MINUTES

2101 L St. NW
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LEED Steering Committee

Meeting date: August 29, 2011
Time: 2pm ET (Conference Call)
Minutes approved: Approved 9/12/11

Title	LSC Member	Present	Substitute	Voting	Present
Chair	Joel Ann Todd	X	N/A	No	N/A
Vice Chair	Bryna Dunn	X	N/A	Yes	N/A
Market Advisory Committee	Muscoe Martin	X	Lisa Matthiessen	Yes	
Technical Committee	Malcolm Lewis	X	Susan Kaplan	Yes	
Implementation Committee	David Sheridan	X	Brenda Morawa	Yes	X
Education Steering Committee	Lynn Simon	X	N/A	Yes	N/A
Chapter Steering Committee	Tim Murray		N/A	Yes	N/A
At-large Member (TBD)	N/A			N/A	
At-large Member (TBD)	N/A			N/A	
At-large Member (TBD)	N/A			N/A	
SVP, LEED	Scot Horst		N/A	No	
VP LEED Technical Development	Brendan Owens	X	N/A	No	
VP LEED Implementation			N/A	No	
VP Market Development	Doug Gatlin		N/A	No	
VP International Activities			N/A	No	
GBCI Representative	Peter Templeton		N/A	No	
Other LSC Meeting Attendees				**Voting**	**Present**
USGBC Staff	Chrissy Macken Chris Law Amy Boyce Chris Marshall		N/A	No	
Guest Attendees				No	

Committee chair Joel Todd called the meeting to order at 2:04pm with the following agenda:

1. Roll Call and Conflicts
2. Minutes Approval (8/1 and 8/15)
3. Update/Discussion: Regionalization Process
4. Discuss/Approve: Addenda for Core and Shell, EAp2/C1
5. Continued Discussion: Engaging Chapters Prior to 3rd PC

A quorum was present.

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1. **Roll Call and Conflict of Interest Declarations**
   a. Brenda Morawa declared a conflict of interest on the discussion of addendum for LEED 2009 Core and Shell EAp2/c1 as she has projects directly impacted by the outcome of the decision.

2. **Approve: 8/1/11 and 8/15/11 Meeting Minutes**
   a. A motion to approve the 8/1/11 and 8/15/11 minutes was made by Malcolm Lewis and seconded by Dave Sheridan. Motion approved by consent.

3. **Update/Discussion: Regionalization Process**
   a. Chris Marshall from staff updated the LEED Steering Committee about the Regionalization process for LEED 2012. About 575 volunteers across the country are volunteering as part of this process, which has engaged a strong network of advocates for LEED development. Volunteers are currently focusing on issues that are most important to their local area what distinguishes their area, and other such topics. This exercise will continue through the end of 2011. No formal action taken.

4. **Discuss/Approve: Addendum for Core and Shell, EAp2/C1**
   a. Brenda Morawa declared a conflict of interest on the discussion of addendum for LEED 2009 Core and Shell EAp2/c1 as she has projects directly impacted by the outcome of the decision.
   b. The LSC discussed the alternative compliance path providing a calculation method for Core and shell projects based on the Core and Shell v2 guidance, taking into account the amount of the project that the owner or developer is responsible for. A motion to approve the proposed addendum was made by Muscoe Martin and seconded by Lynn Simon. Motion approved by consent.

5. **Discussion: Engaging Chapters in Rating System Development Process**
   a. The LSC discussed ways to better engage chapters in the rating system development process, especially at points prior to the opening of public comment periods. Discussion was had regarding type of content and timing of providing content for chapters to prepare. The LSC considered it may be a benefit to provide a “playbook” of how to organize a public comment generation session, and referred to certain chapters as useful case studies for engaging the USGBC national processes. The importance of tailoring any feedback to the size and ability of various chapters was noted. No formal action taken.

Call ended 2:50pm. The next LSC call is scheduled for Monday, September 12th at 2:00pm ET.