MINUTES

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Market Advisory Committee
Meeting date: January 10, 2011
Time: 4pm ET (Conference Call)
Minutes approved: Approved 1/10/11

Member	Title	Present
Liana Berberidou-Kallivoka	Austin Energy Green Building	X
Jeffrey Cole	Konstrukt	X
Rand Ekman	OWP/P | Cannon Design	
Holley Henderson	H2 Ecodesign	X
Richard Kleinman	LaSalle Investment Management	
Craig Kneeland	NYSERDA	
Muscoe Martin (Chair)	M2 Architecture	X
Lisa Matthiessen (Vice-Chair)	Buro Happold	X
Cindy Quan	Goldman Sachs & Co.	X
Matt Raimi	Raimi & Associates	X
Jon Ratner	Forest City Enterprises, Inc	
Rebecca Stafford	University of California	X
Keith Winn	Catalyst Partners	X
Staff		
Chris Law	USGBC	X
Doug Gatlin	USGBC	
Chrissy Macken	USGBC	X
Sara Cederberg	USGBC	X
Cara Mae Cirignano	USGBC	X

Committee Chair Muscoe Martin called the meeting to order at 4:05pm with the following agenda:

1. Roll Call and Conflict of Interest Declarations
2. Approve: 12/13 Minutes
3. FYI: Feedback Period for Healthcare Submittal Drafts
4. Discuss: Unfinished Spaces in Non-CS Projects
5. Discuss: Market Sector Advisory Groups
6. Discuss: Quarterly Market Report to LSC

A quorum was present.

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1. **Roll Call and Conflict of Interest Declarations**
   a. None declared

2. **Approve: 12/13 Minutes**
   a. A motion to approve the 12/13/10 minutes was made by Liana Berberidou-Kallivoka and seconded by Jeffrey Cole. Motion approved by consent

3. **FYI: Feedback Period for Healthcare Submittal Drafts**
   a. Sara Cederberg from staff notified the Committee of an opportunity to provide feedback on the draft submittals for LEED for Healthcare, which are available online and open to the public. LEED for Healthcare passed member ballot in November and registration for project teams is well underway. Feedback will aid staff in finalizing the documents towards full product launch.
   b. A list of particular credits to which staff would like MAC to pay attention will be compiled and sent to the Committee offline.

4. **Discuss: Unfinished Spaces in Non-CS Projects**
   a. Cara Mae Cirignano from staff provided relevant background to the Committee on a guidance document for dealing unfinished spaces in non-LEED for Core and Shell projects. This issue has been discussed by the Implementation Advisory Committee and was sent to MAC for additional perspective.
   b. The Committee discussed what to require of either tenant or owner teams executing future fit outs in Path 1. These options included Tenant Sale or Lease Agreement as well Owner Letter of Commitment. While no conclusion was reached, the Committee discussed the following:
      1. For instances in which a building is sold before tenant fit-out, it is very difficult to uphold that the requirements in the path are expected to carry forward.
      2. If educational materials are to be required, proposal to uphold their intent by clarifying the expectation that these educational materials include tenant guidelines and specifications.
      3. In addition to tenant agreements and educational materials, the Committee explored as an option clarifications to the Terms and Conditions document whose signature is required by all project teams.
   c. Staff will continue the conversation offline with development experts on the Committee.

5. **Discuss: Market Sector Advisory Groups**
   a. The Committee discussed the potential for forming an EBOM subgroup within MAC to review particular issues and bring its conclusions back to the larger Committee. Discussion also included the potential to bring on subject matter experts (SMEs) to consult in full group or subgroup discussion. Staff will follow up as appropriate and the Committee will discuss on a forthcoming call other market sectors it might consider for additional subgroups.

6. **Discuss: Quarterly Market Report to LSC**
   a. The Committee discussed its engagement with LEED project data and the potential for a subgroup to create a quarterly market report for the LEED Steering Committee. Staff has scheduled a meeting with relevant USGBC employees to discuss data analysis, and will update the Committee on a forthcoming call.

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Meeting adjourned at 2:59 pm ET. Next meeting scheduled for January 24th, 2010 at 2pm ET.