



U.S. Green Building Council - St. Louis Regional Chapter

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ISSUE DATE: March 17, 2005
MEETING DATE: February 24, 2005

TO: Executive Committee, St. Louis Regional Chapter of the USGBC

FROM: Merrilee Hertlein, Secretary

SUBJECT: Executive Committee monthly meeting - February

PRESENT: Deborah Chollet, JoAnn Brooks, Rich Janis, Merrilee Hertlein, Dennis Dill, Dan Jay, Punit Jain, Jordan Heiman, Maren Engelmohr

PLACE: William Tao Associates

CC: All Present, Mary Ann Lazarus, Dan Jay, Jordan Heiman, Dan Helmuth, Don Williams

February meeting minutes

Advocacy

- Upcoming meeting with the mayor of Creve Coeur. Committee has also been put in touch with the head of the mayor council
- Washington University has agreed to host a conference and Advocacy is working with SLU to encourage the same type of event.
- Maryland heights has shown interest in a program on green building
- The manager of the mayors of the municipal league is working to get a presentation in April or May
- During the stakeholders meeting the discussion was had that help should be offered to projects registered but struggling to become certified. This is a

discussion that should be furthered by the executive committee to become a source for assistance on projects.

Membership

- An email was sent to current members. Committee work will resume in March. A list of organizations needs to be provided to prevent repetitive contacts.

Communications

- Letterhead is moving forward. Sponsors will be listed on a separate sheet within the marketing packet.
- Outreach and communication need to make an effort to communicate more fluidly to support each respective committee.

Finance

2005 Budget

- **Income:** through the sales of t-shirts, leed workshops (4 upcoming) EB NC CI & LEED in practice. Estimating \$3k return with 60 to 75 people registered, National membership rebate. Membership dues, assuming 50 new members and 150 general members including renewals, sponsorship 20 silver sponsors 15 \$1k and 2 at 1500 (a catering sponsors is needed to offset the food cost) program sales: product expo program, booklet, exhibitors, campus ecology workshop, general admissions (suggesting that students would be free).
- **Expenses:** Administrative costs: symposium time \$40K Communications: templates for handouts & presentations, letterhead = \$4k budget. Bank charges for credit cards, insurance for the board, office supplies, postage, invoices,
- Program costs: (should be covered by sponsors) Workshops and expo (reception catering should be covered by income) speaker expenses (lodging, meals, travel expenses) exec comm. Breakfast, exec comm. Training expenses need to be added to the budget.
- We are looking at having the USGBC STL chapters books independently audited. Although it is not required, we are a fairly new organization and can lend credibility to our organizations. The cost would be \$2500 and has not been included in our budget.

- The budget was approved incorporating training expenses and the cost for an audit.
- Reimbursement for expenses on behalf of the chapter should be approved.

General Business

- Should we pursue membership in other local organizations. We should explore the benefits and expenses.
- Sponsorship opportunity letters will be distributed
- Chapter retreat: Punit was nominated to attend and will check into attending. Deb will attend on behalf of the chapter steering committee.
- Advocacy training: Punit will check into possible candidates from the Outreach committee.
- Chapter challenge grant: One time matching \$50K grant would require a full-time executive director as fund raiser etc., This program is a pilot program and the hope is that we would be considered again next year. We will not consider the grant at this time.
- Next meeting will be March 24, 2005.