

FLPPR Awards Committee
Meeting Minutes
April 3, 2008 10-11:30 a.m.

Attendees: Randy Greer, Kay Sommers, Laura Comer

- **Laura Comer appointed committee chair**
- Randy's goals for the meeting: goal of the awards, when to launch, what will be the award/presentation?
- In a previous email Laura had sent some links to other awards programs for examples:
 1. Green Living and Energy Education in Florida Keys
www.keysglee.com/html/08_expo/08_GLA_form.html
 2. Alaska's Green Star Program www.Greenstarinc.org
 3. Sustainable Florida Awards
www.sustainableflorida.org/documents/SustFLBestPracticeAwardsApplication.pdf
 4. Palm Beach County P2 Coalition p2.ces.fau.edu/general.html#award
 5. Florida Green Lodging www.floridagreenlodging.org
 6. Florida Clean Marina www.floridacleanmarina.org
- Kay described the Emerald Awards for Broward County
www.broward.org/pprd/emeraldaward.htm#Categories
 - Two levels of awards: certificates and trophies. Certificates can be reapplied for annually... trophies must do something new.
 - Categories include; Pollution Prevention/Hazardous Waste Reduction, Recycling, Green Products and Practices, Innovative Procedures/Process Improvement, NatureScape Broward, and Sea Turtle Protection.
 - Kay described some of the award recipients for this year's awards in 3 weeks (see website for descriptions).
 - Problems they encountered: original application to complicated.
 - Solution: simplified application and get details in an interview.
 - Compliance Verification: to protect integrity and reputation of program they do a compliance check and site inspection
 - Use checklist and point system
 - Ensure ignorance of the lingo does not determine what category to place the applicant – committee can decide where to place them even if they didn't apply in that category
- **Randy proposed and the committee approved a timeline**
(April 09) Roll out and invite applicants on Earth Day
(September 09) Awards and Recognition for National Pollution Prevention Week
- **Committee agreed not to categorize applicants by type for this first awards program.** That is don't divide applicants by manufacturing, government, office, etc...because not sure number of applicants this first round. Can always break out into categories later as program grows. May need to define large vs. small.
- Discussion of goals/criteria followed. Unless noted the applicant would not necessarily have to fill in something for each category.
 - **Communication/Outreach: Required category** to include communication and involvement of employees, customers, suppliers, community participation. Will pick up green purchasing/procedures in this category.
 - **Innovation:** Describe how what they do varies from the industry standard. If nothing written possible for reviewers to decide if innovative.
 - **Environmental Affiliations:** previous awards or recognition, certifications (ex: LEED, EnergyStar, ISO), memberships, etc.
 - **Water Conservation**
 - **Energy Conservation**
 - **Waste Reduction** to include all media: solid and hazardous waste, air, wastewater reductions. Would cover source reduction as well (purchasing and process changes could show up here or

under other areas). Will need a thorough description since includes a wide variety of possibilities and should have more space than others.

- Brief explanation of criteria needed. Examples or detailed information could be put on website for those needed more explanation or help determining what would qualify. Could be overlap between categories...not important as reviewers will be able to make final call.
- **Applicants must be FLPPR Members.** Can join at time of application (can be changed to member for at least a year if project grows too large)
- **Applicants can apply every year** – Will defer discussion of winning multiple years until we finalize type of awards (levels, etc.)
- **No application fees.**
- Need to establish a way for member feedback – not necessarily voting but opportunity to comment, advise of any negative information on a facility or concerns. Will defer further discussion for later.

TO DO LIST

1. Randy will share minutes with members and encourage them to give feedback or to join committee for next meeting.
2. Try to recruit non-governmental agencies/potential applicants to the table or enlist to review drafts before launching.
3. Think about the categories and possible word choice/flesh out descriptions...forward to Laura to put together for committee to look at for next meeting laura.comer@dep.state.fl.us
4. Consider Award Name

NEXT MEETING: Friday May 16, 2008 9:00 -10:30 a.m. Call In #888-808-6959 conference code:1453221

TENTATIVE AGENDA ITEMS

Meeting Objective: To complete a rough outline of application to be turned into a first draft after meeting.

1. Look at criteria again
 - Any additions or changes (for example: should we consider breaking source reduction out of waste reduction as a separate category?)
 - Discuss possible language/word choices
2. Award Name
3. Opening Description for application
4. Instructions (may have to be deferred until other decisions are made)

Future Agenda Items (We will begin work on these if time allows)

- Develop process/methods for receiving and reviewing applications and making decisions (who? How? Inspections? Interviews? Website?)
- What will the actual awards be? (certificate, trophy, all expense paid vacation *haha*)
- What incentives/rewards can we offer to participate? (ex: post winners and descriptions on website, next year's membership free if we go back to membership dues, assist with media coverage, travel expenses to receive award?)
- Where, How and by Whom will the awards be presented?

lmc