

USGBC Meeting Minutes

Meeting Date: January 9, 2014
 Milestone Engineering & Call-in
 Time: 6:30- 8:00

ROSTER:

Members:	Title	Attendance and Number of meetings attended in 2013	Email
John Pietroniro	Chair	Yes 1 out of 1	john.prg@comcast.net
Karena Sisco	Vice Chair	Yes 1 out of 1	ksisco@brharch.com
Ed Gagnon	Treasurer	Yes 1 out of 1	edward.f.gagnon@baesystems.com
Jeff Bennett	Responsible Director of Education	Yes 1 out of 1	jbennett@brusscon.com
Mark Goldstein	Responsible Director for Nominating	Yes 1 out of 1	markg@milestoneengcon.com
Gretchen Young	Secretary	Yes 1 out of 1	gretchenyoung6@gmail.com
Jill Robinson	Green Apple Day of Service Committee	Yes 1 out of 1	jrobinson@exeter.edu
Mike Eardley		Yes 1 out of 1	meardley@cannondesign.com
Guests:			
Rick Smith	Board Counsel	No	smith@bernsteinshur.com

MINUTES:

#	Item	Outcome
	Committee Chair John Pietroniro called the meeting to order at 6:30pm	
1	<u>Conflicts of Interest</u> - None	Done
2	<u>Opening Round</u>	Done
3	<u>Quorum Check</u> – 8 present out of 8 total members at time of check; 5 required for Quorum.	Done
4	<u>Approval of Previous Minutes</u> No prior minutes to approve	Done
5	<p><u>Board Vacancy Discussion:</u></p> <p>John discussed the fact that there are only eight board members at this time and that the bylaws allow for up to nine. The Chair does have the ability to nominate an additional person. All members agreed that if there was an interested person, it would be good to have the additional input on the board. The group also agreed that this should not be a main concern or focus but just something to keep in mind.</p> <p><i>Action Item:</i> Mark to reach out to some potentially interested people to see if someone would like to join the board. No email blasts or major recruiting efforts at this time.</p>	Done

6	<p><u>Strategic Planning Meeting & Board Orientation:</u></p> <p>The board members discussed what type of board orientation should be done this year. Most members felt that a facilitated workshop with Lisa Whited was not necessary this year but that it is still important for the members and anyone else to get together on a weekend and refocus. Members also agreed that there should be an element of fun. April 26th, 2014 was chosen as the tentative date for the meeting. No further details were finalized.</p> <p><i>Action Item:</i> Gretchen to add this to calendar</p>	Done
7	<p><u>Election of Officers:</u></p> <p>Karena Sisco was elected to the position of Vice Chair for the remainder of her term</p> <p>Ed Gagnon was elected treasurer for his two year term</p> <p>John Pietroniro remained Char for the remainder of his term</p> <p>Gretchen Young remained Secretary for the remainder of her term</p>	Done
8	<p><u>Upper Northeast Regional Committee:</u></p> <p>Currently John and Ed are the chapter's representatives on the regional committee. Mike Expressed interest in this role. John noted that all are invited to participate in the drop-in calls.</p> <p><i>Action Item:</i> Gretchen to add this to website</p>	Done
9	<p><u>Education Webinar Series:</u></p> <p>Jeff has reached out to the USGBC to see what 2014 rates are – rates have not been updated. It is anticipated that the 2014 year long membership option will be \$1,500 for the year long membership.</p> <p>The board will plan to do a trial run all together in January and begin hosting events at three locations in February.</p> <p>Planning Details: Locations - Keene – Keene State, hosted by Karena and Ed, 4th Wednesday of the month Concord –Grappone Auto, hosted by Mark and potentially Paul, 4th Thursday of the month Seacoast - Philips Exeter, hosted by Jill and Gretchen, 4th Wednesday of the month</p> <p>Assigned hosts are responsible for splitting the hosting duties and/or finding other board member to attend and show webinar.</p> <p><i>Action Item:</i> Jeff: - purchase webinar package - create and send class survey to Gretchen for distribution - include the purchase package information for distribution</p> <p>Gretchen to distribute email blast and post on website.</p> <p>Board to attend trial run at Grappone Auto on January 23rd with the intention of offering at three locations starting in February</p>	Done
10	<p><u>Budget Review:</u></p> <p>Ed reviewed the budget from past years and what he has projected for 2014. Board members made some suggestions for modifications.</p> <p><i>Action Item:</i> Ed to update and distribute</p>	Done

11	<p><u>Other:</u> The following items were on the agenda but due to time constraints were not completed:</p> <ol style="list-style-type: none"> 1. Annual Meeting Survey & Attendee Thank You Notes 2. 2014 Monthly Telecon & In-person Meeting Schedule [currently 1st Thursdays 3. Board Directory – Preferred contact information 4. Chapter Priority Selections [Green Apple Day & Advocacy] 5. Director's Handbook 6. Revisit Responsible Director concept 7. Chapter Annual Report Due 8. Other Business 	Not Completed
12	<u>Closing Rounds</u>	Done
13	<p><u>Next Meeting:</u></p> <p>Phone Call with optional Face-to-face February 6, 2014, 6:30 – 8:00 Milestone Engineering & Construction, Inc. (optional) Call in number: 712-432-0460 x 780744#</p>	