

DRAFT - USGBC Meeting Minutes

Face to Face
 September 5, 2013, 6:30 – 8:30
 Milestone Engineering & Construction, Inc.

ROSTER:

Members:	Title	Attendance and Number of meetings attended in 2013		Email
John Pietroniro	Chair	Yes	10 out of 10	john.prg@comcast.net
Hillary Gaynor	Vice Chair	Yes	9 out of 10	hillary.gaynor@beangroup.com
Ed Gagnon	Treasurer	Yes	7 out of 10	edward.f.gagnon@baesystems.com
Jeff Bennett	Responsible Director of Education	No	8 out of 10	jbennett@brusscon.com
Mark Goldstein	Responsible Director for Nominating	Yes	9 out of 10	markg@milestoneengcon.com
Gretchen Young	Secretary	Yes	10 out of 10	gretchenyoung6@gmail.com
Jay Purcell	Responsible Director for Value	Yes	4 out of 4	jpurcell@myfairpoint.net
Jill Robinson		Yes	9 out of 10	jrobinson@exeter.edu
Karena Sisco		Yes	10 out of 10	ksisco@brharch.com
Guests:				
Anne Scala	Recording Secretary	No		anne.scala1@gmail.com
Rick Smith	Board Counsel	No		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 – 8 present out of 9 total members; 5 required for Quorum.	Done
4	Approval of Previous Minutes <ul style="list-style-type: none"> · July Minutes – Approved · August – not approved – John Pietronier to send comments to Gretchen Young 	Done

Informal meeting conversation – No Agenda

The following items were discussed:

New Computers:

Ed Gagnon told the board that BAE had donated a total of four lap-top computers to the USGBC NH Chapter through an exciting program where they take used lap-tops and invite nearby high school students to come and learn how to refurbish the computers and then donate each to local organizations. The Chapter intends to use one of the computers to house the financial documents, and use the remaining three at each of the locations of the webinars.

Ed to provide Gretchen some more specifics on the program, Gretchen to draft a letter to BAE thanking them for this kind donation.

Decals:

Karena showed the board that the decals had come in and looked fantastic. She has addressed envelopes for each USGBC NH member. She has also drafted a letter/update to send along with the decals to the members. The board discussed what to do with the remaining decals. It was decided not to send to all contacts but to hand out at events and provide to any new members as they join.

Karena and Ed to revise the draft letter and mail out decals.

Board Elections:

This year there will be Four open seats on the Chapter Board.

Election procedures require notification to the entire Chapter sixty days prior to the announcement of the new board. If the chapter plans to announce the new board at the December 5th event then the announcement to the Chapter should go out to all members by October 10th. All nominations are due thirty days prior to the event – the nominating committee to provide a list of candidates to the board for distribution. The chapter will have time to read information about each nominee and will elect the new members.

The board discussed what should be in the nomination package provided to interested candidates. The package should include access to the by-laws (on website), a description of expectation of board members (time commitment, webinars, meetings etc.) The nomination package should also include a questionnaire that can be filled out electronically and submitted to the nomination committee for review. The questionnaire should include a description of why the person is seeking to hold the position.

Mark, John and Gretchen to work on a nomination package to be distributed to the entire chapter. Gretchen to set up electronic format. Mark, John and Gretchen to schedule interim meeting as needed to pull the package together. Next board meeting all members will review and finalize prior to distribution.

Green Apple Day of Service:

Jill reminded everyone that September 28th is the Green Apple Day of Service. A committee of three members have reached out to over 100 schools throughout New Hampshire. Jill announced that Phillips Exeter will be doing a number of small projects that students can get involved with throughout the day. She had not heard what other schools were planning.

Gretchen to post the flyer on the website and send out a reminder to the community via e-mail that the Green Apple Day of Service was coming up.

National Initiatives:

John mentioned that the USGBC National Organization was starting some new grant initiatives. He stated that grants would be offered for staffing or other projects and thought that this is something that the New Hampshire chapter may be interested in perusing.

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Done

6	<p>Next Action Items:</p> <p>Nominations Committee to prepare nomination package for review at next meeting and immediate distribution after.</p> <p>Distribute chapter letter and decals to chapter members.</p>	Done
7	Closing Rounds	Done
8	<p>Next Meeting:</p> <p>Face to Face</p> <p>October 3rd, 2013, 6:30 – 8:30</p> <p>Milestone Engineering & Construction, Inc.</p> <p>Call in number: 712-432-0460 x 780744# 6:30 - 8:30</p>	