

## **USGBC-STL Executive Committee**

**July 28, 2005**

**7:30 am – 9:00 am**

### **Meeting Minutes**

Present: Ralph Bicknese, JoAnn Brookes, Jordan Heiman, Rich Janis, Mary Ann Lazarus, Suzanne Gregoray, Deb Chollet Frank  
Absent: Punit Jain, Dan Jay, Merrilee Hertlein, Dan Hellmuth

#### **Introductions**

- Suzanne Gregory was introduced as EarthWays Center new administrative coordinator who will be assisting in USGBC-STL efforts.

#### **Finance Update**

- Rick Rechten, CPA was hired to conduct an outside audit of USGBC-STL. Copies of the 2004 audit were circulated. He certified that everything is up to date. However, will be submitting a letter of recommendations such as reimbursements should be given based only on original receipts; boarding passes should be included with air travel reimbursement. Tax returns for 2003 and 2004 have also been filed.
- 2005 Budget is being revised based on mid-year actual expenditures and will be presented at August 25<sup>th</sup> meeting.

#### **Membership Update**

- Deb reported that USGBC-STL received a \$150 rebate from national for two local organizations that recently joined USGBC.
- Deb reported that now that Suzanne is on board, an aggressive effort is being made to get all membership renewals up to date.

#### **Program Update**

- Mary Ann reported that the Earth & Planetary Sciences tour with IFMA for the July program was a success. Approximately 90 folks attended.
- September 13<sup>th</sup> is next program – Certified Wood and Rapidly Renewable Products. Joe Kury and Jaime Kelly are coordinating.
- Integrative Design lecture by Bill Reed and Product Expo scheduled for Oct 13/14 is being promoted.
- November program being coordinated by Dan Jay will be on Owners Owning Green.
- Program committee has created a preliminary outline for 2006 assigning committee members to create alliances for each program (IFMA, ASHRAE, etc).
- A checklist is being developed to assure program plans are in place early enough to adequately promote. Calendars for various publications are being identified so we can make deadlines accordingly.
- Program committee is looking for non-design professionals to be on the committee

- Next meeting is Tuesday, Aug 2<sup>nd</sup> at 6 pm. Mary Ann and Dan's home.

### **Communications Update**

- JoAnn reported that letterhead is going to press end of the week.
- Ad Campaign sponsored by USGBC national is moving forward. First USGBC-STL ad will feature Alberici and Bob McCool. Other projects are being considered, specifically those in the private sector which appeal to business folks.
- Next meeting is Tuesday, Aug 9<sup>th</sup>, noon at EarthWays Home.

### **Outreach Update**

- LEED NC Training in St. Louis scheduled for Sept 22<sup>nd</sup> at Alberici. Alberici has agreed to be a Platinum Workshop sponsor - means they cover the cost of food, venue and AV.
- USGBC Advocacy Report was discussed. It was recommended that there be a program on LEED-Homes in St. Louis early in 2006. The Fall Product Expo should then combine commercial and residential products.
- UMR Solar Home – Jordan distributed information about this as well as an article about Ethanol Production.

### **Other**

- Ralph reported that the Ameren Collaborative strongly considering providing \$25,000 to USGBC-STL to conduct training workshops selected from the USGBC modules list during 2006. They are also considering making available \$120,000 in funding for incentives to pursue LEED. Final decision will be known this month.
- Ralph said that a special meeting of USGBC-STL Executive Committee will be called in September to specifically discuss future staffing capacity to meet planned and potential growth. Date and time to be determined.

**Next Meeting** of the Executive Committee will be on August 25, 2005.