



December 21, 2009
Conference Call

MINUTES

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

LEED Steering Committee (LSC)

Title	LSC Member	Attendance	Proxy	Voting	Attendance
Chair	Joel Ann Todd	X	N/A	No	
Vice Chair	TBD		N/A	Yes	
Market Advisory Committee	Muscoe Martin		Lisa Matthiessen	Yes	X
Technical Committee	Malcolm Lewis		Susan Kaplan	Yes	X
Implementation Committee	David Sheridan	X	Brenda Morawa	Yes	
Education Steering Committee	TBD		TBD	Yes	
Chapter Steering Committee	Sara O'Mara	X	Elaine Hsieh	Yes	X
At-large Member (TBD)	N/A			N/A	
At-large Member (TBD)	N/A			N/A	
At-large Member (TBD)	N/A			N/A	
SVP, LEED	Scot Horst		N/A	No	
VP LEED Technical Development	Brendan Owens	X	N/A	No	
VP LEED Implementation	Mike Opitz	X	N/A	No	
VP Market Development	Doug Gatlin	X	N/A	No	
VP International Activities			N/A	No	
GBCI Representative	Peter Templeton	X	N/A	No	
Other LSC Meeting Attendees				Voting	Attendance
USGBC Staff	Deon Glaser Chrissy Ungaro Corey Enck Rukesh Samarasekera Cara Mae Cirignano		X	No	X
Guest Attendees				No	

Quorum met at 2:01 pm EST.

1. Declaration of Conflicts

- a. SO is on the candidate list for the Implementation Advisory Committee election slate.

2. Minutes Review – 12/7/09

- a. Approved by general consent

3. UPDATE: LEED 2009 Italia

- a. Staff updated that the recommendations will be sent shortly to the LSC for review and discussion on the January 11th call.



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- 4. QUICK UPDATES: LEED Committee Work**
 - a. The Market Advisory Committee is working on outlining a survey for LEED 2009 feedback
 - b. The Technical Committee is setting up a bookshelf working group for the next version of LEED
 - c. The Implementation Advisory updates are part of the LSC agenda below

- 5. DISCUSSION/ACTION: SS TAG Support Letter for Sustainable Sites Initiative**
 - a. The SS TAG requested approval by the LSC to submit a letter of support to the Sustainable Sites Initiative. Staff raised concerns this could create precedent and cause other organizations to solicit support from USGBC committees as well. It might also create problems with organizations that have not been sent letters of support previously by USGBC. The LSC does not feel comfortable allowing this to go through at this time.
 - b. Staff will relay to the TAG that there is a governance perspective that needs to be considered before allowing a letter of support to go through. Internal discussions need to take place and staff will bring this back to the LSC either as an update or action item in the future.

- 6. DISCUSISON/ACTION: EA TAG New Member**
 - a. Staff introduced the proposal for a new EA TAG member. No LSC members raised concerns about the candidate.
 - b. MOTION: SO: Be it resolved that the LEED Steering Committee hereby approves Rob Moody to the Energy and Atmosphere Technical Advisory Group, effective January 14, 2010.
 - c. SECOND: SK
 - d. VOTE: 4 ayes, 0 nays, 0 abstentions. MOTION PASSES.

- 7. DISCUSISON/ACTION: Implementation Advisory Committee Balance Statement**
 - a. DS introduced that a balance statement for the LEED Implementation Advisory Committee has been developed. A complication lies in the expertise needed on the committee given its narrow focus on the certification and supporting tools used by LEED project teams.
 - b. MOTION: DS: Be it resolved that the LEED Steering Committee hereby recommends the Implementation Advisory Committee's definition of balance for approval by the Executive Committee, to be added to the committee's official charge.
 - c. SECOND: SK
 - d. VOTE: 3 ayes, 0 nays, 1 abstention (SO). MOTION PASSES.

- 8. DISCUSISON/ACTION: Implementation Advisory Committee Election Slate**
 - a. DS introduced the proposed election slate for the IAC. The committee discussed the need to identify what type of expertise for each seat to help the corresponding committee make more informed selections.



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- b. MOTION: DS: Be it resolved that the LEED Steering Committee hereby approves the proposed list of candidates to be used as the election slate for the Implementation Advisory Committee.
- c. SECOND: SK
- d. VOTE: 3 ayes, 0 nays, 1 abstention (SO). MOTION PASSES.
- e. The committee also discussed the need to support a possible exemption for this committee due to the high volume of LEED-user experts who work for professional firms. There is a possibility that the final committee roster may have a large number of members from professional firms because of this.
- f. MOTION: DS: Be it resolved that the LEED Steering Committee supports the IAC's pursuit of an exemption to the requirement that no membership category dominate a committee due to the specific expertise required on the committee.
- g. SECOND: SK
- h. VOTE: 3 ayes, 0 nays, 1 abstention (SO). MOTION PASSES.

9. DISCUSISON/ACTION: LEED Pilot Credit Library Working Group Purpose Statement

- a. JAT introduced the proposed purpose statement for the LEED pilot credit library. If approved, the next step will be to identify individuals to serve as members of the working group.
- b. MOTION: SO: Be it resolved that the LEED Steering Committee hereby approves the formation of the Pilot Credit Library Working Group as outlined in the purpose statement.
- c. SECOND: SK
- d. VOTE: 3 ayes, 0 nays, 0 abstentions. MOTION PASSES.

10. DISCUSISON/ACTION: LEED Pilot Credit Library General Guidelines

- a. JAT introduced the proposed guidelines for the pilot library. This includes the questions that projects will be asked along with other parameters for the process as well as the level of participation projects will be required to meet in order to be awarded a point.
- b. MOTION: SK: Be it resolved that the LEED Steering Committee hereby approves the General Guidelines for Pilot Credit for use by the working group.
- c. SECOND: SO
- d. VOTE: 3 ayes, 0 nays, 0 abstentions. MOTION PASSES.

11. DISCUSISON/ACTION: TAG Working Group Purpose Statements

- a. Per the USGBC committee guidelines, working groups formed under the TAGs that require outside Subject Matter Experts must seek formation approval from the LEED Steering Committee. The TAGs have proposed additional working groups to be formed to aid in their LEED development work. The list of working groups will soon be available on the USGBC website for transparency reasons.



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- b. MOTION: SO: Be it resolved that the LEED Steering Committee hereby approves the formation of the working groups outlined in attached Purpose Statement documents, including the use of Subject Matter Experts in the areas identified.
- c. SECOND: SK
- d. VOTE: 3 ayes, 0 nays, 0 abstentions. MOTION PASSES.

12. DISCUSSION: New Admin-Management Committee Formation

- a. JAT introduced the discussion of the proposed Admin-Management Committee. This group would do some of the admin & management work that the LSC is currently doing since the MSC has been sunset. It is proposed that the vice chairs of each LEED committee serve as members of the AMC.
- b. The LSC agreed this was a good idea but will discuss further during future calls.

Meeting Adjourned. The next LSC call is scheduled for Monday, January 11th at 2 pm ET.