

2101 L St. NW Washington, DC 20037 T: 202 828-7422 F: 202 828-5110 www.usgbc.org

MINUTES

Administrative Management Committee

Meeting date: August 22, 2010 Time: 12pm ET (Conference Call) Minutes approved: Approved 6/11/12

Member	Company/Organization	Present
Joel Todd	LEED Steering Committee Chair	Х
Bryna Dunn	LEED Steering Committee Vice Chair	Х
Brenda Morawa	Implementation Advisory Committee Vice Chair	
Lisa Matthiessen	Market Advisory Committee Vice Chair	
Susan Kaplan	Technical Committee Vice Chair	Х
Staff:		
Chris Law	USGBC	Х
Chrissy Macken	USGBC	Х
Chris Marshall	USGBC	Х

Committee chair Joel Todd called the meeting to order at 3:03pmpm with the following agenda:

- 1. Roll Call and Conflict of Interest Declaration
- 2. Discuss/Approve: Recommendations for TAG Reappointments
- 3. Discuss/Approve: Recommendations for Regionalization Working Group Reappointments
- 4. Discuss: Improving Committee Work Flow for Pre-3rd Public Comment Period

A quorum was present.



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1. Roll Call and Conflict of Interest Declaration

a. No conflicts declared

2. Discuss/Approve: Recommendations for TAG Reappointments

- a. Chrissy Macken from staff provided an overview of LEED committee members up for reappointment to an additional term. The committee discussed attendance policy and the most appropriate way to reflect participation outside of calls. Those volunteers with attendance lower than the 2/3 figure described in the Policies and Procedures for Committees and Working Groups will be recommended for approval conditional on a subsequent attendance review.
- b. A motion to recommend Sahar Abbaszadeh, Dan Int-Hout, John McFarland, Reinhard Oppl, Ozgem Ornektekin, Joep Meijer, Rick Levin, Brad Guy, Paul Bierman-Lytle, Amy Costello, Jenny Carney, Heather Holdridge, Katrina Rosa, Kyle Thomas, Steve Cook, Doug Bennett, Ron Hand, Joanna Kind, Shawn Martin, Don Mills, Neil Rosen and Dave Viola for reappointment to their respective committees, with final approval of those candidates below 67% attendance dependent upon satisfactory attendance performance at a later date, was made by Bryna Dunn and seconded by Joel Todd. Motion approved by consent.

3. <u>Discuss/Approve: Recommendations for Regionalization Working Group Reappointments</u>

- a. Chris Marshall from staff provided an overview of Regionalization Working Group members up for reappointment for an additional term. The committee discussed the work of the working group as it related to volunteer involvement.
- b. A motion to approve John Albrecht, J Beattie, Mick Dalrymple, Rand Ekman, Julie Hendricks, Dana Krose, Christine Magar, Michelle Robinson, Dona Stankus and Charlie Tomlinson to an additional one-year term on the Regionalization Working Group, and Pat Cornelison and David Kaneda to a first one-year term on the working group, was made by Joel Todd and seconded by Susan Kaplan. Motion approved by consent.

4. <u>Discuss: Improving Committee Work Flow for Pre-3rd Public Comment Period</u>

a. The committee discussed LEED committee processes regarding to rating system development, including challenges encountered in past review cycles and potential priorities for standing committees of the LSC.

Meeting adjourned at 4:00 pm ET. Next meeting scheduled for September 19th, 2011 at 3pm ET.