# MINUTES

2101 L St. NW
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www.usgbc.org

**Chapter Steering Committee**
Meeting date: October 6, 2010 – 4-5:30 p.m. Eastern
Minutes approved: November 3, 2010

| Members | Title | Attendance |
|---|---|---|
| Kathy Zarsky | South Central<br>CSC Chair | X |
| Tim Murray | South Central | X |
| Tom Good | Upper Northeast | X |
| Jackie Henke | Upper Northeast | X |
| Stace McGee | West | -- |
| Dana Kose | West | -- |
| 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 | -- |
| **Staff** | | |
| Richard Graves | Vice President, Community | X |
| Amy King | Director, Chapter Community Development | X |
| Margo Street | Manager, Chapter Leadership Development | X |
| Clare Magee | Associate, Chapter Resources | X |
| Lisa Whited | Consultant, Chapters Organizational Development | X |
| **Guests** | | |
| Punit Jain | USGBC Board | X |

**Our Purpose:**

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.

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**Agenda**

Chapter Steering Committee Chair Kathy Zarsky called the meeting to order at 4:07 p.m. Eastern. A quorum was present.

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

2. **Recognition of Guests (Richard Graves)**

3. **Administration (Kathy)**
   a. Approval of Today's Agenda
      - Approved via absence of paramount objection
   b. Next Call: November 3, 2010
   c. Next Meeting: TBD

4. **Discussion: National Update (Richard, Amy King)**
   Richard reminded the CSC of the staffing changes within the Chapter Resources team. All communications related to the CSC Governance Working Group should be directed to Richard and he will, for the time being, act as co-chair in partnership with John Albrecht. Structural changes within the Chapters team can be expected soon.

   The Greenbuild at-a-glance document is presented as an intended list of chapter activities in Chicago.

   It was requested that the CSC Webex call-in information, in addition to its locations on the Extranet and the Outlook calendar invitation, be located within the monthly agenda, as well.

5. **Action: Proposals (Margo Street)**
   a. Recommendation #6 – Election Process
      Margo reviewed the progress made during the CSC's September face-to-face meeting toward approval of the charter proposal, and established objectives in the present meeting's proposal recommendation discussion. Margo proposed that Item Two within Recommendation No. 6 should be removed and relocated to a distinct location of the CSC charter or a policy document, to be decided at a later time. Proposal approved via consent round.

      Tom Good, Jackie Henke and Lisa Whited discussed the outcome of the Upper Northeast Regional Council meeting and the council's reaction to Recommendation No. 6. Margo initiated a proposal to amend Item 1)d. within Recommendation No. 6 to satisfy Tom's paramount objection. In this process, the Governance Working Group will meet to revise the language. All CSC members are welcome to attend the call, to be conducted Monday, Oct. 18. Details will be circulated after the meeting. Proposal approved via consent round.

      Richard proposed that after the Governance Working Group call, he and Kathy would report to USGBC's executive committee with drafts of the charter and the charter revision if an agreement cannot be reached. The CSC will

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reconsider the document with their input afterward. Proposal approved via lack of paramount objection.

**6. Closing Round**

Meeting adjourned at 6:08 p.m. Eastern.