



2101 L St. NW  
 Washington, DC 20037  
 T: 202 828-7422  
 F: 202 828-5110  
 www.usgbc.org

# MINUTES

## Chapter Steering Committee

Meeting date: Nov. 3, 2010 | 4-5:30 p.m. Eastern

Minutes approved: Dec. 1, 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	--
Renee Jimenez	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	--
<b>Staff:</b>		
Richard Graves	Vice President of Community	X
Amy King	Director of Chapter Community Development	X
Margo Street	Manager Chapter Leadership Development	X
Clare Magee	Chapters Associate	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.

### Agenda

Chapter Steering Committee Chair Kathy Zarsky called the meeting to order at 4:05 p.m. Eastern. A quorum was present.



2101 L St. NW  
Washington, DC 20037  
T: 202 828-7422  
F: 202 828-5110  
www.usgbc.org

# MINUTES

---

## 1. Opening Round and Conflicts (All)

No conflicts were stated.

## 2. Recognition of Guests (Richard Graves)

## 3. Administration (Kathy)

- a. Approval of September and October Minutes
  - Approved via absence of paramount objection
- b. Approval of Today's Agenda
  - Approved via absence of paramount objection
- c. Next Call: Dec. 1, 2010
- d. Next Meeting: TBD

## 4. Discussion: National Update (Richard, Amy King, Margo Street)

Margo directed the CSC to the chapter-specific events at Greenbuild to include the Chapter Steering Committee/Emerging Professionals National Committee joint dinner; the Chapter Leader Recognition Party; the "Take Five" Emerging Professionals event; the Chapter Forum; and the USGBC Committees Dinner. A final reminder reviewing all of the above will be distributed to CSC members ahead of Greenbuild.

Regional committee funding will be revised for 2011. Funds will be distributed to a host chapter in each region to manage allocation independently of USGBC national, but with national's guidance. Regional committees should alert national ASAP with regard to face-to-face meeting dates and agendas so national can coordinate activities and travel. For any questions about staff support for regional councils, contact Emily Amarel. Emily will be able to answer budget questions once the 2011 budget is approved.

As a reminder, Chapters staff has reorganized away from the region-staff model and is now based on specialties.

CSC members were asked to participate and encourage chapter peer participation in two surveys, announced in Hot Topics: A Chapters staff/resources feedback survey and a GBCI Credential Maintenance Program survey.

Chapters are cautioned against incorporation of the Dynamic Governance model bylaws circulated in late September. CSC members were asked to apprise Clare Magee of any chapters that are considering their use, or have implemented the language. Revised bylaws and a distinct DG operating guidelines complement can be expected in early January 2011.

## 5. Discussion: CSC Work Plan Progress (Kathy, Richard)

Recommendation No. 6 was approved by CSC members via e-mail since the last call. The approved CSC Charter was submitted to the USGBC Executive Committee for review. On Nov. 9, the Executive Committee will review the charter in detail and it is hoped that the body will vote to recommend approval by the Board. At Greenbuild, Kathy and Richard will present the CSC charter to the USGBC Board for their approval.

The next priority is developing a transition plan. The CSC will overhaul the guidelines for regional committees into a committee charge. The CSC and regional committee



2101 L St. NW  
Washington, DC 20037  
T: 202 828-7422  
F: 202 828-5110  
www.usgbc.org

# MINUTES

election guidelines will also be rewritten. The Executive Committee will soon return the membership policy with its commentary.

The CSC will work to align regional committee elections with CSC elections, which will be synched to complement the USGBC Board elections. (Regions already in allegiance with this schedule are asked to send their timelines to Richard.) The CSC Governance Working Group will devise a proposal addressing potential means of phasing in a revised, coordinated election timeline. A communication document will be prepared about possible committee perspectives and how chapters can collaborate toward this end. Such an education component is crucial in securing grassroots input on an election structure. A draft timeline will be prepared in December.

## 6. Discussion: Proposal (Dana Kose)

- a. West Region Communication Working Group Proposal  
Dana Kose suggested that an intra-regional body be formed to facilitate networking between regions and chapters. The group's national scope and responsibilities obligate it to be a committee of the CSC. The charge of the group, in addition to its communicative function, could help identify strategic initiatives and align planning across the regions. The PRC was asked to forward its needs assessment on its independent online collaboration forum to Richard. A proposal will be drafted for presentation in the January CSC call. The West Region will lead the drafting of the proposal with assistance from Tom Good, Elaine Hsieh and Paul Poirier, with Dana as the primary contact.

## 7. Discussion: Reports

- a. Board Leadership (Richard)  
The last Board election conversation focused on lessons learned going forward, and targeting potential areas for improvement. The group will identify which seats will be up for election in succeeding years so that the Chapters network has a heads-up in advance of what the need will be.
- b. Board Nominating (Tom)  
The election will occur at Greenbuild.
- c. Emerging Professionals (John Toppe)  
The committee will have half-day retreat at Greenbuild; is hosting the "Take Five" event; and is planning a leadership retreat for 2011. Working groups presently cover Integration; Communication; and Leadership Development.
- d. LEED Steering Committee (Elaine)  
The ballot period is open on the certified wood credit. LEED is working diligently on LEED 2012 and is prepping for the first public comment period. Version 2012 focuses on the weightings of credits and impact categories.
- e. Education Steering (Dana)  
The Education Department is re-evaluating which working groups will be most beneficial to the department. Thom Lowther, VP of Education, is leading the department after Rebecca Flora's departure. Thom will be asked to attend the next CSC call, and an Education Steering Committee update will again be included on the December call agenda.

## 8. Closing Round

The meeting was adjourned at 5:45 p.m. Eastern.