MINUTES

2101 L Street, NW Suite 500
Washington, DC 20037
T: 202 828-7422
F: 202 828-5110
www.usgbc.org

Chapter Steering Committee

Meeting date: September 7, 2011, 4-5:30 p.m. Eastern
Minutes approved: October 3, 2011

Our Purpose:
The Chapter Steering Committee (CSC) is an integrated group of chapter community leaders that is charged with providing USGBC with relevant expertise, stakeholder perspectives, market intelligence, best practices, lessons learned, innovation and vision to strengthen and empower USGBC's chapter community in accordance with the USGBC Mission, Guiding Principles, and Strategic Plan goals. In this capacity, CSC is the primary body for the development of chapter-related policies and procedures; furthermore, the CSC provides advice and recommendations on all USGBC chapter-related policies and procedures. The CSC is also charged with providing feedback and recommendations from the chapter community to the USGBC and Board.

Member	Title	Attendance
Kathy Zarsky	South Central CSC Chair	•
Richard Graves	USGBC Staff, SVP of Community	•
Tim Murray	South Central	•
Jackie Henke	Upper Northeast	
Jodi Smits Anderson	Upper Northeast	•
Renee Jimenez	West	•
Amy Wortman	Northeast Corridor	•
Peter Caradonna	Northeast Corridor	
Jay Guerra	Heartland	
Paul Poirier	Pacific	•
Ross Yamasaki	Pacific	•
Nell Boyle	Southeast	
Vincent Pieri	Florida/Caribbean	•
John Toppe	Florida/Caribbean	•
Tracie Hall	Chapter Staff, New York Upstate	•
Sheri Brezinka	Chapter Staff, Minnesota	•
Jason McLennan	Chapter Staff, Cascadia	•
Marc Schreiber	Emerging Professionals	•
Staff:		
Meredith Kennedy	Manager of Chapter Community Development	•
Lauren Elasik	Associate, Chapters	•

Note:
Proposals and recommendations will invoke the following decision-making steps

Short format - (for items identified as proposals or recommendations): 1) present 2) react [yes/no] 3) amend based on reactions 4) round 5) discuss 6) round and consent

Long format - (for issues and concerns): 1) explain item 2) questions / explore issues 3) consent on issues 4) collect ideas [round] 5) creatively bridge ideas & attune 6) confirm proposal addresses all

issues 7) write/ read decision 8) consent round 9) decision is made when no paramount objections exist

Agenda

Chapter Steering Committee Chair Kathy Zarsky called the meeting to order at [time] p.m. Eastern.

1. **Opening Round and Conflicts (All) (10 m)**

- Called meeting to order at 4:10pm

2. **Recognition of Guests (Kathy Zarsky) (1 m)**

3. **Administration (Kathy Zarsky) (3m)**
   a. Approval of August Meeting Minutes

- Will wait until next meeting to approve the minutes

   b. Approval of Today's Agenda
   c. Next Call: November 7, 2011
   d. Next F2F Meeting: October

4. **National Updates (Richard Graves) (1m)**

- LEED 2012 next month
- Volunteer Management Toolkit now available

5. **Discussion: Regional Committees (Kathy Zarsky) (30m)**
   a. Context (5m)
   b. Open Discussion (20m)
   c. Action and Next Steps (5m)

- Nothing decided

6. **Discussion: Work Plan 2011 (Kathy) (20m)**
   a. Communication WG (10m)
      i. Co-Chair

- Kathy lead update
- Jodi will reach out to Tom Good and volunteer to co-chair the WG

   b. Strategic Initiatives WG (5m)
      i. Initiative Matrix

- Kathy lead update
- Ross will soon replace Peter as chair

   c. Integrated Business Plan (5m)

7. **Discussion: Green Build Agenda (Kathy) (10m)**
   a. EPNC Discussion
   b. CSC Elections
   c. Coordinated Calendars
   d. Regional Committees
   e. Board, Steering Committee Integration

8. **Discussion: Questions Reports (10m)**

Board Nominating (John Toppe)

- John Toppe Lead Update
  - Emerging Professionals (Jay Guerra)
  - LEED Steering Committee (Tim Murray)
- Tim lead update
  - Education Steering (Paul Poirier)
- Will report next month
  - Governance (Meredith)
  - *Meredith lead discussion
  - *Goal to have a proposal ready for discussion at Greenbuild face to face meeting

9. Closing Round (All) (5 m)

Meeting adjourned at 5:35pm

USGBC ANTITRUST COMPLIANCE STATEMENT (Updated October 18, 2006)

Organizations such as USGBC may engage in a number of educational activities for its members and the public. For example, USGBC may collect or distribute to industry participants, customers and the public information about green building products or services. However, since organizations like the USGBC involve interaction and communications between competitors, they also are subject to scrutiny under the antitrust laws. It is the policy of USGBC to comply fully with the antitrust laws. To avoid creating any issues under the antitrust laws, the members of the USGBC should not engage in any discussions or agreements concerning the following topics either in formal meetings or informal social gatherings:

- Prices, price changes, price quotations, bids, pricing policies, pricing philosophies, price levels, price differentials, mark-ups, discounts, or allowances;
- Any element of price, including credit, warranties, or other terms and conditions of sale;
- Output, production, profits or costs;
- The customers to whom a company sells;
- The territories in which a company sells;
- The amount that a company pays for goods or services;
- The selection, rejection or termination of customers or suppliers;
- Business plans or strategies;
- Restrictions on the development or use of technology; or
- Exchange of any competitive information.

Please note that this statement is not complete and is only a general guide. The intent of this statement is to remind the members of the importance of continued compliance with the antitrust laws.

Chapters webex5 invites you to attend this online meeting.

Topic: Monthly CSC Call
Date: The 1st Wednesday of every 1 months, from Wednesday, April 6, 2011 to no end date
Time: 3:30 pm, Eastern Daylight Time (New York, GMT-04:00)
Meeting Number: 757 474 775
Meeting Password: Chapter1

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2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: Chapter1
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Toll-free dialing restrictions: http://www.webex.com/pdf/tollfree_restrictions.pdf

Access code:757 474 775

For assistance
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1. Go to https://usgbc.webex.com/usgbc/mc
2. On the left navigation bar, click "Support".

You can contact me at:
chapterswebex5@usgbc.org

To update this meeting to your calendar program (for example Microsoft Outlook), click this link:
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