

DRAFT - USGBC Meeting Minutes

Meeting Date: August 1st, 2013

ABCNHVT & Call-in

Time: 6:30- 8:00

ROSTER:

Members:	Title	Attendance and Number of meetings attended in 2013	Email
John Pietroniro	Chair	Yes 9 out of 9	john.prg@comcast.net
Hillary Gaynor	Vice Chair	No 8 out of 9	hillary.gaynor@beangroup.com
Ed Gagnon	Treasurer	Yes 6 out of 9	edward.f.gagnon@baesystems.com
Jeff Bennett	Responsible Director of Education	Yes 8 out of 9	jbennett@brusscon.com
Mark Goldstein	Responsible Director for Nominating	NO 8 out of 9	markg@milestoneengcon.com
Gretchen Young	Secretary	Yes 9 out of 9	gretchenyoung6@gmail.com
Jay Purcell	Responsible Director for Value	Yes 3 out of 3	jpurcell@myfairpoint.net
Jill Robinson		Yes 8 out of 9	jrobinson@exeter.edu
Karena Sisco		Yes 9 out of 9	ksisco@brharch.com
Guests:			
Anne Scala	Recording Secretary	No	anne.scala1@gmail.com
Rick Smith	Board Counsel	Yes	smith@bernsteinshur.com

MINUTES:

#	Item	Outcome
	Committee Chair John Pietroniro called the meeting to order at 6:30pm	
1	Conflicts of Interest- None	Done
2	Opening Round	Done
3	Quorum Check – 7 present out of 9 total members; 5 required for Quorum.	Done
4	Approval of Previous Minutes · Not all members have had a chance to review – approval pending final review to send directly to secretary	Done

NH Chapter Webinar Series for CE Requirements.

Jeff summarized that USGBC offers chapters the opportunity to purchase a yearly subscription to a full webinar series. The chapter can show/view any of the webinars at any time as long as someone has the password to the account. This means that the chapter can show the same webinar at multiple locations if desired. The subscription offers access to a number of webinars, some very focused and specific, some include a broader overview of LEED. Some of the webinars are 1.5 hours and some are only 1 hour. Some webinars count as LEED specific credit maintenance hours. Everyone in attendance at the time of the showing would be able to earn the credits. The following logistics were discussed:

Financial:

Prior to the meeting Jeff distributed a Pro Forma (attached to minutes) for the webinar showing the purchasing cost and anticipated revenue based on an assumed number of attendees at each showing. He stated that originally the cost was \$1,500 per year but had recently been reduced to \$750 per year.

The board discussed several options for offering attendance to the webinar showings. Ultimately it was decided to offer the following:

- \$20 per attendance
- \$89 for attendance to 5 out of 10 webinars per year
- \$160 for attendance to all 10 webinars offered in a year

Locations:

The board discussed whether webinars should be shown in only one location or multiple locations.

Single location offers a larger group, better opportunity for networking; only one board member must be in attendance at a time to host the webinar.

Multiple locations offers broader reach, may be able to reach folk in the upper valley that currently are not participating in the chapter, reduced driving is cost and energy effective, ability to show different days of the week and accommodate more people.

5 After discussion the board decided to offer showings at three separate locations in Kean, Concord and Exeter. Final locations to be determined. Done

Dates:

The board discussed the possibility of offering shows on different days. The benefit is that someone located in between locations who could not make one showing could attend the other at a different location. It was decided that Concord should be shown on a different day than Kean and Exeter but that it didn't matter if the Kean and Exeter showings were the same day as it is unlikely that a person would travel so far. Board members will need to review calendars to determine what day of the week works best for them to host.

Times:

The board agreed that this should be an after work event with a showing and approximately half hour for networking and a half hour for answering the questions after the showing (required to obtain credits) Webinars are either 1 hour or 1.5 hours. The board agreed that it would be better to offer the 1.5 hour long webinars. The board agreed to host from 6-8:30 with the actual webinar from 6:30 to 8:00.

CMP credits:

All attendees are eligible to receive credits. The board could either enter attendees' information into the LEED maintenance credit reporting and individuals would automatically track the credits, or the chapter could hand out certificates and require the attendee to self track. It was agreed that for logistical reasons the board should hand out certificates and require to attendee to track credits.

Starting Dates:

The board discussed when would be a good time to start program. It was decided that starting in September would be best because everyone is coming back from summer and starting to focus. This quick start date will require board action before the next September meeting in order to determine what webinars to show, when and where specifically to show and who will host each showing. The members agreed to review individual schedules and have a conference call on August 20th to work out details.

Final Vote:

Ed confirmed that the chapter had \$750 available in funds to purchase the webinar series. The discussion went around the board with unanimous support to move forward with this proposal.

6	<p>Next Action Items:</p> <ul style="list-style-type: none"> Jeff - confirm webinar details Revise Pro Forma based on group decisions All - look at monthly requirements to determine good dates for hosting webinars <ul style="list-style-type: none"> - review webinar options and decide what sounds interesting - Call in Tuesday August 20th just to focus on dates and choosing webinar 	Done
7	Closing Rounds	Done
8	<p>Next Meeting:</p> <p>Face to Face September 5, 2013, 6:30 – 8:30 Milestone Engineering & Construction, Inc.</p>	