



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

MINUTES

Administrative Management Committee

Meeting date: July 12, 2010
Time: 3pm ET (Conference Call)
Minutes approved: Pending Approval

Member	Company/Organization	Present
Joel Todd	LEED Steering Committee Chair	X
Bryna Dunn	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	X
Staff:		
Chrissy Ungaro	USGBC	X
Miranda Gardiner	USGBC	X

Committee chair Joel Todd called the meeting to order at 3:06pm with the following agenda:

Agenda

1. Attendance and Conflict of Interest Declaration
2. Approve: Pilot Credit Library Working Group Member
3. LSC at large seats

A quorum was present.

1. **Attendance and Conflict of Interest Declaration**
 - a. No conflicts declared
2. **Approve: Pilot Credit Library Working Group Member**
 - a. A motion to approve Richard Young to the Pilot Credit Library Working Group was made by Susan Kaplan and seconded by Brenda Morawa. Motion approved by consent.
3. **Discussion: LSC at large seats**
 - a. The AMC continued their discussion of the LSC at-large seats, and potential nominees for this position. The AMC will work with other LSC members to continue to generate potential nominees for consideration.
4. **Meeting adjourned at 4pm ET. Next meeting postponed until further agenda items are identified.**