

City of Newberg Sustainability Committee Meeting Notes

Date:	Tuesday, 7/7/09
Time:	2:00 pm
Location:	Engineering Conference Room
Participants:	Jessica Nunley, David Beam, Howard Hamilton, K'lyn Hann, Paul Chiu, Denise Bacon, Annette de Paz

- **Sustainability Ideas:**

- Office Supplies
The committee continues to enjoy lots of enthusiastic discussion on sustainable improvements we can make in this area.
- New Ideas
 - Efficient Toilet rebate program
 - Setting all City printer default settings to double-sided
 - Adopt a Logo

- **Articles and Reports Brought to the Attention of Members**

Many members brought articles and reports to share with the sustainability committee. Annette asked that all such materials be sent to her via e-mail and she will post them on the Sustainability Committee Intranet Wiki to share.

- **Mission Statement:**

The committee engaged in group discussion to answer 5 questions designed to guide the construction of a Mission Statement. The results are as follows:

1. Who are we?
 - a. City Staff
 - b. City elected representatives
2. Who are our target "customers"? Who do we want to reach with our activities?
 - a. City staff
 - b. City elected representatives
 - c. Community/Citizens
 - d. Other Agencies
3. What are the needs of our "customers"?
 - a. A balance in the "3 e's" – environment, economy, equity
 - b. Services that make sustainable practices EASY
 - c. Knowledge, instruction, education
 - d. A role model
4. What products or services do we provide?
 - a. Incentive programs

- b. Knowledge, instruction, education
 - c. Community events, fun contests
 - d. Information clearinghouse for programs & incentives provided by other groups
 - e. Mutual support for other agencies
5. What are our VALUES?
- a. Truth
 - b. Credibility
 - c. Leadership
 - d. Results-oriented
 - e. Solution-oriented
 - f. Proactive
 - g. Integrity
 - h. Responsible
 - i. Teamwork

Homework:

Write a Mission Statement:

Using and incorporating the concepts generated by the group listed above, write a Mission Statement which answers the following questions:

- o What do we provide?
- o To whom?
- o So they will perceive us how?

Ensure that your mission statement conforms to the following criteria:

- The mission statement should not be concerned with a particular job. It should be concerned with your business as a whole.
- The mission statement should act as an umbrella statement and all jobs and activities associated with the business should fit.
- The mission statement should be short and concise.
- The mission statement should be meaningful to customers, employees and management.
- The mission statement should be focused on how your business will help your customers by meeting needs or solving problems.

Send your mission statement to Annette via e-mail by Wednesday, July 29th. The mission statements will be presented to the group at the next meeting and a winner will be chosen. The winner gets a "free pass" for NOT being elected Secretary of the committee!!

Next Meeting:

Date: Tuesday, August 4, 2009

Time: 2pm

Location: Engineering Conference Room