



MINUTES

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Chapter Steering Committee

Meeting date: May 9, 2012, 4-5:30 p.m. Eastern
Minutes Approved: June 6, 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	•
Harriet Grindel	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	X
Alessandra Carreon	Emerging Professionals	•
Staff:		
Meredith Kennedy	Manager, Chapter Community	•
Margo Street	Manager, Chapter Community	•
John Pan	Manager, Community Operations	•
Cindy Thompson	Chapter Development Specialist	•

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. **Declaration of Conflicts (All)**
2. **Recognition of Guests (Kathy) (1 min)**
3. **Administration (Kathy) (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: June 6, 2012
4. **Updates: CSC Work Plan Overview (Kathy and Kimberly) (15 min)**
 - Using the Work Plan Framework, Jason Dunlop created an outline to start to form tactical work plans for each of the framework priorities.
 - **Research:** Jason D. is lead; looking at CAR and other chapter research to determine what is needed in the chapter network.
 - Bruce suggested we look back at the history of what has been done by the CSC to create a data visualization timeline.
 - *Volunteers: Harriet*
 - **Governance:** Tracie/Meredith are leads; looking at how the CSC can contribute to organizational excellence and healthy chapters. As the Committee has already done some work in this area, it has shown that there is a lot of value in the CSC having a voice in governance issues.
 - **Resourcing:** Jodi/Kimberly are leads; Jodi and Kimberly delivered two variations on the same idea 1. How do we take the tools that have been developed and deliver them to the network, and 2. Developing the tools that are needed to share best in class models and create seamless management so we are all working to the same goals. The work of the group refining this work plan will need to discuss tackling one or the other, or a marriage of the two. Need to somehow create a two way dialog of data and information in the volunteer network.
 - *Volunteers: Vince, David, Denise, Alessandra*
 - **Programs:** Lead is temporarily Margo, NEEDS A VOLUNTEER LEAD; looking at programs to grow chapter capacity and platforms to share Community achievements to a broader audience. The Community Programs Working Group has already begun work on many of the issues identified.
 - *Volunteers: Sheri*
 - **Empowerment:** Ross is lead; looking at how we scale up and innovate to empower the network.
 - *Volunteers: Nell, Kathy*
 - All plans need to be further developed, particularly the metrics sections. Thought needs to be put behind how to gauge impact, which does not always mean numbers.

- **ACTION ITEM:** The Work Plan outlines are attached with contact information for the leads. All CSC Members need to identify a Work Plan that they are interested in helping to develop and finalize the plan to be discussed on the June 6th call. The Programs group still needs a lead from the CSC.
5. **Proposal: Membership Policy Change (Kathy) (15 min)**
 - Proposal to change membership policy to reduce the percentage of Chapter Board of Directors who must be national member company employees to fifty percent (50%) and to eliminate the rule that three-quarters (75%) of Chapter Officers be national member company employees.
 - **Proposal passes due to lack of paramount objection.**
 - Proposal will go before the USGBC Board in July for final approval.
 6. **Proposal: GBA Affiliate to Chapter Transition and Naming Policy Exemption Request (Meredith) (15 min)**
 - Proposal to change the status of the Green Building Alliance from an affiliate to a full chapter, with an exemption from the Chapter naming policy. There was some discussion over the chapter being allowed to keep the GBA name in light of the fact that there are other associations with the same name across the US. It was decided that the work of the affiliate is admirable and they deserve chapter status regardless of any naming concerns. The affiliate has had the name registered in Pennsylvania for over 20 years and is well established in the community.
 - **Proposal passes with unanimous consent with two abstentions.**
 - Proposal will go before the USGBC Board in July for final approval.
 7. **Election of Liaisons to the LEED Steering Committee and the Emerging Professionals National Committee (Kathy) (25 min)**
 - **LEED Steering Committee Liaison:** Bruce Poe was elected with full consent of the membership reporting.
 - **Emerging Professionals National Committee Liaison:** Jason Dunlop was elected with full consent of the membership reporting.
 8. **CSC Member role in breakouts at Mid-Year Meeting (Tracie) (5 min)**
 - Community Programs Working Group is looking for CSC Members who would like to be engaged in breakouts at the Mid-Year Meeting.
 - **ACTION ITEM:** Cindy will distribute Mid-Year Meeting Schedule Breakdown and information about the roles to be filled at the breakouts to seek interest from CSC Members.
 9. **Upcoming Meetings & Reports (Kathy) (5 min)**
 - **ACTION ITEM:** Vince will distribute a report from the work of the USGBC Board Nominating Committee.
 10. **Closing Round (All) (5 min)**

Meeting adjourned at 6pm EST.

USGBC ANTITRUST COMPLIANCE STATEMENT (Updated October 18, 2006)

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- 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.