

USGBC Meeting Minutes

Meeting Date: June 6th, 2013

Milestone Engineering & Construction, Inc.

Time: 6:30-9:30

ROSTER:

Members:	Title	Attendance and Number of meetings attended in 2013	Email
John Pietroniro	Chair	Yes 7 out of 7	john.prg@comcast.net
Hillary Gaynor	Vice Chair	Yes 7 out of 7	hillary.gaynor@beangroup.com
Ed Gagnon	Treasurer	No 4 out of 7	edward.f.gagnon@baesystems.com
Jeff Bennett	Responsible Director of Education	Yes 6 out of 7	jbennett@brusscon.com
Mark Goldstein	Responsible Director for Nominating	Yes 7 out of 7	markg@milestoneengcon.com
Gretchen Young	Secretary	Yes 7 out of 7	gretchenyoung6@gmail.com
Jay Purcell	Responsible Director for Value	Yes 1 out of 1	jpurcell@myfairpoint.net
Jill Robinson		Yes 6 out of 7	jrobinson@exeter.edu
Karena Sisco		Yes 7 out of 7	ksisco@brharch.com
Guests:			
Anne Scala	Recording Secretary	No	anne.scala1@gmail.com
Rick Smith	Board Counsel	Yes	smith@bernsteinshur.com
Lisa Whited		Yes (phone)	

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 – 8 present out of 9 total members; 5 required for Quorum.	Done
4	Approval of Previous Minutes · Approve May 2, 2013 Minutes	Done

Strategic Plan Review

6-month review facilitated by Lisa Whited via teleconference

SMART GOALS REVIEW:

30 second elevator pitch:

- two versions have been prepared by Rick and Jill
- Both very good but slightly to long/wordy
- Second one has word "holistic" which may need to be replace
- Jay and other to continue to work on pitch

Decal:

- Karena reviewed some of the designs and costs
- Decision to be reached tonight on design, colors and quantity

Fundraising:

- Ed has been working on this
- Lisa suggested coordinating with Charlie Woodrif of the Idaho chapter
- Lisa also suggested that LA had done some good fundraising work
- The chapter would ultimately like to have an annual campaign

Policies and Procedures:

- We have a table of contents that was developed in previous years
- Ed has been working on the finance one
- Rick found a copy of another chapter P&P to potentially be used as a starting place
- Lisa suggested each member take small portions and tackle them for each meeting
- Mark has been working on the new board member packet and would like to include this.

Marketing Materials:

- John has collected materials for review at the next face-to-face meeting

Calendar with other organizations:

- Calendar has been manually updated based on info from other websites
- Need to try to find a way to automatically update based on other websites (AIA & Plan NH)

Identify potential partners:

- four have been identified
- Jay and Rick are on boards of some
- Need to determine a project to partner on

Green Eggs:

- Successful Events are held 9 times a year, organized by two members
- Board to work on establishing better connection to the Green Eggs events
- Lisa suggested asking them to call in at the next board meeting just to check in
- Potentially set up a simple sheet to fill out and send to the board
- Attendees are getting LEED hours for events so it should be trackable
- One board member to attend each event

Idea Charette

- Bring people together to discuss success and troubles with LEED
- Potentially ask speakers from different areas such as review from the Jordan Institute, builder, developer/owner, legislature, etc.
- Potentially do this as the annual event
- Look for grants or funding sources

Green Apple Day of Service:

- Jill has already started reaching out and generating volunteering interests
- There is a webinar on June 26 on the Green Apple Day of Service
- Jill has requested a list of school principals to send letters to

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Done

6	<p>Discussion of Bylaws:</p> <p>John described the question regarding board members automatically dropping off of the board after three absences.</p> <p>Discussion on what the implications of this are, and when it may be an excused absence, or if there were any excused absences. Board Counsel pointed out that the bylaws do require automatic dismissal of a board member after three absences, and that the board then has the ability to nominate and elect any person to fill the vacancy.</p> <p>Per the Bylaws, Jay Purcell has missed three absences and therefore is no longer an active member. Per the Bylaws, Chairman John Pietroniro nominated Jay Purcell to fill the vacant seat. The board voted unanimously in favor. Jay Purcell is an active participating member of the board with all rights and responsibilities.</p>	Done
7	<p>Next Action Items:</p> <ul style="list-style-type: none"> Jeff - Continue to follow up with Massachusetts and Vermont chapters regarding the success of the webinar series. Determine if we want to hold group webinars or allow individual. Figure out costs of each alternative etc. Ed - Draft targeted partner letter Review Policies & Procedures Hillary - Review membership policies and procedures Think about delineating "membership" from "program" or "finance" Mark - Set December 5th for tentative annual meeting Distribute draft board member information to board for review at next meeting John - Bring Marketing Collaterals to next face-to-face Navigate USGBC.org with Hillary Distribute Nevada Policies and Procedures for board to review Distribute bylaws for posting on Website Jay - Review and Comment on 30-second Pitch Begin to formulate plan for idea charette Jill - Continue to work on Green Apple Day of Service Distribute PDF of flyer to board members Update draft elevator Speech Attend Green Eggs June 12th Karena - Coordinate ordering the approved decal Gretchen - Set up Wild Apricot Training with Ken Put draft elevator speech on line Attend Green Eggs June 12th Put bylaws on line 	
8	Treasure's Report-	
9	Other Business	N/A
10	Closing Rounds	Done
11	<p>Next Meeting: Face to Face July 11, 2013 6:30 – 8:30 Milestone Engineering & Construction, Inc. Call in number: 218-339-4300 x780744# 6:30 - 8:30</p>	