

**USGBC – St. Louis  
Executive Committee Meeting**

Date: March 23, 2006

Time: 7:30am

Attendance: Emily Andrews  
Gary Adelman  
Ralph Bicknese  
JoAnn Brookes  
Suzanne Johnson Crocker  
Deb Frank  
Jordan Heiman  
Dan Jay  
Punit Jain  
Rich Janis  
Pat Justis

Apologies: Dan Jay  
Mary Ann Lazarus

- I. Both January and February Meeting Minutes were approved.
- II. USGBC agreement with Missouri Botanical Gardens
  - A. Garden is requesting written agreements with its affiliates.
    1. Deb used a previous template for agreement
    2. Executive Committee members made comments.
    3. Committee approved sending the agreement to the USGBC attorney.
    4. Committee authorized Punit to approve the agreement after review by the USGBC attorney.
- III. Ameren Grant
  - A. Committee reviewed application
  - B. Need selection committee
    1. Recommended at least one person from St. Louis area
    2. Recommended one person outside St. Louis area.
  - C. Executive Committee members made comments.
  - D. Send further comments to Emily by Monday.
  - E. Two modules scheduled
    1. Need minimum of 40 attendees for each module
    2. Need flyer from USGBC national
    3. Need press release from Communications Committee
    4. JoAnn to assist where to send flyers
  - F. LEED-NC training
    1. Demand is high
    2. Emily is trying to schedule for this fall
- IV. Committee Best Practices
  - A. Keep attendance – track active members
  - B. Make sure attendees are current members
  - C. Have agenda and sent out prior to meeting

- V. Communications
  - A. Business cards are about ready to go to print.
  - B. Received media hit from Post-Dispatch.
  - C. Having difficulties with USGBC National in getting response regarding national AD campaign.
  
- VI. Finance
  - A. Exec Comm members received reminders for sponsorship letters.
  - B. Reviewed expense reimbursement policy. Two issues regarding credit card statements and boarding passes.
  - C. Reviewed budget
    - 1. Revised per last month's comments
    - 2. USGBC matching grant is not guaranteed.
    - 3. Need to pursue other funding sources
  - D. Discretionary funds
    - 1. Currently no money available
    - 2. Should have available in future
  
- VII. Membership
  - A. Still no chair – Debbie is completing some function.
  - B. Emily passed out sample Welcome Packet
    - 1. Approved by membership committee
    - 2. No comments made by Executive Committee members
  - C. Currently have 271 members
  - D. Problem – USGBC National not keeping membership database updated.
  - E. Steve Andert
    - 1. Can't be membership chair.
    - 2. Still looking to groom for future involvement.
  
- VIII. Outreach
  - A. Established LEED-Homes subcommittee
    - 1. Frank Lorberbaum – chairing
    - 2. 7-8 people attended first meeting
    - 3. Not shunning GBI
  - B. Speaker's Bureau.
    - 1. Cheryl Robinson - chairing
    - 2. Putting together criteria
  - C. Still working on metrics.
  - D. Government advocacy subcommittee
    - 1. Identify and recruit advisory boards
      - a. Peter Raven
      - b. John Sweet
    - 2. Continued advocacy to the city of St. Louis
  
- IX. Programs
  - A. Reviewed gift proposals
    - 1. Question came up as to why have gifts.
    - 2. Currently pay speaker's fees.
    - 3. Suggested presenting certificate and/or T-shirt
  - B. Winter Social
    - 1. What should it be?
    - 2. Beth and Debbie working on
  - C. USGBC/ULI program
    - 1. ULI wants to charge for meeting - okay
    - 2. Monsanto Center too small – may get charged for Schoenberg
    - 3. Engineer's Club suggested

- X. Regional Council
  - A. Send comments to Punit or Merrilee by next Wednesday.
  - B. Current issues
    - 1. Slow response from National
    - 2. Need organizational chart – not sure who does what
    - 3. Membership database not kept current
    - 4. Is USGBC matching grant available?
  - C. First regional conference to occur March 30-31.
  
- XI. Other
  - A. Market Street Charrette findings to be presented tonight at AIA meeting.
  - B. New Orleans Principles
    - 1. Presented the past Monday by Mary Ann, Bill Odell, and Bob Berkebile
    - 2. One mayor using Principles in campaign
    - 3. Bill Clinton's organization quietly advocating
    - 4. Why local press release on Principles? To promote the local connections (Ralph, Mary Ann, and Bill were the creators)
  - C. Watershed Conference
    - 1. Punit spoke at
    - 2. Good attendance
    - 3. Organization will be asking for more presentations
  - D. SLACO Conference
    - 1. Emily spoke at
    - 2. Has information on green, low-income housing grant