



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

# MINUTES

## Education Steering Committee

Meeting date: Monday, May 10, 2010

Time: 2:00 – 3:30 PM EST

Minutes approved:

ESC Member	Committee Seat	Present	Voting
Jean Valence	Co-Chair At-Large	X	X
Marge Anderson	Education Review Committee Representative	X	X
Shelly Billik	Unconfirmed ESC member		
Projjal Dutta	Education Events Committee Representative	X	X
Jennifer Eaton	At- Large Member	X	X
Iram Farooq	At- Large Member	X	X
Rebecca L. Flora	SVP, Education & Research	X	
Karol Kaiser	Director, Education Development & Training	X	
Dana Kose	Chapter Steering Committee Representative	X	X
Kimberly Lewis	VP, Conference & Events		
Thom Lowther	Director, Continuing Education Systems	X	
Peter Morris	Research Advisory Committee Representative		X
Amy Pearce	At-Large Member		X
Chris Pyke	Director, Research Program		
Kathy O. Roper	At- Large Member	X	X
Lynn Simon	At- Large Member		X
Joel Ann Todd	LEED Steering Committee Representative		X
Paula B. Vaughan	Education Development and Training Committee Representative	X	X
Other ESC Meeting Attendees			
Lana Crouse (USGBC Staff)	Director, Education Operations		
Linda Sorrento (USGBC Staff)	Director, Education Partnerships		
Loree Lamour (USGBC Staff)	Executive Administrative Assistant		

Committee chair called the meeting to order at 2:05. A quorum was present.



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## Agenda:

1. **Introductions:** All Committee members introduced themselves and provided a brief background on their experience.
2. **ESC Charter, vision and intent:** Rebecca provided a brief summary of the ESC evolution as a result of the Committee Assessment Task Force work in 2009 and reviewed the current structure, charter, and purpose. In addition to the Charter, ESC is intended to be strategic with perspective and input on trends in education, new markets, and to serve as a voice for the value of education within USGBC mission, programs and outreach.
3. **ESC Representative Seats:** A brief summary or comments were provided by representatives from: Education Events, Education Development and Training, Education Review and Chapter Steering.
4. **Ideas, comments and follow-up:**
  - a. Provide travel guidance for booking attendance at the retreat scheduled for July 8 and 9
  - b. Finalize call schedule for the remainder of year and distribute a complete calendar. Calls should be monthly.
  - c. Staff will provide a weekly distribution of materials for review in advance of the retreat and for the purpose of orientation to USGBC and Education.
  - d. Jean and Rebecca will begin to formulate ideas for the retreat agenda. Any relevant articles for advance reading or other ideas are welcomed.
  - e. All will send a "fun" photo to Loree to collect for a power point of the ESC members.
  - f. All will send Conflict Disclosure Form to Loree for USGBC files

**Meeting adjourned at 3:30. The next ESC call is scheduled for Wednesday, June 9th 2:30 – 4:00 PM EST.**