MINUTES

2101 L St. NW
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www.usgbc.org

Chapter Steering Committee

Meeting date: August 3, 2011, 4-5:30 p.m. Eastern
Minutes approved: September 7, 2011

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.

Member	Title	Attendance
Kathy Zarsky	South Central CSC Chair	x
Richard Graves	USGBC Staff, SVP of Community	--
Tim Murray	South Central	x
Jackie Henke	Upper Northeast	x
Jodi Smits Anderson	Upper Northeast	--
Renee Jimenez	West	x
Amy Wortman	Northeast Corridor	--
Peter Caradonna	Northeast Corridor	x
Jay Guerra	Heartland	x
Paul Poirier	Pacific	x
Ross Yamasaki	Pacific	--
Nell Boyle	Southeast	--
Vincent Pieri	Florida/Caribbean	x
John Toppe	Florida/Caribbean	x
Tracie Hall	Chapter Staff, New York Upstate	x
Sheri Brezinka	Chapter Staff, Minnesota	x
Jason McLennan	Chapter Staff, Cascadia	--
Marc Schreiber	Emerging Professionals	x
Staff:		
Amy King	Director of Chapter Community Development	x
Lauren Elasik	Associate, Chapters	x

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Agenda

Chapter Steering Committee Chair Kathy Zarsky called the meeting to order at 4:15 p.m. Eastern.

1. **Opening Round and Conflicts (All)**

2. **Recognition of Guests (Kathy Zarsky)**

3. **Administration (Kathy Zarsky)**
   a. Approval of July Meeting Minutes
      Approved via absence of paramount objection
   b. Approval of Today's Agenda
      Approved via absence of paramount objection
   c. Next Call: September 7, 2011
   d. Next F2F Meeting: October in Toronto (Monday of Greenbuild week)

4. **Discussion: National Updates (Amy King)**
   a. Personnel changes within the Chapters Department
   b. Call for Board of Directors self-nominations and the LEED 2012 second public comment period are now open

5. **Action: Wyoming full chapter status Proposals: (Kathy Zarsky)**
   The proposal was presented by Kathy Zarsky. Wyoming has been around as a chapter for at least four years. Very active, took them a long time to become a chapter.

   The proposal was approved via unanimous consent.

6. **Action: Board Nominations Working Group (John Toppe)**
   Chris Ladner and Vincent Pieri are the new CSC representatives to the Nominations Working Group.

   The proposal was approved via absence of paramount objection.

7. **Discussion: Questions on Reports**
   a. Working group reports (Paul Poirier, Peter Caradonna, John Albrect)

   b. Board Nominating (John Toppe)
   Get the word out to your regional committees that they need to put forward qualified candidates. There are currently no nominees from South Central & Florida Caribbean regions.

   c. Emerging Professionals (Jay Guerra)
   NTDC coming soon and will have the same scope as last year's one national project. One big initiative that came out of GA was working on fundraising for Project Haiti. The national committee is looking at doing a fundraising drive similar to the film screening that we did last year nationwide – focused time period where local EP groups host awareness-building, fundraising events.

   d. LEED Steering Committee (Tim Murray)

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LEED 2012 second comment period now open. There is info and a variety of resources on USGBC.org, reference guides, clean and marked-up version w/changes since first version etc. Had 6,000 comments in first public comment period but USGBC thinks this was low, so they want more in second round.

e. Education Steering (Paul Poirier) -no report

8. **Preparation for Sept Call: Regional Council Reports (Kathy Zarsky)**
On the next call, Kathy is looking for a five minute update on each region. Each region has different sets of circumstances and the CSC needs better insight into what is going on with the regional committee and region.

9. **Closing Round (All)**

Meeting adjourned at 5:30pm.