



AGENDA

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Chapter Steering Committee

Meeting date: February 1, 2012, 4-5:30 p.m. Eastern
Minutes Approved: April 4, 2012

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	•
Kimberly Lewis	Senior VP, Community Advancement	•
Tim Murray	South Central	•
Jackie Henke	Upper Northeast	•
Jodi Smits Anderson	Upper Northeast	•
Renee Jimenez	West	•
Amy Wortman	Northeast Corridor	•
Peter Caradonna	Northeast Corridor	
Jay Guerra	Heartland	•
Paul Poirier	Pacific	•
Ross Yamasaki	Pacific	•
Nell Boyle	Southeast	•
Vincent Pieri	Florida/Caribbean	•
John Toppe	Florida/Caribbean	•
Tracie Hall	Chapter Staff, New York Upstate	•
Sheri Brezinka	Chapter Staff, Minnesota	•
Jason McLennan	Chapter Staff, Cascadia	•
Marc Schreiber	Emerging Professionals	•
Staff:		
Meredith Kennedy	Manager, Chapter Community	•
Cindy Thompson	Chapter Development Specialist	•
Margo Street		•
Lauren Elasik	Associate, Chapters Team	•

Note:

Proposals and recommendations will invoke the following decision-making steps

Short format - (for items identified as proposals or recommendations): 1) present 2) react [yes/no] 3) amend based on reactions 4) round 5) discuss 6) round and consent

Long format - (for issues and concerns): 1) explain item 2) questions / explore issues 3) consent on issues 4) collect ideas [round] 5) creatively bridge ideas & attune 6) confirm proposal addresses all

issues 7) write/ read decision 8) consent round 9) decision is made when no paramount objections exist

Agenda

CSC Chair, Kathy Zarsky, called the meeting to order at [4] p.m. Eastern.

1. Opening Round and Conflicts (All) (10 min)

2. Recognition of Guests (Kathy) (1 min)

3. Administration (Kathy) (1 min)

- a. Approval of January Meeting Minutes
Minutes approved via lack of paramount objection
- b. Approval of Today's Agenda
Agenda approved via lack of paramount objection
- c. Next Call: March 7, 2012

4. Proposal: Michigan boundary change request (Meredith) (10 min)

Two conditional amendments were proposed for the proposal:

1. That the chapter request an endorsement from the Heartlands Regional Committee as a courtesy to the other chapters in the area;
2. The CRC recommends that the two Michigan chapters addressed in the proposal continue the discussions as started about the creation of a statewide chapter.

The proposal passed via lack of paramount objection with the amendments stated above.

5. Proposal: UNRC Candidate for EPNC (Tracie or Jodi) (5 min)

Proposal passed via lack of paramount objection

Action Items:

- Tracie and Jodi to define the candidates position as representing both seats available to the UNRC on the EPNC, and will look into the possibility of inviting another candidate to fill the remaining seat.

6. Proposal: CSC Liaison Selection to Committee Assessment Task Force (Kathy) (10 min)

This liaison position will provide a connection between the Task Force and the volunteer community, and their insight will give USGBC vision as we create a new Strategic Plan. The ideal candidate will be experienced with the USGBC Community network and very verbal.

Paul Poirier was selected as the liaison to the Committee Assessment Task Force through a group nomination. Paul accepted the nomination and was approved via lack of paramount objection.

7. Discussion: Revised EP Toolkit ready for distribution (Mark Schrieber) (5 min)

It was determined that there was not enough time on the call for a reasonable discussion of this document, but that a review could not be put off until a later call.

Action Items:

- CSC Committee members should review the document and provide any additional discussion or feedback via email to Marc.
- Marc will provide the Committee with the original version of the document as well as a summary of the feedback integration to give Committee members an idea of how their feedback was received.

8. Discussion: Inter-Regional Communications WG (Jodi) (5 min)

Review of the Inter-Regional Communications Working Group Summary as covered in the attached document.

9. Discussion: Strategic Initiatives WG (Ross Yamasaki) (10 min)

Review of the Strategic Initiatives Working Group Summary as covered in the attached document.

10. Discussion: Governance WG & upcoming elections (Meredith Kennedy) (10 min)

Review of the Governance Working Group activities and a review of the 2012 CSC Call for Nominations document.

Action Items:

- Committee members to review 2012 Call for Nominations Document and send any revisions to Meredith Kennedy by COB February 8.

11. Discussion: Liaison Reports (10 min)

Education Steering (Paul Poirier)
Emerging Professionals (Jay Guerra)
LEED Steering Committee (Tim Murray)
Board Nominating (Vincent Pieri)

Action Items:

- Kathy and Kimberly to invite Paul and Tim to join the next Integrated Steering Committee Call on February 9th.
- Kathy to add the liaison's from the new working groups into these liaison reports in the March agenda.

12. Discussion: Feedback Survey from Chapter Leaders (Kimberly) (10 min)

Kimberly reviewed some statistics and trends from the Chapter Snapshot Survey distributed to chapters in December 2011.

Action Items:

Cindy to create a list of which chapters had which expectations of the Community Department based on the survey results. Cindy will share this list with Kimberly and the rest of the CSC.

13. Discussion: Orientation & Playbook for CSC (Kimberly/Vince) (5 min)

Moved to the March call.

14. Upcoming Meetings & Reports

- a. CSC Work Plan Mtg, Feb. 3rd, noon EST
- b. Mid-Year Leadership & Greenbuild Planning Mtg, ?

- c. CSC Report to BOD due Feb. 8th
- d. Integrated Steering Committee Mtg, Feb. 9th

15. Closing Round (All) (5 min)

Meeting adjourned at 6:07pm

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- Output, production, profits or costs;
- The customers to whom a company sells;
- The territories in which a company sells;
- The amount that a company pays for goods or services;
- The selection, rejection or termination of customers or suppliers;
- Business plans or strategies;
- Restrictions on the development or use of technology; or
- Exchange of any competitive information.

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