MINUTES

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

Education Steering Committee – Day 1

Meeting date: 7/8/10
Time: 9:00 a.m.

Member	Title	Attendance	Voting
Marge Anderson		X	Yes
Projjal Dutta		X	Yes
Jennifer Eaton		X	Yes
Iram Farooq		X	Yes
Dana Kose		X	Yes
Peter Morris		X	Yes
Kathy O. Roper		X	Yes
Lynn Simon		X	Yes
Joel Ann Todd		X	Yes
Jean Valence	**Co-Chair**	X	Yes
Paula B. Vaughan		X	Yes
Staff:			
Rebecca L. Flora	**Co-Chair**	X	No
Karol Kaiser		X	No
Kate Edwards		X	No
Kimberly Lewis		X	No
Thom Lowther			No
Chris Pyke		X	No

Add'l Staff: Julia Feder, Nicolette Mueller, Pedro Tichaeur, Linda Sorrento, Jen Schill, Kay Kane, Andrea Raggambi, Joanna Muench, Erin Sargent, Ryan Snow, Lana Crouse, Audrey Leous

Committee co-chair Jean Valence called the meeting to order at 8:58. A quorum was present.

Agenda

I. Opening Round and Conflicts

One conflict declared: Joel Ann Todd participating in revision of LEED Green Associate exam.

II. Overview: USGBC EDU Transformation

Rebecca presented:

- USGBC's 5 year strategic plan
- Education's planning process and transformation
- Current and Intended Future State of USGBC EDU: RLF "state of the union"
- ESC Charter and Purpose

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III. ESC Liaisons/Representative Seats: Key Challenges and Needs from USGBC EDU

Members of the ESC gave summaries on:

- LEED Steering Committee
- Chapter Steering Committee
- Education Development and Training Committee
- Education Events Committee
- Research Advisory Committee
- Education Review Committee

IV. Leveraging Areas of Opportunity and Growth

The Steering Committee broke into groups to discuss specific topics for Education:

- e-Learning Methods and Priorities
- International: Market and Cultural Challenges
- Innovation and Advancement of Best Practice
- Centralized Learning Events: Greenbuild, Summits, Regional Conferences

The Steering Committee identified themes or ideas that seemed to recur during the day's discussions.

Closing Round

Meeting adjourned at 4:53 p.m.

Education Steering Committee – Day 2

Meeting date: 7/9/10
Time: 9:00 a.m.

Member	Title	Attendance	Voting
Marge Anderson		X	Yes
Projjal Dutta		X	Yes
Jennifer Eaton		X	Yes
Iram Farooq		X	Yes
Dana Kose		X	Yes
Peter Morris		X	Yes
Kathy O. Roper		X	Yes
Lynn Simon		X	Yes
Joel Ann Todd		X	Yes
Jean Valence	**Co-Chair**	X	Yes
Paula B. Vaughan		X	Yes
Staff:			
Rebecca L. Flora	**Co-Chair**	X	No
Karol Kaiser		X	No
Kate Edwards		X	No
Thom Lowther			No
Chris Pyke		X	No

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Add'l Staff: Julia Feder, , Pedro Tichaeur, Linda Sorrento, Jen Schill, Andrea Raggambi, Joanna Muench, Erin Sargent, Ryan Snow, Lana Crouse, Audrey Leous

Committee co-chair Jean Valence called the meeting to order at 9:05. A quorum was present.

Agenda

I. Action items

MOTION: Motion to accept June 9, 2010 minutes made by Paula Vaughan, seconded by Lynn Simon. Minutes approved by consent.

MOTION: Motion to nominate Lynn Simon as Education Steering Committee representative to LEED Steering Committee made by Joel Ann Todd, seconded by Paula Vaughan. Motion approved by consent.

MOTION: Motion to nominate Rebecca Flora as proxy to Lynn Simon as the Education Steering Committee representative to LEED Steering Committee made by Kathy O. Roper, seconded by Jennifer Eaton. Motion approved by consent.

II. Reflections on Day 1

The Committee reflected on the previous day's activities and identified items that particularly caught their attention.

III. GBCI Credential Maintenance

Ryan Snow presented on GBCI's Credential Maintenance program.

IV. Market Research Initiative

Jen Schill presented USGBC Education's market research initiative. Karol Kaiser facilitated an exercise to identify trends affecting green building and continuing education.

V. Moving forward: Role of Education Steering Committee

The Committee discussed what role it should play in advancing USGBC EDU's vision and goals. Each of the following areas will be pursued starting with preparation of a more detailed description of purpose and objectives by the assigned person(s) for review and acceptance by all before starting activity.

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Role	Committee contact(s)
Identify and/or create mechanisms for co-convening discussions with others, to advance thought leadership	Kathy
Co-convene internally within USGBC/GBCI to enhance cross-linkages and communications. (i.e., Steering Committee Retreats held concurrently each year)	Joel, Lynn, possibly Dana
Identify new stakeholder groups (audiences) related to LEED work and content delivery as part of needs assessment process	Directed to Ed Dev and Training and Ed Review Committees
Enhance Board of Directors awareness and support of education vision and goals through improved linkage and messaging. (prepare a message and initiate outreach)	Jennifer, Jean
Monitor USGBC Education annual work plan activity to ensure overarching goals and priorities are being met.	All
Define and advance an agenda for innovation.	Paula, Irma, Peter
Assist with resource identification to enhance financial viability of EDU and increase access to learning for all.	All
Advance the mission of education by creating an education agenda that has similar impact as the "National Research Agenda".	All; Marge specific to education
Review/advise on market research.	All
Advise on prioritization of education related committee work	All

Immediate next steps: Create retreat report → create message to board about the high level outcomes of the retreat → create a broader vision/framing document → create global education agenda

The Committee also discussed expertise and/or experience gaps within the current committee membership. These areas will serve as priority when the current or new vacancies are filled:

- Funder
- Corporate
- International
- K-12
- Social equity

The Education Events Committee representatives requested guidance from the ESC for their retreat scheduled to follow the ESC retreat.

VI. Closing round

At the request of the Education Events Committee, the Steering Committee suggested future EEC initiatives and ideas.

MOTION: Motion to adjourn the meeting made at 2:43 made by Joel Ann Todd, seconded by Iram Farooq. Motion approved by consent.

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