**2-27-23 Housing and F&S logistics call – follow-up**

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

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

**Agenda:**

1. **Mark and Bryan propose using 7 PODS to collect the materials outside of the residence halls, as opposed to 14 boxes inside the buildings.** PODS could be locked overnight; Housing would oversee this responsibility. This would alleviate the mess that Housing would have to deal with inside the residence halls. Things could be removed from the PODS using a pallet jack. Also eliminates the logistics of using access cards. Can be rented by the day or by month.
2. **Cost.** **Would PODS be expensive?** Morgan brought up cost concerns. Dan noted that PODS eliminates the need for trucks and drivers, which could reduce overall costs. Though it may be necessary to empty the PODS at some point. Based on Bryan and Mark’s initial look into this, it seemed just shy of $2,000 to rent for a month. Drivers and staff may also be roughly $2,000 if we went the traditional route.
3. **Company.** The brand name PODS did not seem like it was available in the area. Instead, Housing found [Mobile Mini Solutions](https://www.mobilemini.com/portable-storage).
4. **Sorting process.** We can use the PPSB Truck Bay for sorting. Use of PODS or the traditional route would not impact the sorting process. Daphne informed that there are several volunteer organizations that are willing to promote this event internally. Goodwill and Salt & Light are also happy to supply volunteers if needed.
5. **Pallets in the PODS.** Housing esimates 6-8 pallets could fit within a POD. We could organize as we need “electronics, textiles” etc.
6. **Housing providing trucks and drivers.** Mark and Bryan conferred with Alma, and it was determined that Housing would not provide trucks or drivers, so F&S should keep this in mind depending on what plan we make.
7. **SSC funding.** We have about $14,000 we can use from SSC funding.
8. **Buying PODS outright to use in later years?** Housing does not have any extra space; they are currently renting space from Illini Union. SSC would have the ability to invest in the upfront cost of outright buying PODS, if we want to make the pitch to them. We would need somewhere to store them, though.
	1. **Daphne will ask about POD storage with the non-profit donation partners.**
	2. **Consider the responsibility.** Who would be responsible for moving the PODS and how would they be moved? Shawn says this may be a conversation with the rental company.
9. **Signage to put outside the PODS.** What signage do we want? We could run electronic billboards, do RA signs, social media. Do we want to hang big banners on the side?
	1. **We all agree simple language is key on big banners.** A QR code could be useful, so we can link accepted items here (and change it over the years without needing to change the sign itself).
	2. **Don’t say who we are donating to, keep it evergreen.** The wording should generally speak to partnerships within the local community.
10. **Housing will need to decide the actual size of PODS they want, and determine locations.** Markup a map.
	1. Currently Housing thinks 1 8-footer, 1 16-footer, 5 20-footers would work well.
	2. All locations will need to be approved by Stacey DeLorenzo for walk-ability purposes.
11. **Put signs that direct students to the PODS, where the donation sites used to be.**
12. **Drivers.** Anything that would need to be moved via pallet jack to a truck would be the responsibility of a driver, not the Moving Crew.
13. **POD movement.** Would the POD company move the PODS themselves at the end of the week, or would F&S need to move it to PPSB themselves?
14. **Obstacles.** If PODS get full, students may leave stuff around it. Should we set up a removal schedule? If PODS are locked overnight, students may leave stuff around it. May not be able to work around this.

**Next steps:**

1. Housing will mock up a campus map of where the PODS would go, and what size.
2. Daphne will get a price estimate for the number and size of pods, and inquire about the rental company’s responsibility for moving the pod.
3. Daphne will talk with the non-profits about their interest in/ability to hold PODS that the university outright purchases.