



AGENDA

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Chapter Steering Committee

Meeting date: March 21, 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	
Jodi Smits Anderson	Upper Northeast	•
Renee Jimenez	West	•
Amy Wortman	Northeast Corridor	•
Jay Guerra	Heartland	•
Paul Poirier	Pacific	•
Nell Boyle	Southeast	•
Vincent Pieri	Florida/Caribbean	•
Denise Grabowski	Advocacy Seat	•
Jason Dunlop	Membership Seat	•
Andrea Love	Education/Programs Seat	•
David Erckman	Development Seat	•
Ross Yamasaki	Strategic Visioning Seat	•
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	Manager, Chapter Leadership Development	•

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, calls 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 Today's Agenda
 - b. Next Call: April 4, 2012
- 4. Introduction of CSC Members/Orientation for new members (Kathy) (25 min)**
 - New members are encouraged to reach out to the existing membership with any questions or concerns.
 - **ACTION:** CSC to assist with CAR outreach/troubleshooting for chapters who have not met the deadline. Meredith and Cindy to be in touch with membership about late chapters in member's regions.
- 5. Discussion: CSC Work Plan (Kathy) (50 min)**
 - Five major priorities for the CSC, **Empowerment** (support for the whole spectrum of chapters), **Resourcing** (sharing tools and information), **Research** (accountable for forefront thinking in the field), **Governance** (ensuring the network operates efficiently), and **Programs** (co-creation of programs at Mid-Year Meeting and Greenbuild)
 - Moving forward, ad-hoc committees will be established before working groups to assess the needs/goals of the group.
 - **ACTION:** Work on playbook to resume, solidify CSC roles and responsibilities. Vincent Pieri offered to continue to assist on these efforts.
 - **ACTION:** Volunteers to collaborate with Kathy and further develop the Work Plan framework before the April 4 meeting: Vincent Pieri, Nell Boyle, Jason Dunlop, Ross Yamasaki.
- 6. Upcoming Meetings & Reports**
- 7. Closing Round (All) (5 min)**
 - A special thank you to Jay Guerra who will be ending his term on the CSC following the call.

Meeting adjourned at 5:30pm

USGBC ANTITRUST COMPLIANCE STATEMENT (Updated October 18, 2006)

Organizations such as USGBC may engage in a number of educational activities for its members and the public. For example, USGBC may collect or distribute to industry participants, customers and the public information about green building products or services. However, since organizations like the USGBC involve interaction and communications between

competitors, they also are subject to scrutiny under the antitrust laws. It is the policy of USGBC to comply fully with the antitrust laws. To avoid creating any issues under the antitrust laws, the members of the USGBC should not engage in any discussions or agreements concerning the following topics either in formal meetings or informal social gatherings:

- 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.