting. It reads: ““The Mid-Maine Sustainability Coalition is a grassroots initiative created to conserve our resources, sustain a healthy environment, and promote economic prosperity for the Mid-Maine region.””

There being no further business to discuss, the meeting was adjourned at 4:05pm.