

# USGBC Meeting Minutes

Meeting Date: July 11<sup>th</sup>, 2013

Milestone Engineering & Construction, Inc. & Call-in

Time: 6:30- 8:00

## ROSTER:

Members:	Title	Attendance and Number of meetings attended in 2013	Email
John Pietroniro	Chair	Yes 8 out of 8	<a href="mailto:john.prg@comcast.net">john.prg@comcast.net</a>
Hillary Gaynor	Vice Chair	Yes 8 out of 8	<a href="mailto:hillary.gaynor@beangroup.com">hillary.gaynor@beangroup.com</a>
Ed Gagnon	Treasurer	Yes 5 out of 8	<a href="mailto:edward.f.gagnon@baesystems.com">edward.f.gagnon@baesystems.com</a>
Jeff Bennett	Responsible Director of Education	Yes 7 out of 8	<a href="mailto:jbennett@brusscon.com">jbennett@brusscon.com</a>
Mark Goldstein	Responsible Director for Nominating	Yes 8 out of 8	<a href="mailto:markg@milestoneengcon.com">markg@milestoneengcon.com</a>
Gretchen Young	Secretary	Yes 8 out of 8	<a href="mailto:gretchenyoung6@gmail.com">gretchenyoung6@gmail.com</a>
Jay Purcell	Responsible Director for Value	Yes 2 out of 2	<a href="mailto:jpurcell@myfairpoint.net">jpurcell@myfairpoint.net</a>
Jill Robinson		Yes 7 out of 8	<a href="mailto:jrobinson@exeter.edu">jrobinson@exeter.edu</a>
Karena Sisco		Yes 8 out of 8	<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	No	<a href="mailto:smith@bernsteinshur.com">smith@bernsteinshur.com</a>

## MINUTES:

#	Item	Outcome
	Committee Chair John Pietroniro called the meeting to order at 6:30pm	
1	<b>Conflicts of Interest- None</b>	Done
2	<b>Opening Round</b>	Done
3	<b>Quorum Check</b> – 9 present out of 9 total members; 5 required for Quorum.	Done
4	<b>Approval of Previous Minutes</b> · Approve June 6, 2013 Minutes	Done

**Strategic Plan Review**

SMART GOALS REVIEW:

30 second elevator pitch:

- Review of Jay's version of the 30-second elevator speech
- Jay and Jill to continue to work together on versions of the speech

Webinars and Education:

- Jeff summarized information
- Approximate cost for one year subscription is \$1,500 to \$2,700
- Other chapters offer a series of webinar socials and charge \$20 per event or \$200 for admission to all events
- Benefits to this program include:
  - CEU's for chapter members
  - After hours more accessible then the green eggs for some
  - Opportunities for chapter events/networking
  - May be able to achieve AIA or other professional development credits
- Curriculum license agreement lasts one year so it makes since to plan the first event and then actually purchase the license just prior to hosting event
- May be able to include a monitor or facilitator for further discussion aver webinar
- Jeff to pull together more formal layout of information for review

Fundraising:

- Ed has drafted targeted partner letter

Membership:

- Membership is holding steady at 62
- Note that other chapters are decreasing in membership
- John noted that there is a list of all LEED AP's that is larger – perhaps add all AP's to email list for Green Eggs or other events

Events:

- December 5<sup>th</sup> is chosen for the annual event
- Do we want to do the idea charrette?

Idea Charette

- Maybe set up an event where people could discuss some frustrations or “frank” discussion on LEED topics
- Would need to be sure we can spin it in a positive light
- Potentially get hosts or someone to facilitate and lead discussion

Decal:

- Look good - Karena to order

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Done

6	<p><b>Next Action Items:</b></p> <p>Jeff - Webinar Host/event options – this will be the focus of the next chapter board meeting</p> <p>Ed - Draft targeted partner letter</p> <p>Hillary - Continue to work of Policies and Procedures</p> <p>Mark - Set December 5<sup>th</sup> for annual meeting</p> <p>John - Distribute Nevada Policies and Procedures for board to review Distribute bylaws for posting on Website</p> <p>Jay - work with Jill on 30-second Pitch Begin to formulate plan for idea charette</p> <p>Jill - Coordinate with Jay on elevator speech Continue to work on Green Apple Day of Service</p> <p>Karena - Coordinate ordering the approved decal</p> <p>Gretchen -update contact list to include all LEED AP's in the state Put bylaws on line Put Financial P&amp;P manual on line</p>	Done
7	<p><b>Treasure's Report-</b></p> <ul style="list-style-type: none"> <li>o Budget vs. Actual</li> <li>o Status of CPA audit</li> </ul>	Done
8	<p><b>Upper Northeast Regional Committee</b></p> <ol style="list-style-type: none"> <li>1. Drop-in Calls – Next?</li> <li>2. 2014 Summit to be in VT – 2015 in NH?</li> </ol>	Done
9	<b>GREENBUILD 2013</b>	Done
10	<b>GREEN EGGS – Next: Board Attendee/Date/Place/Topic</b>	Done
11	<p>Other Business</p> <p>Shaheen-Porter letter</p> <p>Legal Signature issue</p> <p>What Time Is It??</p>	Done
12	<b>Closing Rounds</b>	Done
13	<p>Next Meeting:</p> <p>Face to Face</p> <p>August 1, 2013, 6:30 – 8:30</p> <p>Milestone Engineering &amp; Construction, Inc.</p> <p>Call in number: 218-339-4300 x780744# 6:30 - 8:30</p>	