**Zero Waste SWATeam Meeting**

Attendees: Meredith Moore (iSEE), Robert McKim (Faculty), Leon Liebenberg (Faculty), Aaron Finder (Staff), Maddy Liberman (Student), Manying Zhang (student), Julija Sakutyte (clerk)
Date: 15 October 2019
Time: 12-1PM

1. iCAP Objectives Draft
	1. Objectives vs. Goals Debate
		1. The ***GOALS***are targeted by ***OBJECTIVES***, which are achieved through ***PROJECTS***.
		2. Using a top down approach: Deciding the [goals to target](https://icap.sustainability.illinois.edu/themes/procurement-waste) and brainstorming **measurable** objectives to target, and possibly thinking of projects that ZW has already discussed that might fall under each of the objectives.
	2. SWATeam measurable objectives
		1. Previously, one person facilitated the discussion around a certain topic and decided on areas which they would like to target.
		2. Is this the best way? We are focusing on the miniscule, the details, and it may not be serving the best purpose. Perhaps it would be better to have a comprehensive Zero Waste plan which we would then create objectives from?
		3. Leon created a document (“Specific and Measureable Objectives for the 2020 iCAP”) which describes in detail what Zero Waste *is*, the goals and objectives that the 2015 iCAP laid out, context in which to develop the goals to meet objectives, and the procedures and strategies which would meet those goals.
			1. The document still allows the team to meet the Nov 1 deadline for objectives but will allow a broader look at the issues.
			2. The document contains information on many aspects: F&S, Purchasing, Food Waste, etc.
			3. Many of the policy items are sourced from other universities, such as uPenn.
		4. Should the policy plan by Leon serve as our objective for the 2020 iCAP? Theoretically, we could submit the document and allow iWG to look through it.
			1. If we do this, future team members could reference it when considering new objectives or looking for plan ideas.
			2. Action needs to be taken now, not later, so we need to take big, actionable strides now.
	3. Next steps:
		1. Decide which plan to follow and the SWATeam’s plan of action.
		2. Find a minimum of five measurable objectives to submit to iWG.