

**USGBC St. Louis Regional Chapter**

Winter Retreat

January 24, 2009

Missouri Botanical Garden's Commerce Bank Education Center

**Meeting Notes**

By Thomas Schultz

**In attendance:**

**Emily Andrews**

**JoAnn Brookes**

**Rick Hunter**

**Pat Justis**

**Jean Ponzi**

**Tom Schultz**

**Hope Breidenbach**

**Deb Frank**

**Punit Jain**

**Tim Montgomery**

**James Roseberry**

**Sara Seagrist**

**1. Continental Breakfast**

**2. Opening Round**

**3. Review and Finalize Agenda**

**4. Housekeeping**

- a. USGBC Guiding Principles distributed, including USGBC Mission and Vision and Chapter Mission Statement
- b. 2009 Calendar & Meeting Schedule  
Board Meeting preparation: Emily will send Board Meeting outlook request two weeks before meeting with a request for agenda items and proposals to be submitted one week before board meeting so draft agenda can be sent a few days in advance of board meeting
- c. Board members encouraged to utilize "Google documents".
- d. Conflict of Interest Policy Statements required from all board members.
- e. Discussed the sort of things that need board approval – usually include money, signatures, major partnerships, or endorsements. If you are unsure, please ask! Be careful with in-kind sponsorships and entering into partnerships.  
- Discussed need for better guidelines on this issue or perhaps a series of 2 or 3

questions that should be asked to determine route of approval

- Emily to evaluate threshold approval amounts/and Board for approval

- f. Relationships with our chapter and national USGBC and Heartland Regional Council reviewed:
  - Punit Jain: serves on national USGBC Board ; serves as our board representative on Heartland Regional Council
  - Merrilee Hertlein: At Large Member representative on Heartland Regional Council
- g. Discussed “Branches” from Missouri Heartland Chapter Territory becoming part of St. Louis Regional Chapter - possible Branches include Columbia, Jefferson City, Rolla, Springfield
- h. Review Finances: 2008 USGBC-St. Louis Chapter Preliminary Financial Report
- i. Review USGBC Chapter Leader Extranet Homepage
- j. USGBC St. Louis Chapter to pursue Organizational Excellence Award (2009).
- k. Consider Board Retreat Planning Dates (January remains preferable, but perhaps we could do earlier in the month)

## 5. USGBC-ST. LOUIS REGIONAL CHAPTER STRATEGIC PLAN

REVIEW: Develop Tasks Under Strategic Plan Action Item 1.B.1: Develop a beta “playbook” for organization to include: policy manual, operations manual, board requirements, by-laws, branch formation, general circle manual, committee manual, strategic plan, and any other important Chapter documents or documents from USGBC governing Chapter operations.

### COMMITTEE CHAIR UPDATES

- Rick Hunter - Advocacy Committee
  - Organized spreadsheet to track progress on Action Items that fall under Advocacy Committee’s responsibility
  - Advocacy Role will truly remain essential as we grow-welcome additional members; since advocacy, by its nature, can benefit from expanded participation
- Sara Seagrist – Membership Committee
  - How to qualify what “underserved & underrepresented” means – trade unions, contractors, community colleges, developers, low-income & minority, etc. connection (Concern that Green Buildings are serving only these who can afford certain cost accommodations for green)

- Membership Recruitment is also opportunity to help with fundraising

- JoAnn Brookes - Finance Committee
  - Who “owns” action item if more than one committee is listed?
  - two fundraisers planned with goal of raising \$10,000 each

- James Roseberry - Program Committee

Expansion of Responsibilities to include half-day workshops and overseeing LEED Technical Reviews, LEED AP training efforts, and LEED Faculty recruitment – making structural changes to committee in order to accommodate. Need help from staff to steer members into appropriate volunteer opportunities

Discussion about Committee Member recruitment, participation – Need to create summary of what’s going on at the committee level and report to members, share with new members, etc. Can do at programs, through e-news and on website.

**ACTION: Committee Chairs, please provide your annual plan (tasks) from the Strategic Plan to Emily by Monday, February 23.**

- Pat’s goal is to have this year’s plan finalized by Marcc

#### ORGANIZATIONAL EXCELLENCE EFFORTS (2009)

- Action Item: Develop a “Playbook” for organization to include
  - Policy Manual
  - Operations Manual
  - Board Requirements
  - By-Laws
  - Branch Formation
  - General Circle Manual
  - Committee Manual
  - Strategic Plan
  - Job Description
- Utilize existing Chapter Toolkit that national USGBC provides
- Punit will ask at Heartland Regional Council meeting about other Chapter efforts
- Who “owns” this document?
- Should be digital
- Add Dynamic Governance information as part of Chapter Operations

- Should include both a Board Playbook and Committee Playbooks with job descriptions, division of labor (who does what?), expectations of Committee Member Recognition, etc.
- Include branch guidelines

## 6. UPDATE USGBC HEARTLAND REGIONAL COUNCIL UPDATES - Punit Jain

- USGBC Chapter Steering Committee approved proposal that requires only 75% of board to be employed by national member firms. USGBC board must still approve.

### Other items reviewed:

Green Schools

Advocacy

Homes Advocate

LEED 2009 & Regional Credits

Discussion of Disaster/Emergency Response Issues

Greening the Heartland/Detroit May 31-June 2, 2009

## 6. DYNAMIC GOVERNANCE STRUCTURE review:

Dynamic Governance webcast review sessions available (February/March dates)

Emily Andrews outlined DG Principles/Direction

1. Board
2. General Circle
3. Committees

How do we get to full "Dynamic Governance"?

We need to develop the "General Circle" concept.

Dynamic Governance Timeline:

Plan in Place by March/2009

Implement beginning June/2009

By-Laws: How will elections work?  
May need to align by-laws with DG structure, elections, etc.

Elections: Board elected by membership; Officers elected by board using DG?

Committees to elect representation to general circle  
General Circle elects Committee Chair  
(Circle above elects the chairperson of circle below)

Other questions / discussion points:

- External Directors
- Aims for each Circle
- Job Descriptions / Responsibilities.
- Board of Directors, General Circle, Committee
- Communication to Membership about DG efforts
- Where do Advocacy Subcommittees Fit?
- Where do Advocates (Homes/Schools) Fit?
- What should we call "General Circle?"
- What's the role of the elected representative on the committee level?

Board of Directors responsibilities:

- Boost/promote organization
- Policy
- Strategic Direction

"General Circle"

- Work of Organization
- Programming

## **7. How do we handle BRANCHES?**

Branch Tool Kit:

Structure

How Organization Looks

Need to develop a Task Force to determine guidance on Branch Formation – currently Emily and Pat and participating with MO Heartland Chapter leadership and USGBC staff on regular conference calls

## **8. Wrap up and To Do's**

- Website content (need committee accomplishments, activities, members)
- Growing Green Awards – everyone help promote!
- Sponsorship Follow Up

## **9. Closing Round**