

# USGBC Meeting Minutes

Meeting Date: May 5<sup>th</sup>, 2013

Phone Call Meeting

Time: 7:10- 8:35

## ROSTER:

Members:	Title	Attendance and Number of meetings attended in 2013	Email
John Pietroniro	Chair	Yes 6 out of 6	<a href="mailto:john.prg@comcast.net">john.prg@comcast.net</a>
Hillary Gaynor	Vice Chair	Yes 6 out of 6	<a href="mailto:hillary.gaynor@beangroup.com">hillary.gaynor@beangroup.com</a>
Ed Gagnon	Treasurer	Yes 4 out of 6	<a href="mailto:edward.f.gagnon@baesystems.com">edward.f.gagnon@baesystems.com</a>
Jeff Bennett	Responsible Director of Education	Yes 5 out of 6	<a href="mailto:jbennett@brusscon.com">jbennett@brusscon.com</a>
Mark Goldstein	Responsible Director for Nominating	Yes 6 out of 6	<a href="mailto:markg@milestoneengcon.com">markg@milestoneengcon.com</a>
Gretchen Young	Secretary	Yes 6 out of 6	<a href="mailto:gretchenyoung6@gmail.com">gretchenyoung6@gmail.com</a>
Jay Purcell	Responsible Director for Value	No 2 out of 6	<a href="mailto:jpurcell@myfairpoint.net">jpurcell@myfairpoint.net</a>
Jill Robinson		Yes 5 out of 6	<a href="mailto:jrobinson@exeter.edu">jrobinson@exeter.edu</a>
Karena Sisco		Yes 6 out of 6	<a href="mailto:ksisco@brharch.com">ksisco@brharch.com</a>
<b>Guests:</b>			
Anne Scala	Recording Secretary	no	<a href="mailto:anne.scala1@gmail.com">anne.scala1@gmail.com</a>
Rick Smith	Board Counsel	Yes	<a href="mailto:smith@bernsteinshur.com">smith@bernsteinshur.com</a>

## MINUTES:

#	Item	Outcome
	Committee Chair John Pietroniro called the meeting to order at 7:10pm	
1	<b>Conflicts of Interest- None</b>	Done
2	<b>Next Meeting: June 6, 2013 – Milestone Engineering &amp; Construction, Inc.</b>	Done
3	<b>Opening Round</b>	Done
4	<b>Quorum Check</b> – 8 present out of 9 total members; 5 required for Quorum.	Done
5	<b>Approval of Previous Minutes</b> <ul style="list-style-type: none"> <li>· Approve March 7, 2013 Minutes</li> <li>· Approve April 4, 2013 Minutes with change to total # of meetings for Jill Robinson Attendance record</li> </ul>	Done

6	<p><b>Strategic Plan Review</b></p> <p>Goal 1 - Create a sufficiently robust organizational structure to support all other goals.</p> <ul style="list-style-type: none"> <li>- Have representative from the board at all Green Eggs <ul style="list-style-type: none"> <li>May: Jeff &amp; John</li> <li>June: Gretchen</li> <li>September: Jill &amp; Ed</li> <li>November: Jill?</li> </ul> </li> </ul> <p>Goal 2 – Outreach/Idea Charrette</p>	Done
7	<p><b>Review of Action Items:</b></p> <p>Ed -     - Draft Targeted Partner Letter                - Treasurer's Policy &amp; Procedure – send to Gretchen for posting</p> <p>Hillary - Two Specific Back to Basics Tasks Needing to be Done by 5-2-13</p> <p>Mark -    - Date(s) for 2013 Annual Elections by 5-2-13</p> <p>John -     - Send Major Partner Contacts from Greenbuild to Ed by 4-12-13</p> <p>Jay -      - Review and Comment on Rick's Draft 30-second pitch by 5-2-13</p> <p>Jill -     - Draft Green Apple Day of Service Invitation by 4-12-13                Develop potential questions for the elevator speech</p> <p>Karena -  - Distribute Draft decal and pricing options by 5-2-13</p> <p>Gretchen – Distribute Green Apple Day of Service e-mail                Meet with Ken Weston regarding the Apricot layout                Update Membership notification process</p>	Done
8	<p><b>Next Action Items:</b></p> <p>Jeff -     Draft Education Plan</p> <p>Ed -       Draft Targeted Partner Letter by 5.9.13</p> <p>Hillary -  Two (#3 &amp; #4) Specific Back to Basics Tasks Needing to be Done by  6.6.13 MTG  Follow up on #1 &amp; #2 with Gretchen &amp; Ken</p> <p>Mark -     Date(s) for 2013 Annual Elections by 6.6.13 MTG</p> <p>John -     Bring Marketing Collaterals by 6.6.13 MTG  Navigate USGBC.org with Hillary by 5.16.13</p> <p>Jay -      Review and Comment on Rick's Draft 30-second Pitch by 5.2.13 MTG</p> <p>Jill -     Draft Green Apple Day of Service Invitation  Develop Potential Questions for Elevator Speech by 6.4.13 MTG</p> <p>Karena -  Distribute Draft Decal &amp; Pricing Options 5.2.13 MTG</p> <p>Gretchen Set up Wild Apricot Training with Ken  Follow up on Updating Membership Due Notices</p> <p>All -      Send top Two Choices for Decals to Karena</p>	
9	<p><b>Treasure's Report-</b></p>	Done
10	<p><b>Upper Northeast Regional Committee</b></p> <ul style="list-style-type: none"> <li>- Leadership Summit – Summary Report – John &amp; Ed</li> <li>- 2014 Summit to be in VT – 2015 in NH?</li> </ul>	Done

11	<b>Mid-Year Meeting &amp; Greenbuild 2013 –</b> - start to think about what we might want to do this year - Partner with other organization - Start mid year announcing upcoming elections	Done
12	Other Business	N/A
13	Closing Rounds	Done
14	Next Meeting:                      Face to Face June 6, 2013 Milestone Engineering & Construction, Inc.	