

**USGBC- St. Louis Regional Chapter  
Executive Committee Meeting  
April 15, 2004  
7:00 am – 8:30 am  
MEETING NOTES**

Attending: Ralph Bicknese, Deb Chollet, Rich Janis, JoAnn Brookes, Jordan Heiman, Punit Jain, Tom Taylor, Dan Jay, Debby Rathert  
Absent: Bob Cox, Kevin Dickens, Dan Hellmuth, Merrilee Hertlein

1. March meeting minutes were approved.
2. Finance Committee Report
  - Rich Janis presented the Balance Sheet for the 1<sup>st</sup> Quarter 2004 which indicated a balance of \$33,563.46. However, this balance reflects a significant amount of deposits made for the Earth Day Symposium without the associated expenses. It was suggested that future reports indicate estimates of associated expenses to provide a more realistic financial picture. The Exec Comm approved the report as submitted.

**Outreach Committee Report**

- Earth Day Symposium - All things are in place for a great event. Almost 50 exhibitors at this date, Expo booklet being designed by Parsons Brinckerhoff. Exec Committee was encouraged to promote the Symposium.
- Campus Ecology Workshop – Punit Jain reported that this was a successful event on Sunday, March 28<sup>th</sup> and Tuesday, March 30<sup>th</sup>. Approximately 100 folks attended the Sunday workshops. On Tuesday, there were eight different presentations including case studies from UNC and MIT and a talk by Bill McDonough. A debrief meeting was held to explore ways to maintain momentum for this effort and expand to other universities. One strategy will be working with Peter Raven (who has expressed a specific interest in this effort) to invite the leaders of key university and colleges in the area to a luncheon. USGBC-STL will also continue to work with Green Givens students, providing Chapter memberships to active participants.
- LABS 21 conference – Punit Jain reported that plans are moving ahead for this October conference. However, because of the limited amount of abstract submissions by St. Louis representatives in response to the Call for Papers, an extension will be provided for the local community until April 30<sup>th</sup>.
- EPA Brownfields Conference – Deb has been the primary link to the planning for this September conference. There will be a mobile workshop on Green Building on September 20<sup>th</sup> to the Laclede Power Building and Alberici Headquarters. Deb is looking for a USGBC-STL rep to be the coordinator on behalf of the chapter for this conference.
- Outreach Committee – General report from Punit and Tom Taylor – Outreach meeting held on April 1 was used to brainstorm on priorities for Outreach Committee focus for the year. They want to limit this list to three target groups.

This activity will be concluded at their next meeting. On June 18<sup>th</sup>, Cliff Majersik will conduct a workshop for Association of Appraisers about Energy Efficiency and Property Values. On June 17<sup>th</sup>, we are coordinating a USGBC-STL program with Cliff as the speaker on Economics and LEED. Next meeting is scheduled for April 29<sup>th</sup>.

#### Program Committee Report

- May 11<sup>th</sup> – LEED showcase – Dan Jay reported that Joe Kury is taking the lead on this event to be held at the Monsanto Center at 6 pm on Tuesday, May 11<sup>th</sup>.
- Status of future 2004 programs – June will be Cliff Majersik as described above; July –Commissioning being coordinated by Bob Zagar; August – Hard Hat Tour of Alberici project (collaborate with IFMA?) ; September – Vivian Loftness, Director of Workplace Research at Carnegie Mellon. October - LABs 21; November – GreenBuild .
- Next meeting is May 4<sup>th</sup>.

#### Communications Committee Report

- Newsletter update – JoAnn Brookes reported that an electronic newsletter is being designed to be distributed twice a month.
- Brochure update – Deb reported that Cheryl Robinson and Bert Risch have donated the services of a graphic designer to create a “look” for the USGBC-STL which will be first demonstrated in a new chapter brochure but used in Program listings, Sponsorship promos, letterhead, etc.
- Next meeting is scheduled for Tuesday, April 27<sup>th</sup> at Mackey Mitchell – 11:30 am.

#### Membership Committee Report

- Status Report – Debby Rathert reported that her committee is working on promoting membership renewals. There will also be new membership services which will include contacting the new member to encourage them to attend the May 11<sup>th</sup> meeting.
- Debby asked for a \$100 budget to be used in purchasing tags for names tags, etc. This was approved.
- Next meeting is scheduled for Monday, April 26<sup>th</sup> at 11:30 am, Workplace Resources (has since been rescheduled for Monday, May 3<sup>rd</sup>).

#### Miscellaneous

- Teleconference with Christine Irvin on Monday, April 5<sup>th</sup> – Jordan Heiman, Tom Taylor, JoAnn Brookes, Merrilee Hertlein, Ralph Bicknese, Mary Ann Lazarus and Deb Chollet participated to discuss Trade Association issues. No conclusions were drawn but all felt it was a constructive communication to better understand issues from National’s perspective and to express local chapter concerns related to the topic.
- Advocacy Training – To be attended by Dan Hellmuth and Punit Jain.

- Chapter Retreat – To be attended by Ralph Bicknese and Mary Ann Lazarus (since then, it was determined that Kevin Dickens will attend rather than Mary Ann due to scheduling conflicts).
- Media Training – To be attended by JoAnn Brookes and Kevin Dickens (due to changes in chapter retreat representation, most likely Mary Ann will represent the chapter with JoAnn at this event).
- Committee approved the travel expenses associated with attending these trainings and meetings in addition to reasonable expenses related to room and board. Tom Taylor volunteered the services of Alberici's Travel Agency if the USGBC-STL wanted to se them.

Next meeting - Tuesday, May 18<sup>th</sup> at Workplace Resources – 7:30 am. (Consensus that 7:00 am was TOO early for the majority of folks).