



MINUTES

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Chapter Steering Committee

Meeting date: April 4, 2012, 4-5:30 p.m. Eastern
Minutes Approved: May 9, 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	•
Bruce Poe	West	
Amy Wortman	Northeast Corridor	•
----	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	•
Alessandra Carreon	EP Representative Elect	•
Staff:		
Meredith Kennedy	Manager, Chapter Community	•
Cindy Thompson	Chapter Development Specialist	•
Lauren Elasik	Chapter Associate	•
Rina Brule	Manager, Event Content	•
Chrissy Macken	LEED Technical Development Associate	•

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

Meredith Kennedy called the meeting to order at 4:05p.m. Eastern.

1. **Declaration of Conflicts (All)**
2. **Recognition of Guests (Meredith) (1 min)**
3. **Administration (Meredith) (1 min)**
 - a. Approval of February/March Meeting Minutes
Approved via lack of Paramount Objection
 - b. Approval of Today's Agenda
Approved via lack of Paramount Objection
 - c. Next Call: May 2, 2012
4. **Updates: New Member Orientation, Committee Assessment Task Force, and 2012 Work Plan (Kimberly) (10 min)**
 - The New Member Orientation is currently scheduled for 2pm, Wednesday, April 18. Returning members are also welcome to join, contact Cindy if interested.
 - The Committee Assessment Task Force will be moving forward with their review of all USGBC committees in the next few months. Members should be aware that one of the items they will be focusing on is the role of the Regional Committees.
 - There will be further discussion of the 2012 Work Plan to refine the tasks for the CSC and the Working Groups at 10am on Thursday, April 12. Contact Cindy if you are interested in participating.
5. **Discussion: Chapter Annual Report Outreach (Meredith) (5 min)**
 - Thank you to all members who reached out to chapters that were out of compliance with completing the Chapter Annual Report. The only chapters who have not yet completed the report are **Heart of Florida, North Dakota, and Southwest Virginia**. Those chapters have been sent a warning notifying them that their dues allocations are now being withheld. If anyone has personal connections to those chapters they are encouraged to contact them and offer assistance in clearing any roadblocks to completion.
6. **Proposal: EPNC Composition (Mark) (20 min)**
 - The EPNC has drafted a plan to change their structure to model the USGBC Students structure. The intention is to grow the number of Emerging Professionals in the network to 5000 in three years. The new structure will make the representatives on the committee more accountable and help to build the regional capacity necessary to expand the network.
 - CONSENT ROUND: The proposal passed with unanimous consent.

7. Discussion: Mid-Year Meeting Program and Work of the Community Programming Working Group (Rina Brule) (10 min)

- The CSC will be expected to join the Mid-Year Meeting for dinner on Monday evening. There will be a face-to-face meeting on Tuesday, and the Chapter Leader Retreat will run Wednesday – Friday.
- ACTION ITEM: The CSC has the opportunity to skip the general session on Wednesday morning and continue committee work at that time. If you would prefer this option, contact Kimberly.
- ACTION ITEM: Kimberly and Meredith to look into the logistics of Paul attending both the CSC and ESC meetings at the Mid-Year Meeting.
- There were 36 sessions submitted to the Mid-Year Meeting Call for Proposals, they will be whittled down to 18-20 total and shared with the CSC on April 13th.
- ACTION ITEM: The CSC will be asked to review the final sessions between April 13 – April 16 and provide their consent and feedback.

8. Discussion: Wisconsin Green Building Alliance transition to full chapter status (Kimberly/Meredith) (10 min)

- The Wisconsin GBA put forth a request to relax the make-up of the chapter board to allow them more flexibility in bringing in the right people. It was suggested that instead of making an exception for Wisconsin, the CSC should decide if this provision of the Membership Policy should be relaxed for all chapters. The timing of this change should be considered to not punish chapters who have been following it closely. USGBC staff will prepare a formal proposal to change the Membership Policy for the CSC to review on their next call.

9. Election of Liaison to the LEED Steering Committee (Meredith) (15 min)

- It was determined that the LEED liaison would be selected on the next call after a review of the committee's credentials and a description of the LSC's role.
- ACTION ITEM: Chrissy to distribute a document describing the LSC's role in charge and the commitment of the LSC liaison. Cindy to distribute the 2012 CSC Yearbook.

10. Upcoming Meetings & Reports (Kimberly) (10 min)

- ACTION ITEM: Kimberly and Meredith are looking to expand the Community volunteer recognition program, if you have any thoughts or ideas to share, please contact them.

11. Closing Round (All) (5 min)

Meeting adjourned at 5:45pm.

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.