

Attachment B Motions - April 7th & 8th, 2010 Steering Committee Meeting

Approved Motions:

Parliamentary Procedures:

Adopt RONR (10th ed.) for this meeting and going forward pending a permanent governance structure.

Elect Mark Spears (Disney) as Acting Chairman, pending election of slate of officers.

Suspend certain rules in RONR for this meeting (2/3 vote)

- Method of recognizing speakers (alternative signal)
- Relax limit of two opportunities to speak for up to ten minutes, in strict order of recognition
- Relax the form of written motions (“Whereas... Resolved that...”)
- Minutes taken by TSC staff rather than elected secretary (signed by the Acting Chair)
- Suspension of other rules may be voted on during the meeting.

Create Governance Task-Force & External Relations Committee:

{Amendment: Include “objectives, scope, guiding principles and governance process” to Governance Task Force. PASSED.}

Breakout group information gathering, synthesis, and reporting

- Group facilitators will synthesize notes, including contextual information, circulate within their own breakouts, and then submit to Jon and Jay.
- Jon and Jay will continue to take feedback from the Steering Committee and TSC Staff.
- Breakout groups' and other feedback will be synthesized and reported to the Steering Committee. This will include talking points for Steering Committee members to use in internal conversations.

Task Force Formation

- Task Forces to be composed of approximately 12 members.
- Steering Committee members will inform Jon Johnson (Governance) or Jay Golden (External Relationships) of their interest in serving on the task forces.
- Jay and Jon will make appointments to the task forces that ensure balanced representation by April 22.
- Approval of task force membership will be conducted electronically by April 30.

Task Force Work

- Based on outcomes from today's breakout sessions, Jon and Jay will develop initial goals and deliverables for the Task Forces.
- Task Forces will elaborate on goals and deliverables, and report on them to the Steering Committee.
- Task Forces will report on progress monthly to the larger Steering Committee.

Presentation to Steering Committee

- The Task Forces will present their recommends to the Steering Committee by August, 1 2010.

Electronic Meetings from Remote Locations

The Sustainability Consortium shall be permitted to conduct meetings from remote locations electronically.

Formation of a Finance Committee

Part 1: The Sustainability Consortium will establish a standing **Finance Committee** not to exceed 7 members plus the co-directors. Each member (excluding the co-directors) will be appointed by the Co-Directors, contingent on steering committee approval, for a one-year term which can be renewed.

Part 2: The Co-Directors will submit to the Finance Committee a budget that supports the mission and scope of the Consortium prior to the beginning of the fiscal year (July 1) a proposed budget for the following fiscal year. The Finance committee will provide feedback and recommendations to the co-directors. The finance committee be briefed and provided fiscal year to date financials on a quarterly basis.

The finance committee shall also provide strategic recommendations on management of finances as well as activities to raise funds. The Consortium will follow appropriate generally accepted accounting principles. Selection of sub-contracts will adhere to the Research & Project Selection process.

RFP Process

1. Select research themes
2. Develop list of possible research questions/areas
3. Categorize research questions
4. {For sole source contracts, Co-directors will submit a justification for the decision.}

From here, two paths

- Single institution
- Open

Single Institution:

1. Identify and engage priority partner institution
2. Request relevant participants and industry partners form project team
3. Collectively refine research question
4. {Periodically communicate to larger Consortium community on progress}
5. Draft proposal
6. Review proposal with research team
7. Research team approval
8. Present proposal to SC for review and recommendations
9. Co-Directors, with the approval of their respective deans, Award Funding

Open:

1. Review research question with SC
2. Draft RFPs for top priority research questions
3. Send out RFPs
4. TSC review of proposal/desk rejects
5. Present proposal to SC for review and recommendations
6. Co-Directors, with the approval of their respective deans, Award Funding

External Relationship:

Pending creation of a formal governance system, formal relationships with external organizations, other than those covered by RFP or other forms of research funding, will be established by motion to the Consortium Steering Committee. Steering Committee vote will constitute recommendation to the Consortium Co-Directors.

Formal relationships are commitments which include routine participation in sector or consortium wide working group meetings, routine participation in steering committee meetings, or other regular engagements with TSC functions.

This motion does not preclude informal discussion and information sharing.

Motions proposing relationships with external organizations should include information on the organization under consideration and the nature and intent of the relationship.

Tabled Motions

GS1/TSC Partnership

The Data, Systems and Reporting Consortium Wide Working Group will {create a {nonbinding} working relationship} with GS1 for the purpose of {investigating the development of} standards and infrastructure to enable IT solutions supportive of Consortium objectives. This {relationship} will enable GS1 to attend all DS&R Working Group meetings and conference calls. This {relationship} will also enable GS1 to attend steering committee meetings for update or informational purposes only.

Reporting Categories

The Sustainability Consortium will create a Consortium Working Group on Reporting Categories

- The CWG will consist of two corporate members from each sector, interested corporate members not currently in a sector, academic, NGO, government and/or other experts as identified by TSC staff and sector teams.
- The CWG will evaluate the value and function of common reporting categories.
- The CWG will examine the pros and cons of the different, existing reporting category taxonomies and methods for reporting along with the sector recommendations.
- The CWG will report on findings and recommendations in an electronic meeting prior to the next Steering Committee meeting.