



MINUTES

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Chapter Steering Committee

Meeting date: June 6, 2012, 4-5:30 p.m. Eastern
Minutes approved: July 11, 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	X
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	•
Vacant	Large Chapter Staff Seat	N/A
Alessandra Carreon	Emerging Professionals	•
Staff:		
Meredith Kennedy	Manager, Chapter Community	•
Margo Street	Manager, Community Leadership Development	•
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, called the meeting to order at 4:06 p.m. Eastern.

1. Declaration of Conflicts (All)

No conflicts were declared.

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

No guests were present.

3. Administration (Kathy) (1 min)

a. Approval of May Meeting Minutes

Approved via lack of paramount objection.

b. Approval of Today's Agenda

Approved via lack of paramount objection.

c. Next Call: Cindy will be sending a Doodle poll to the group in order to select a date for our July call, which falls on July 4.

4. Update: Chemicals of Concern (Kimberly) (10 min)

Originally this agenda item was intended to be a discussion of how the CSC could engage our community around the chemicals of concern credit. However, we've moved the timeline of LEED 2012 back, so we have an opportunity to fine-tune our approach. This will be a point of discussion at the MYM in San Antonio, and the CSC will have time to work in partnership with USGBC and our community to strengthen some of the credits in question, including the chemicals of concern credit. Kimberly made it clear that this decision should not be construed as USGBC backing down; we are merely responding to overwhelming feedback from LEED users and ensuring we have a market with the ability to work within the new rating system.

5. Update: Work Plan Review (Kathy) (20 min)

- Resourcing, Jodi Smits Anderson
- Research, Jason Dunlop
- Empowerment, Ross Yamasaki
- Programs, Andrea Love
- Governance, Tracie Hall

Jason outlined the work the Research working group has done in developing a template for a detailed justification around the work plan for this priority. Jodi and Andrea then shared their updated work plan documents and explained the work they've done over the past couple of weeks. Kathy then underscored the importance of the coordination calls in order to make sure all work plans are integrated as we move forward.

6. Election of new Chapter Steering Committee Chair (Meredith) (30 min)

Ross Yamasaki was elected co-chair of the CSC via unanimous consent.

7. Election of Large Chapter Staff Vacancy Seat (Meredith) (20 min)

Doug Weidner was elected to fill the Large Chapter Community Seat via lack of paramount objection.

8. Upcoming Meetings & Reports (Kathy) (3 min)

Kathy announced the upcoming Steering Committee Integration call on June 28. Given Ross's new position, Meredith will work with him to ensure these calls work with his schedule and are on his calendar.

9. Closing Round (All) (5 min)

Meeting adjourned at 5:50 p.m.

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.