

**DRAFT**

## **USGBC NH Strategic Planning Retreat**

### MEETING NOTES

Date: January 31, 2015

Present: John, Michael, Mike, Ed, Mark, Paul, Andrew, Ingrid, Doug

Absent:

cc:

<b>Action</b>		<b>Item</b>
	<b>Closed</b>	<b>NEW BUSINESS</b>
		1.0 Read the V/M/V statement <b>USGBC and the Chapter:</b> John gave a presentation on the USGBC
		1.1 <b>MEETING OBJECTIVES:</b> Clarify intent of meeting and expected outcomes.  <b>MEETING NORMS:</b> No blackberry or cell phone use. All devices are turned off. I will ask for a volunteer to transcribe all notes. We need 100% participation and presence in the room. In addition, attendees are invited to add norms they would like to see used today at this time.  <b>BIKE RACK:</b> Purpose of Bike Rack is to capture important information that is not specifically pertinent to today's agenda. At the end of the meeting we will assign responsibilities and deadlines to the Bike Rack items that have traction.
ALL		1.2 <b>Accountability + Communication Discussion:</b> Reviewed the commitment letter Talked about meetings and time commitments needed by each board member
John		1.3 <b>Rethinking Committees: view list of existing committees.</b> Reviewed existing organizational development chart. Chart has too many sections and will need to simplify it. Our chapter has a "working board" so does not really need task groups at this time. Each committee chair should manage the committee and solicit help from others.
		1.4 <b>Nomination of Officers:</b> <ul style="list-style-type: none"><li>• Chairman- John P. (2 years- 1 year left)</li><li>• Treasurer- Ed G (2 years- 1 year left)</li><li>• Secretary- Ingrid N.</li><li>• Vice Chair- Mike E.</li></ul>
ALL		1.5 <b>Membership:</b> As Member sign up- have list of "working group" committees they want to volunteer for. Need to develop this list Send emails- like us on facebook. Have gmail account. Use Dropbox to organize and share files and photos.
ALL		1.6 <b>USGBC Chapter Network Evolution</b> Discussion on Integrated/Aligned/Independent from National USGBC <ul style="list-style-type: none"><li>• How independent can we be?</li><li>• Can we still do Green Eggs?</li><li>• There will be more discussion on this topic in the future</li><li>• There are working group conference calls ongoing and anyone is invited to attend</li></ul>

ALL		1.7	<p><b>Review Distribution of Board Tasks and Review Distribution of Board Tasks:</b></p> <ul style="list-style-type: none"> <li>• Programs and Events- Mike</li> <li>• Membership- Ingrid</li> <li>• Sponsorship - Ingrid</li> <li>• Education- Paul</li> <li>• Communication/Marketing</li> <li>• Green Eggs – Paul and Andrew</li> <li>• Education Webinar- Paul</li> <li>• Website- Doug</li> <li>• Facebook – Coty</li> <li>• Advocacy – Wes Tator</li> <li>• Governance and Policy – Ed/John</li> <li>• Calendar – John</li> <li>• Finance – Ed</li> <li>• Nominations - Mark</li> </ul>
ALL		1.8	<p><b>Goal Listing, Streamline, organize and prioritize goals</b>  Conducted a brainstorming session Goals and distilled the goals to the following:</p> <ul style="list-style-type: none"> <li>• Grow membership</li> <li>• Host summit</li> <li>• Reach out and connect</li> </ul>
ALL		1.9	<p>Supplemental Goals</p> <ul style="list-style-type: none"> <li>• LEED V4 training</li> <li>• Promoting sustainable standards</li> </ul>
ALL		1.10	<p>SMART Objectives  <b>Specific, Measurable, Achievable, Realistic and Timebound</b></p> <p><b>Write SMART objectives for top goals. THIS IS OUR HOMEWORK FOR THE NEXT BOARD MEETING!</b></p>
ALL		1.11	<p><b>1. Membership - Ingrid</b></p> <ul style="list-style-type: none"> <li>• Grow up to 100</li> <li>• Chapter membership survey- April</li> <li>• (Finding out why they leave)</li> <li>• March- call people who have renewed- need elevator pitch – February</li> <li>• (Each member bring a new member)</li> <li>• Develop 1 page benefit page recognition/incentives</li> <li>• Call companies who are USGBC and promote employees</li> <li>• Networking</li> <li>• CEU's</li> <li>• Green Drinks</li> <li>• Develop incentives.</li> </ul>
ALL		1.12	<p><b>2. Host summit- Mike</b></p> <ul style="list-style-type: none"> <li>• Ask regional committee- February conference call</li> <li>• May 2016</li> <li>• Select location</li> <li>• Set up committee/planning group- volunteers.</li> </ul>

ALL		1.13	<b>3. Out reach</b> <ul style="list-style-type: none"> <li>• Advocate ECC 2015</li> <li>• Get summary of State and National bills.</li> <li>• Benchmark</li> <li>• Get three new sponsors</li> <li>• 10 green eggs events- advertise- members and 5 non members groups.</li> <li>• Connect with university/high school</li> <li>• Building code officials</li> <li>• LEED trivia night</li> <li>• ABC/AGC/AIA NH/ASHRAE/BCO/NHBSR/NHPA/NHSEA</li> <li>• Municipalities- catalogue for upcoming summit- local best practices.</li> <li>• Advocacy day.</li> </ul>
ALL			<b>NEXT MEETING : Thursday Feb. 19 6:30-8pm, conference call</b>

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