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# MINUTES

## Administrative Management Committee

Meeting date: September 19, 2011

Time: 3pm ET (Conference Call)

Minutes approved: Approved 6/11/12

Member	Company/Organization	Present
Joel Todd	LEED Steering Committee Chair	X
Bryna Dunn	LEED Steering Committee Vice Chair	X
Brenda Morawa	Implementation Advisory Committee Vice Chair	
Lisa Matthiessen	Market Advisory Committee Vice Chair	X
Susan Kaplan	Technical Committee Vice Chair	
<b>Staff:</b>		
Chris Law	USGBC	X
Chrissy Macken	USGBC	X
Sara Cederberg	USGBC	X

Committee chair Joel Todd called the meeting to order at 3:04pm with the following agenda:

1. Roll Call and Conflict of Interest Declaration
2. Discuss/Approve: IAQ Performance Testing Working Group Nominees

A quorum was present.



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1. **Attendance and Conflict of Interest Declaration**
  - a. No conflicts declared
  
2. **Discuss/Approve: IAQ Performance Testing Working Group Nominees**
  - a. Sara Cederberg introduced a slate of candidates to serve on the IAQ Performance Testing Working Group. This group was formed by the LEED Steering Committee in June of 2011, and an Expression of Interest Period for the group was held in August 2011. The working group will report to the Indoor Environmental Quality Technical Advisory Group. The AMC members reviewed the candidates and had the opportunity to ask questions. A motion to appoint the candidates to the working group for a one-year term was made by Bryna Dunn and seconded by Lisa Matthiessen. Motion approved by consent.

An offline motion for the following three items was made by Bryna Dunn and seconded by Joel Todd on January 23, 2011:

- Motion 1: Be it resolved that the AMC hereby recommends Brad Pease, Max Zahniser, Adam Fransen, Lisa Matthiessen, Jeff Cole, Rand Ekman, Rich Kleinman, Craig Kneeland, Cindy Quan, Rebecca Stafford, Keith Winn, Malcolm Lewis, Susan Kaplan, Tom Scarola, Maureen Mahle, Sheila Sheridan, Eliot Allen, John Dalzell, Victor Dover, Jessica Millman, Nathan Gauthier, Michael Rosenberg, Randy Carter, Michelle Halle-Stern, Rik Master and Neal Biletdeaux for reappointment for two-year terms, and Brenda Morawa, Richard Schneider, Bill Worthen, Liana Berberidou-Kallivoka, Holley Henderson, Matt Raimi, Mark Frankel, Erin Christensen, Andy Clarke, Randy Hansell, Art Lomenick, and Lynn Richards for two-year terms contingent upon a review of adherence to attendance policy for these members in July 2012
  
- Motion 2: Be it resolved that the AMC hereby recommends Greg Shank, Ken Potts, Brad Pease, Natalie Terrill, and Muscoe Martin for one-year terms.

Motion approved by consent on January 23, 2011.

**Meeting adjourned at 3:30 pm ET. Next meeting scheduled for June 11<sup>th</sup>, 2012 at 3pm ET.**