MINUTES

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Implementation Advisory Committee
Meeting date: March 31, 2011
Time: 2 pm ET (Conference Call)
Minutes approved: Approved 4/28/11

Member	Organization	Present
David Sheridan (Chair)	Aqua Cura	X
Brenda Morawa (Vice Chair)	BVM Engineering	
Richard Schneider	U.S. Army Engineer Research and Development Center	X
Brad Pease	Paladino and Co., Inc.	
William Worthen	Simon & Associates, Inc.	
Natalie Terrill	Viridian Energy & Environmental, LLC	X
Max Zahniser	Praxis | Building Solutions, LLC	X
Adam Fransen	CB Richard Ellis	X
Subject Matter Experts		
Gregory Shank	CTG Energetics, Inc.	X
Michelle Malanca	Michelle Malanca Sustainability Consulting	
Kenneth Potts	McGough	
USGBC Staff		
Sean Fish	USGBC	X
Stefanie Young	USGBC	X
Chris Law	USGBC	X
Cara Mae Cirignano	USGBC	X
Courtney Yan	USGBC	
Chrissy Macken	USGBC	X
Corey Enck	USGBC	
Emily Kirk Wilson	USGBC	

Committee chair David Sheridan called the meeting to order at 2:03 pm with the following agenda:

1. Roll Call and Conflict of Interest Declarations
2. Approve: 3/3 Meeting Minutes
3. Updates: EBOM, Volume, LEED Online (Recurring)
4. Update/Discuss: LEED Interpretations
5. Discuss: Submittals Work and Next Version Development
6. Closing Round

A quorum was present.

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1. **Roll Call and Conflict of Interest Declarations**
   a. None declared

2. **Approve: 3/3 Meeting Minutes**
   a. A motion to approve the 3/3/11 meeting minutes was made by Natalie Terrill and seconded by Rich Schneider. Motion approved by consent.

3. **Updates: EBOM, Volume, LEED Online**
   a. EBOM – Chris Law
      1. Staff is continuing work towards building out a recertification program for LEED projects. This work will be ready for committee review along with the rest of rating system material for release in 2nd public comment.
   b. Volume – Sean Fish
      1. The program review for EB Volume is underway with a group of 12 industry-leading organizations, as well as help from IAC volunteers. Recruitment for BD&C Volume is continuing, and the Committee was asked to share the word with their colleagues (www.usgbc.org/leedvolume).
   c. LEED Online – Chris Law
      1. As discussed on a previous call, LEED Online subgroup calls are on hold for the moment and will be scheduled as any action items come through for discussion.

4. **Update/Discuss: LEED Interpretations**
   a. Stefanie Young from staff updated the Committee on the new LEED Interpretations program, which launched on February 28th. Post-production support has been active to support the launch of these tools, including verifying database integrity and improving usability and search functions. The Committee will provide feedback on the program over the next several weeks as necessary.

5. **Discuss: Submittals Work and Next Version Development**
   a. Sean Fish from staff provided an overview of the vision and timeline for submittals in the next version of LEED, and sought feedback from the Committee. The vision for this round of submittals is to empower the customer, streamline the review process, improve total customer experience, and maintain technical integrity in the rating systems.
   b. A comprehensive analysis of submittals in LEED 2009 compared to next version of LEED credit requirements is presently underway. TAG subgroups will complete formal submittal requirements this summer and in the meantime have been instructed to have submittals in mind when writing credits to assure that these credits may be easily and consistently documented by future project teams. The Committee had several process recommendations, including close work with GBCI. No formal action taken.

6. **Closing Round**
   a. Chrissy Macken from staff informed the Committee of a Board of Directors retreat being held in July. All USBC steering committees and all three LEED standing committees will be in attendance for face-to-face work on committee tasks as well as strategic planning for the organization.

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b. The issue of industrial projects and LEED for CS was revisited from a previous call. This discussion will continue with offline work from Committee members in line with MPR development.

Call ended at 3:35 pm ET. The next IAC meeting will take place on Thursday, April 7th, 2011 at 2pm ET.