**2-8-23 Housing and F&S logistics call**

**Attendance:** Dan Hiser, Daphne Hulse, Bryan Johnson, Mark Kuehl, Shawn Patterson, Pete Varney, Morgan White

**Purpose:** The primary contacts of F&S and Housing to discuss Dump & Run for May 2023.

**Agenda:**

1. **Daphne overviews the vision + roadmap document**: university participants, Champaign-Urbana community participants, University YMCA history, meeting with Morgan White on 1-9-23, landscape study of the move out programs of other higher education institutions, program design for May 2023
2. **Housing’s concerns from previous years**: some residence halls overflow with items. It is a busy time of year for Housing. Who will be there to clean things up? Perhaps Housing should have an emergency line of contact to call someone from F&S when things begin to overflow.
3. **Where will sorting take place? Where will collections be taken?** The Truck Bay at Physical Plant Building Services (Dave Boehm’s space) is where they were going to do this last time – but it was canceled. F&S will check if this space is still available for this purpose.
4. **Where did overflow typically happen?** It tended to be proportional to residence hall size/population. FAR and Nugent had a lot of overflow. Scott Hall did not (much smaller hall).
5. **How many residence halls are serviced for this event?** 14 or 15. Previously, Housing took Champaign halls and F&S took Urbana halls.
6. **How can we communicate what items will be accepted?** Create a flyer, print 200 copies, and give to Bryan Johnson. RAs will take the flyers and post them across 200 boards in the halls.
7. **Where will the donation boxes be located?** Typically, the boxes were placed near entrances, or near the front desk. Could we do a walkthrough? Bryan Johnson and Mark Kuehl will do a walkthrough and determine where the locations will be.
8. **How will F&S get access into the buildings?**
	1. One option – there are buzzers on the door entrances. F&S could buzz in and let the front desk know they are here for Dump & Run.
	2. Another option – are temporary cards possible for F&S to receive? Daphne to provide dates, times, and how many cards would be needed.
9. **Does Housing see students with large furniture items?** Futons tend to be the largest item. They tend to be in bad condition by the time move out happens. Microwaves, mini fridges are typically placed near the donation boxes, or students place them in Housing’s trash closets, which Housing then has to move. YMCA found that 1/3 of their first truck was always mini fridges and microwaves. They are a popular commodity.
10. **How can we streamline the donation box emptying process during move out week?** The way YMCA did it was too slow for Housing or F&S drivers.
	1. Rolling cart. This would allow the boxes to fit through the doors.
	2. Housing uses a canvas rolling cart from U-Line. They are $292 a piece. This might be a better option than using big boxes. 2 carts roughly fits 1 box worth of items. They would have to be replaced more often (fill up faster). Mark Kuehl estimates if we went all canvas rolling carts, we would need roughly 56 carts total. Maybe we can have some rolling carts for some locations, some boxes for other locations. Mark Kuehl and Bryan Johnson will investigate this.
11. **How much SSC money do we have?** Currently we have about $14,000 to spend on Dump & Run. We could request a scope/funding change request to SSC if we find more money is needed. SSC would give us an answer within a month.

**Next steps:**

Meet in 2 weeks (placeholder meeting set for 2-22-23) to continue the conversation.