MINUTES

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Implementation Advisory Committee
Meeting date: January 20, 2011
Time: 2 pm ET (Conference Call)
Minutes approved: Approved 2/3/11

Member	Organization	Present
David Sheridan (Chair)	Aqua Cura	X
Brenda Morawa (Vice Chair)	BVM Engineering	
Richard Schneider	U.S. Army Engineer Research and Development Center	
Brad Pease	Paladino and Co., Inc.	X
William Worthen	Simon & Associates, Inc.	X
Natalie Terrill	Viridian Energy & Environmental, LLC	
Max Zahniser	Praxis | Building Solutions, LLC	X
Adam Fransen	CB Richard Ellis	
Subject Matter Experts		
Gregory Shank	CTG Energetics, Inc.	X
Michelle Malanca	Michelle Malanca Sustainability Consulting	X
Kenneth Potts	McGough	
USGBC Staff		
Mike Opitz	USGBC	X
Stefanie Young	USGBC	X
Chris Law	USGBC	X
Cara Mae Cirignano	USGBC	X
Courtney Yan	USGBC	X
Chrissy Macken	USGBC	X
Corey Enck	USGBC	X
Emily Kirk Wilson	USGBC	X

Committee chair David Sheridan called the meeting to order at 2:01pm with the following agenda:

1. Roll Call and Conflict of Interest Declaration
2. Approve: 1/6 Meeting Minutes
3. Updates: LEED Volume, LEED Online, EBOM [Recurring]
4. Introduction: Public Comment Review and Next Version Revisions
5. Review: MPRs for Next Version of LEED

A quorum was present.

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1. **Roll Call and Conflict of Interest Declaration**
    1. None declared

2. **Approve: 1/6 Meeting Minutes**
    1. A motion to approve the 1/6/11 meeting minutes was made by Brad Pease and seconded by Bill Worthen. Motion approved by consent.

3. **Updates: LEED Volume, LEED Online, EBOM** [Recurring]
    1. LEED Volume
        1. Emily Kirk Wilson informed the Committee of staff's current work developing guidance for LEED Volume for Existing Buildings. In addition, significant progress has been made in integrating LEED Volume into LEED Online.
    2. LEED Online
        1. Courtney Yan informed the Committee of an opportunity to test out the new LEED Online release for Volume, which includes a revised user interface. Log-in information was provided offline. In addition, the certification policy manual, certification agreement, and registration agreement for LEED projects have all been updated and will be reflected online.

4. **Introduction: Public Comment Review and Next Version Revisions**
    1. Corey Enck from staff presented the Committee with an overview of the technical development timeline for the next version of LEED as well the IAC's particular tasks during the next several months. The 1st Public Comment period for the next version of LEED closed on January 14, 2011 and staff is currently packaging the comments it has received for review by LEED committees.
    2. The IAC will be tasked with reviewing comments particularly related to submittal and documentation issues for project teams, as well as those containing general implementation inquiries. The IAC will also review TAG workplans and later language revisions and be involved in a wider review of credit language to identify potential documentation issues within the credits. Work will continue on forthcoming calls.

5. **Review: MPRs for Next Version of LEED**
    1. Cara Mae from staff presented the Committee with document summarizing the IAC's discussion of MPRs to date. The Committee also discussed three remaining items:
        1. The Committee discussed current language in the MPRs that allows multi-tenant buildings certifying under LEED EB:O&M to exclude up to 10% of the gross floor area from some prerequisites and credits. The Committee recommended potentially differentiating between single-tenant noncompliance and noncompliance by multiple tenants.
        2. The Committee discussed the potential to refine the language in the "Reasonable Site Boundary" section of the MPRs and how this requirement has been interpreted to date. The Committee did not recommend any significant changes to these parameters.
        3. The Committee discussed how to define "FTE" for all LEED projects and recommended instead placing these requirements in the language of particular credits.
    2. Staff will add the Committee's discussion of these items to the summarized document, and work will continue offline.

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Call ended at 3:03 pm ET. The next IAC meeting will take place on Thursday, February 3rd 2011 at 2pm ET.