



May 11, 2009
Conference Call

MINUTES

2101 L St., NW
Suite 500
Washington, DC 20037
T: 202 828-7422
F: 202 828-5110
www.usgbc.org

LEED Steering Committee (LSC)

Title	LSC Member	Attendance	Proxy	Voting	Attendance
Chair	Joel Ann Todd*	X	n/a	Yes	
Vice Chair			n/a	Yes	
LEED-NC	Muscoe Martin	X	Craig Kneeland	Yes	
LEED-EB	Stu Carron		Sheila Sheridan	Yes	
LEED-CI	Holley Henderson*	X(1/2)	Denise Van Valkenburg	Yes	
LEED-CS	Christine Magar	X	Jerry Lea	Yes	X
LEED-H	Kristin Shewfelt		Steven Winter	Yes	X
LEED-ND	Jessica Millman		Burt Gregory/Susan Mud	Yes	X (BG)
SS TAG	Bryna Dunn	X	Stewart Comstock	Yes	
WE TAG	Neal Billetdeaux		John Koeller	Yes	
EA TAG	Greg Kats		Marcus Sheffer	Yes	X
MR TAG	Mark Webster	X	Steve Baers	Yes	
IEQ TAG	Bob Thompson	X	Steve Taylor	Yes	
TSAC	Malcolm Lewis*	X	Joel Ann Todd	Yes	
Curriculum	Lynn Simon*	X	Barry Giles	Yes	X
Chapters	Sara O'Mara	X	Elaine Hsieh	Yes	X
USGBC CEO	Rick Fedrizzi *		n/a	No	
Board Liaison			n/a	No	
Canada Liaisons	Alex Zimmerman	X		No	
Other LSC Meeting Attendees				Voting	Attendance
USGBC Staff	Deon Glaser Brendan Owens Chris Marshall Chrissy Ungaro		X	No	
Guest Attendees	Ted Bardacke (LP) Lisa Matthiessen		X	No	

* LEED Management Sub Committee
Quorum met at 2:04 pm EST.

1. **Declarations of Conflict**
 - a. None declared
2. **Minutes Review – 4/27**
 - a. Approved by general consent (with small clarifying addition)
3. **LEED Committee Structure**
 - a. Joel updated the LSC that Scot has been working on developing the most effective method for revising the LEED committee charters. He has been thinking about the restructuring by either tweaking what USGBC already has developed or working from scratch to see what the best way is to go about establishing the best committee structure & scope.



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- b. Joel asked that the LSC be brought in to the conversation quickly to encourage collaboration between volunteer & staff and use the integrative design process for this exercise.
- c. The market sector working groups are currently on hold while this process is underway and it is hoped that this moves quickly so the groups don't lose momentum on their work.
- d. Joel hopes that the LSC charter can be revised by the June ExCom & July Board meeting but this is still to be determined.
- e. Market Sector Committee Input
 - i. Muscoe relayed that this committee was given assignments from staff to create the 5 working groups and the committee has started the process. Over the past month staff has asked the committee to stop working on the working groups until the committee structure/scope is finalized. The committee believes it is unfortunate and is worried that momentum and committee members may be lost.
- f. Technical Committee Input
 - i. Malcolm relayed that work on the next version of LEED can't get started & time is being wasted because the committee is not up and running yet. Staff is trying to move quickly through the log jam and get approval to finalize the committee scope and membership.
- g. Staff relayed that ExCom won't approve the Technical Committee members and does not want the market sector working groups to start until the overall LEED committee structure is finalized. Staff reiterated the need to ensure transparency in all committee & working groups and this will take time to do.

4. UPDATE: Revised CIR Process

- a. Staff updated the LSC on the CIR process. GBCI is using "CIR" as a term to express a higher level of customer service for LEED projects that would not have been answered outside of the CIR process under USGBC previously. Agreement has been made that the term "CIR" is confusing when used by GBCI as it now is used differently.
- b. All questions from project teams will go initially to the certification body (CB) and the CB is responsible for ensuring all precedent setting questions/clarifications are brought to USGBC for consideration by the TAGs for possible incorporation into LEED. Project specific questions will remain under the scope of GBCI. CBs will get together periodically to discuss repeat questions – there is a feedback loop between USGBC & GBCI to transfer this information over.
- c. The CBs have been undergoing training for the past 7 months with seasoned LEED reviewers helping to get them prepared. USGBC will not be able to prevent every wrong answer but hopefully can get them all on the same track through training.



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5. DISCUSSION: Pilot Library Process

- a. Joel introduced the proposed process for piloting credits in the library. A concern was raised that the process is too technical heavy and does not reflect the need for market feedback. It was proposed to bring in the Market Sector or its working groups during the assessment phase to evaluate what is working and what is not.
- b. The group agreed to include clarification that credits in the pilot library may not make it into LEED due to lack of value or market penetration. This will be included in the process.
- c. The process for how ideas flow into the committees needs to be included so that it doesn't become a lobbying issue with people calling their friends who are on committees to get "their" credit into the library.
- d. It is unclear whether staff or a committee is in charge of the weighting of pilot credits. If a new credit was put through the weightings process and is found to be worth less than a full point, would it still make it as a credit? This needs to be discussed.
- e. Do innovation credits go through the pilot process? How do they come in to the system? The difference is that USGBC identifies the place where they want to see action occur and we can use the pilot process to move the market.
- f. Credit process will be reworked for the next LSC call.

Meeting Adjourned. The next LSC call is scheduled for Tuesday, May 26th at 2 pm ET.