



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

MINUTES

Administrative Management Committee

Meeting date: March 31, 2010
Time: 12pm ET (Conference Call)
Minutes approved: Approved 4/19/10

Member	Company/Organization	Present
Joel Todd	LEED Steering Committee Chair	X
TBD	LEED Steering Committee Vice Chair	
Brenda Morawa	Implementation Advisory Committee Vice Chair	X
Lisa Matthiessen	Market Advisory Committee Vice Chair	X
Susan Kaplan	Technical Committee Vice Chair	
Staff:		
Chrissy Ungaro	USGBC	X

Committee chair Joel Todd called the meeting to order at 12:03pm with the following agenda:

Agenda

1. Attendance and Conflict of Interest Declaration
2. Review of AMC Charge
3. Approve: (Retroactive) Purpose Statements and Subject Matter Experts
 - a. Purpose Statements
 - b. Subject Matter Experts
4. Discussion: Next Version of LEED Tasks
5. Closing Round

1) Attendance and Conflict of Interest Declaration

- a. No conflicts declared

2) Review of AMC Charge

- a. The committee reviewed their charge, scope of tasks, upcoming projects, and opportunities for collaboration among the Technical, Implementation Advisory, and Market Advisory Committees. No formal action taken.

3) Approve: (Retroactive) Purpose Statements and Subject Matter Experts for Sub-TAGs

- a. A motion was made to approve the purpose statements by Lisa Matthiessen and seconded by Brenda Morawa. Motion approved by consent.
- b. A motion to approve one subject matter expert to the Process Water Sub-group, and two subject matter experts to the Water Metering and Reporting sub-group was made by Lisa Matthiessen and seconded by Brenda Morawa. Motion approved by general consent.

4) Next Version of LEED Task Items

- a. AMC discussed task items for the next version of LEED development, and will follow up on items for continued discussion. No formal action taken.



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- 5) Meeting adjourned at pm 1pm ET. Next meeting scheduled for **April 19, 2010 at 3pm ET.**