



2101 L St. NW
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 www.usgbc.org

MINUTES

LEED Steering Committee

Meeting date: May 24, 2010
 Time: 2pm ET (Conference Call)
 Minutes approved: Approved 6/7/10

Title	LSC Member	Present	Substitute	Voting	Present
Chair	Joel Ann Todd	X	N/A	No	
Vice Chair	Bryna Dunn	X	N/A	Yes	
Market Advisory Committee	Muscoe Martin	X	Lisa Matthiessen	Yes	
Technical Committee	Malcolm Lewis	X	Susan Kaplan	Yes	
Implementation Committee	David Sheridan	X	Brenda Morawa	Yes	X
Education Steering Committee	TBD		TBD	Yes	
Chapter Steering Committee	Elaine Hsieh	X	Tim Murray	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	X	N/A	No	
VP LEED Technical Development	Brendan Owens	X	N/A	No	
VP LEED Implementation	Mike Opitz		N/A	No	
VP Market Development	Doug Gatlin		N/A	No	
VP International Activities			N/A	No	
GBCI Representative	Peter Templeton	X	N/A	No	
Other LSC Meeting Attendees				Voting	Present
USGBC Staff	Chrissy Ungaro Corey Enck Miranda Gardiner Lauren Riggs Whit Faulconer Laurie Mitchell Stefanie Young Cara Mae Cirignano Deon Glaser		N/A	No	X
Guest Attendees				No	

Committee chair Joel Todd called the meeting to order at 2:01pm with the following agenda:

Agenda

1. Attendance and Conflict of Interest Declaration
2. Approve: 05/10/10 Meeting Minutes
3. Discussion/Action: Certified Wood Benchmark
 - a. Discussion/Action: Governance within Wood Benchmark
 - b. Discussion/Action: Review of MR TAG Wood Benchmark Revisions & Approval of Wood Benchmark to 4th Public Comment
4. Discussion: LEED Interpretations Process



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5. Discussion: LEED Addenda – How to Improve Accessibility for New Users
6. Closing Round

A quorum was present.

1) **Attendance and Conflict of Interest Declaration**

- a. None conflicts declared.

2) **Approve: 05/10/10 Meeting Minutes**

- a. The 5/10/10 LEED Steering Committee meeting minutes were approved by general consent.

3) **Discussion/Action: Certified Wood Benchmark**

a. **Discussion/Action: Governance within Wood Benchmark**

- i. The Steering Committee discussed the balloting requirements in the Governance section of the Wood Benchmark, and the importance of clarifying submittals for certification schemes to demonstrate utilizing a consensus-based decision making process.
- ii. The Steering Committee reviewed and discussed the responses to the public comments in the Governance section, and requested that the responses have increasing differentiation prior to posting for 4th Public Comment.
- iii. A motion to approve the updated prerequisite and credit language in the Governance Section of the Wood Benchmark and the revised response to governance comments was made by Muscoe Martin and seconded by Elaine Hsieh. Motion approved by consent.

b. **Discussion/Action: Review of MR TAG Wood Benchmark Revisions & Approval of Wood Benchmark to 4th Public Comment**

- i. The Steering Committee discussed the recommended changes to the remainder of the Wood Benchmark, as proposed by the Materials and Resources TAG. The Steering Committee noted that the responses to the public comments were detailed and of high quality.
- ii. A motion to approve the recommended changes to the Wood Benchmark, responses to public comments (not including governance) and begin a 4th public comment period was made by Elaine Hsieh and seconded by Muscoe Martin. Motion approved by consent.

4) **Discussion: LEED Interpretations Process**

- a. The Steering Committee discussed the proposed LEED Interpretations process, which will set precedence for LEED projects and complement the current project-specific CIR process. The Interpretations Process is more aligned with continuous improvement around LEED, contributing more to standards setting, how LEED to evolve to address needs in the market.
- b. The Steering Committee discussed the potential incentives and drawbacks to utilizing the LEED Interpretations process.
- c. The Steering Committee stressed the importance of pre-populating the forthcoming database with precedents we already know.
- d. USGBC staff will address feedback and present LSC with refined vision documents for Phase I of the work.

5) **Discussion: LEED Addenda – How to Improve Accessibility for New Users**



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- a. The LSC discussed improving the usability of the addenda documents on the USGBC website, in order to help users access the documents and understand how to apply addenda to their projects.
- 6) Meeting adjourned at 3:33pm ET. The next LSC call is scheduled for Monday, June 7th at 2:00pm ET.**