

CSC Meeting Minutes
March 4 and 5, 2010
USGBC Office, 2101 L Street NW

Thursday, March 4, 2010

1. Opening Round

Chris Ladner calls the meeting to order at 8:32 a.m. EST

Present: John Albrecht, J Beattie, Peter Caradonna, Ryan Evans, Tom Good, Jacquelyn Henke, Elaine Hsieh, Dana Kose (telecom), Chris Ladner, Stace McGee, Tim Murray, Sara O'Mara, Paul Poirier, John Toppe, Amy Wortman, Kathy Zarkesy

Staff Present: Richard Graves, Gwyn Jones, Amy King, Clare Magee

Staff Present for part of the meeting: Chris Smith, Linda Sorrento, Jennifer Druliner, Troy Adkins, George Hayward, Emily Amarel, Eli Reisman, Meredith Kennedy

A quorum was present.

2. Agenda Review & Revisions

Next Call: April 7, 2010 (4:00 p.m. EST)

Next Meeting: June 16, 2010, Utah

All attachment documents confidential unless otherwise clarified by USGBC national

3. Administration

a. Opening Round and Conflicts

No conflicts of interest were disclosed. All 2010 conflict disclosure and anti-trust compliance forms collected.

b. Approval: 02/03/2010 Call Meeting Minutes

Chris introduced the proposal. The minutes were approved by absence of paramount objection.

c. Approval: Today's Meeting Agenda

Cascadia discussion postponed to next call.

Urban Green membership policy exception discussion postponed to next call.

Education Steering Committee election added to Part II of meeting.

Request for future agendas to be delivered in Word format.

Chris introduced the proposal. The meeting agenda was approved by absence of paramount objection.

d. National Update

Amy King delivers update on challenge grant reporting requirements and Chapter Department 2010 goals.

Commitment to investigate delivery of a simpler regional snapshot and the USGBC organizational chart.

e. Accountability and Expectations of the CSC

Chris Ladner and Gwyn Jones present on CSC's increased exposure to Board and other committees and need for stronger leadership role.

f. Postponed: Governance Committee Update and Proposal

Gwyn Jones presents proposed governance structure with Richard Graves as voting CSC member and CSC conduct guidelines. Guideline language is adjusted under points 7, 9, 10, 13. Vote on structure and revised guidelines postponed until next call.

4. CCOTT Items

a. Proposal Presentation

Jackie Henke and Richard Graves provide context of CCOTT work and present six-part proposal on guiding principles; CSC composition; regional council structure; inclusion of chapter staff on CSC; boundary adjustments; and the relationship with USGBC national. Q&A follows.

b. CCOTT Breakout Groups, Rounds 1 – 4

CCOTT members lead world-café-style breakout sessions on various components of CCOTT proposal.

Jackie Henke – Staff of Chapters, Balance
Chris Ladner – Chapter Steering Committee
Kathy Zarsky – Regional Structure and Boundaries
Stace McGee – Chapter/National Relationship

c. CCOTT Breakout Groups Synthesis

CCOTT members lead group debrief on concerns and ideas relevant to various components of CCOTT proposal.

Stace McGee - Chapter/National Relationship
Kathy Zarsky - Regional Structure and Boundaries
Jackie Henke - Staff of Chapters, Balance
Chris Ladner - Chapter Steering Committee

5. CSC 2010 Work plan – Round 1

Tom Good facilitates brainstorm of 2010 CSC working groups given 2009 working groups, 2010 Chapter Department goals, CCOTT proposal and ideas that surfaced in CCOTT breakout sessions. Working groups must concentrate on developing an integrated work plan that aligns with work of the CCOTT. Possible working group objectives were assigned to the following potential working groups via discussion round: Diversity/Social Equity; GHG Emissions; Governance; Guiding Principles; CSC Leadership; Regional Structure; Integration of Chapter Staff; Territory Boundaries; Chapter/National Relationship

Amy King, Richard Graves and Kathy Zarsky volunteer to tune proposal privately for next steps in 2010 CSC work plan formation.

6. Closing Round

Chris Ladner adjourns meeting at 6:05 p.m. EST

Friday, March 5, 2010

7. Opening Round

Chris Ladner calls meeting to order at 8:27 a.m. EST.

8. CSC 2010 Work plan – Round 2

Tom Good resumes facilitation of the 2010 CSC working group formation process at step 10. Richard Graves and Kathy Zarsky present adjusted proposal on four suggested working groups and one standing committee.

Approval: CSC Work Plan Proposal

Proposal passes with revisions. The CSC will establish:

1. a standing governance committee;
2. a chapter/national working group (joint group with communication integrated into aims); and
3. an integration/oversight working group (with aims comprising regional structure/boundaries, chapter leadership/CSC leadership, social equity/diversity and funding).

The CSC will elect chairs of each selected working group and people will subsequently self-organize into them. The Diversity task force was granted an extension to May 1 to prepare a diversity statement and gather survey results.

CSC members divide among established 2010 working groups in a breakout session to discuss potential objectives.

9. Education Update

Linda Sorrento provides an update on education program. She will provide a debrief on EDP rejections, as requested by Texas Gulf Coast, Charlotte Regional and Connecticut GBC chapters. Other questions should be directed to Richard Graves, who will package them and forward them to Linda.

10. Governance Update

Jennifer Druliner presented chapter roles in national board elections and seven board perspectives to be developed further by the Board . The CSC will be informed of the final definitions and timeline for the election in May.

Tom Good requests CSC input on nominating committee regarding geographic balance. Welcomes e-mailed commentary.

11. Proposals on 2010 Preliminary Working Group Leadership & Objectives

Facilitation by Tom Good.

Approval: Chapter/National Relationship Working Group

John Toppe as chair, Sara O'Mara as co-chair. Approved by consent round.

Approval: Governance Committee

Gwyn Jones and John Albrecht as co-chairs. Approved by consent round.

Approval: Integration Working Group

Peter Caradonna as chair, Stace McGee as co-chair. Jackie Henke to assist. Approved by consent round.

Working Group Preferences

Chapter/National Relationship Working Group: Amy Wortman; Kathy Zarsky (with advisory role to Integration); Sara O'Mara;

Governance Committee: J Beattie; Tim Murray; John Albrecht; John Toppe (or Chapter/National); Tom Good (or Chapter/National)

Integration Working Group: Stace McGee; Peter Caradonna; Ryan Evans; Nell Boyle; Jackie Henke; Elaine (with advisory role to Chapter/National; Paul Poirier; Chris Ladner; Richard Graves

*USGBC Chapter Staff will refrain from assignment until Amy King and Gwyn Jones evaluate interest and capacity.

All groups should schedule an initial meeting to verify the scope, objectives and leadership and send to Chris and Richard to incorporate into the CSC Workplan.

12. Chapter Leader Retreat Agenda

Amy King and Margo Street outline activities, attendees and USGBC Board participation. Encourage input.

13. Membership Update

Richard Graves and Troy Adkins, director of membership, review national membership objectives for 2010.

14. CSC General Business

a. Approval: Emerging Professionals Proposal

Introduced by George Hayward, Ryan Evans and John Toppe. Language changed to "committees" instead of mistaken mentions of "groups" and changing language so as to not insinuate that EGB is taking over chapter liaison role with university systems – just student liaisons.

Approved by consent round.

b. Approval: Mississippi Provisional to Full Chapter Proposal

Introduced by Sara O'Mara. Approved by consent round.

c. Approval: Southwest Virginia Territory Expansion Proposal

Introduced by Sara O'Mara. Approved by consent round.

d. Postponed: CSC Charter Proposal

Introduced by Gwyn Jones. Latest draft distributed and Gwyn welcomes feedback. Decision postponed

e. Approval: CSC election for LEED Steering Committee liaison

Introduced by Tom Good. Ineligible members identified in consideration of 2-year term. Elaine, Tim, Paul, John A. nominated by ballot.

Tom: proposal to elect Elaine as primary LEED Steering Committee liaison.

Approved by consent round.

f. Approval: CSC election for LEED Steering Committee associate

Introduced by Tom Good. Ineligible members identified in consideration of 1-year term. Tim, John A. nominated by ballot.

Tom: proposal to elect Tim as alternate LEED Steering Committee liaison/animal in training.

Approved by consent

g. Postponed: Education steering committee

h. Postponed: Urban Green membership policy exception

i. Postponed: Cascadia Discussion

15. GBCI Update

Peter Templeton's GBCI update on certification process changes delivered by Sara O'Mara and Richard Graves.

16. Closing Round

Chris Ladner adjourns meeting 4:00 p.m. EST

All PowerPoint presentations from the meeting will be collected and disseminated via the private CSC workspace on the Extranet.

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3. Output, production, profits or costs;
4. The customers to whom a company sells;
5. The territories in which a company sells;
6. The amount that a company pays for goods or services;
7. The selection, rejection or termination of customers or suppliers;
8. Business plans or strategies;
9. Restrictions on the development or use of technology; or
10. Exchange of any competitive information.

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