MINUTES

2101 L St. NW
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www.usgbc.org

Chapter Steering Committee

Meeting date: September 1, 2010
Time: 4:00p to 5:30p Eastern
Minutes approved: Sept. 27, 2010

Member	Title	Attendance
Kathy Zarsky	South Central CSC Chair	X
Tim Murray	South Central	X
Tom Good	Upper Northeast	X
Jackie Henke	Upper Northeast	X
Stace McGee	West	X
Dana Kose	West	X
Amy Wortman	Northeast Corridor	X
Peter Caradonna	Northeast Corridor	X
Jay Guerra	Heartland	X
John Albrecht	Heartland	X
Elaine Hsieh	Pacific	X
Paul Poirier	Pacific	X
Nell Boyle	Southeast	X
Chris Ladner	Southeast	X
J. Beattie	Florida/Caribbean	X
John Toppe	Florida/Caribbean	X
Ed Wansing	Emerging Professionals	X
Staff:		
Richard Graves	Vice President of Community	X
Amy King	Director of Chapter Community Development	--
Gwyn Jones	Director of Chapter Resources and Administration	X
Clare Magee	Chapters Associate	X
Guests:		
Charlie Tomlinson	USGBC Board	X
Punit Jain	USGBC Board	X
Mick Dalrymple	USGBC Board	X
Eli Reisman	USGBC Chapters Staff	X
Sara Cederberg	USGBC LEED Staff	X

Our Purpose:

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The Chapter Steering Committee (CSC) is an integrated group of chapter community leaders that is charged with providing USGBC with relevant expertise, stakeholder perspectives, market intelligence, best practices, lessons learned, innovation and vision to strengthen and empower USGBC's chapter community in accordance with the USGBC Mission, Guiding Principles, and Strategic Plan goals. In this capacity, CSC is the primary body for the development of chapter-related policies and procedures; furthermore, the CSC provides advice and recommendations on all USGBC chapter-related policies and procedures. The CSC is also charged with providing feedback and recommendations from the chapter community to the USGBC and Board.

Committee Chair Kathy Zarsky called the meeting to order at 4:00 p.m. A quorum was present.

Agenda

1. **Opening Round and Conflicts (All)**
   No conflicts were declared.

2. **Recognition of Guests (Richard Graves)**
   Charlie Tomlinson, USGBC Board
   Punit Jain, USGBC Board
   Mick Dalrymple, USGBC Board
   Sara Cederberg, USGBC LEED Staff
   Eli Reisman, USGBC Chapters Staff

3. **Administration (Kathy Zarsky)**
   a. Approval of July Minutes
      - Approved by absence of paramount objection.
   b. Approval of Today's Agenda
      - Approved by absence of paramount objection.
   c. Next Call: Oct. 6, 2010
   d. Next Meeting: September 27 and 28 (D.C.)

4. **Discussion: National Update (Gwyn Jones and Sara Cederberg)**
   Chapters staff are presently developing requirements for a new Extranet platform. By end of week, the staff will provide requirements to a chapter stakeholder group for review over a two-week period. Feedback collection is delegated to the CSC communications working group.

   USGBC is cutting back at headquarters on spending and we encourage chapters and regional councils to spend conservatively as well.

   Sara Cederberg, a project manager in the LEED Department, and Charlie Tomlinson, chair of the working group, presented the draft LEED regionalization playbook and the draft playbook memo to the CSC. The final version of the playbook will be presented to chapters in early November. This document is not intended for distribution to chapters prior to this date, but rather, intended for feedback from CSC members and the rest of their regional councils. Regionalization standards will apply to all rating systems, save for Homes. LEED will contact regional councils independently with a memo post-call. Sara Cederberg and Chris Marshall will accept additional questions and comments offline.

5. **Action: Proposals**
   a. South Dakota Provisional Chapter status (John Albrecht and Jay Guerra)
      - Approved by absence of paramount objection.

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b. North Dakota Provisional Chapter status (John Albrecht and Jay Guerra)
   - Approved by absence of paramount objection.

c. Emerging Professionals Committee Purpose (Gwyn Jones)
   - Approved by absence of paramount objection.

d. Updated Membership Policy (Gwyn Jones)
   - New policy would render regular chapter membership $70; national member company employees $50; and students $25. Allows for more flexibility for chapters that manage their own membership to set dues discounts. Questions and feedback can be directed to working group co-chairs Gwyn Jones and John Albrecht. Timeline for implementation is January 2011. General suggested dues amounts, not document itself, can be shared with chapters for feedback.

e. CSC Letter to ExComm: Education Memo Update (Kathy Zarsky)
   - Approved by lack of paramount objection. Will be shared with USGBC Executive Committee in two weeks.

6. Discussion: CSC Work Plan Progress

a. Overview (Kathy Zarsky and Richard Graves)
   Presented graphic depicting overlaps and shared concerns of above two working groups. Presented proposed CSC composition going forward.
b. Integration (Stace McGee and Jackie Henke)
c. Collaboration (John Toppe and Tom Good)
d. Next Steps (Kathy and Richard)

7. Discussion: Reports

a. Board Leadership (Jackie Henke and Richard Graves)
b. Board Nominating (Tom Good)
c. Emerging Professionals (John Toppe)
d. LEED Steering Committee (Elaine Hsieh)
e. Education Steering (Dana Kose)

8. Closing Round

Meeting adjourned at 5:50 p.m. Eastern.