



# AGENDA

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## Chapter Steering Committee

**Meeting date: March 7, 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	•
<b>Staff:</b>		
Meredith Kennedy	Manager, Chapter Community	•
Cindy Thompson	Chapter Development Specialist	•
Margo Street	Manager, Chapter Leadership Development	•
John Pan	Manager, Community Operations	•

### 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. Declaration of Conflicts (All)**
- 2. Recognition of Guests (Kathy) (1 min)**
- 3. Administration (Kathy) (1 min)**
  - a. Approval of February Meeting Minutes
    - Approval of Minutes was deferred until the March 21<sup>st</sup> interim call.
  - b. Approval of Today's Agenda
    - Approved via lack of paramount objection
  - c. Next Call: Interim call on March 21, 2012 with newly elected members
- 4. Proposal: CSC Nominations and seat selections (Meredith) (1 hr)**
  - Medium Chapter Seat was filled by Sheri Brezinka with full consent of the membership.
  - Development Seat was filled by David Erkman with full consent of the membership reporting.
  - Membership seat was filled by Jason Dunlop with full consent of the membership reporting.
  - Advocacy Seat was filled by Denise Grabowski with full consent of the membership reporting.
  - Education/Programs Seat was filled by Andrea Love with full consent of the membership reporting.
  - Strategic Visioning Seat was filled by Ross Yamasaki with full consent of the membership reporting.
  - **ACTION ITEMS:** Cindy to draft emails to nominees for Kathy and Kimberly to distribute ASAP.
- 5. Proposal: South Dakota Full Chapter Status (Kathy) (10 min)**
  - Proposal to make South Dakota a full chapter passes with the contingency that the chapter provide the CSC with more depth of information about their current situation.
  - **ACTION ITEMS:** Cindy to follow up with Kim Greager of South Dakota to collect information that was presented at the HRC meeting and distribute to CSC.
- 6. Update: CSC communication with ExComm (Kathy & Kimberly) (5 min)**
  - Opportunity to attend the meeting was a great gesture from the ExComm and the Board. It was decided that the CSC will have a quarterly check-in with the ExComm, though the schedule has not been decided yet.
- 7. Discussion: Update on Activities of the Community Programing WG (Margo) (5 min)**
  - *Deferred to a later call due to lack of time*

**8. Discussion: Update on Activities of the Inter-Regional Communications WG (Jodi) (10 min)**

- *Deferred to a later call due to lack of time*

**9. Upcoming Meetings & Reports**

**10. Closing Round (All) (5 min)**

- A special thank you was extended to the members of the CSC who will be rolling off: Jackie Henke, Tim Murray, John Toppe, and Jay Guerra. Your years of dedication and service have helped shape the CSC and you will be missed!

Meeting adjourned at [time].

**USGBC ANTITRUST COMPLIANCE STATEMENT (Updated October 18, 2006)**

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Prices, price changes, price quotations, bids, pricing policies, pricing philosophies, price levels, price differentials, mark-ups, discounts, or allowances;  
Any element of price, including credit, warranties, or other terms and conditions of sale;  
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.

Please note that this statement is not complete and is only a general guide. The intent of this statement is to remind the members of the importance of continued compliance with the antitrust laws.