

**USGBC-STL Chapter Board Meeting**  
**April 24, 2008**  
**7:30 – 9:00 am**  
**Minutes**  
**Submitted by Emily Andrews, Chapter Coordinator**

**In Attendance:**

Steve Andert  
Emily Andrews  
Hope Breidenbach  
JoAnn Brookes  
Deb Frank  
Pat Justis  
Mark Woolbright  
Bob Zagar

**Regrets:**

Jordan Heiman  
Rick Hunter  
Punit Jain  
Paul Todd Merrill  
Tom Schultz  
Kurt Thompson

**Opening Round (10 minutes)**

**Administration (10 minutes)**

1. Approve February & March Board Minutes – tabled until May meeting due to lack of quorum
2. Next board meeting – Thursday, May 22
3. Upcoming Chapter Events:
  - May 5 New Member Event – Emily will send Outlook request to Chapter leadership
  - May 9 LEED for Schools at SLCC Wildwood
  - May 20 LEED Showcase
4. Updates:
  - Strategic and Business Planning – Deb, Pat, Punit and Emily met to discuss this in more detail – we may bring in outside help to facilitate a process at some point in the future. Our regular Chapter retreats may merge into a series of strategic planning sessions. We should align with USGBC strategic plan and hope to get details on that at the Chapter Leader Retreat in August
  - Greening the Heartland
  - Green Schools Advocate – Emily gave update on elections at last subcommittee meeting. New Chair to serve through the two-year term through the end of 2009 is Michael Levinson. New Advocate to serve through the end of one-year term through end of 2008 is Ralph Bicknese.
5. Finalize Agenda

**Content (60 minutes)**

1. Approval of revised 2008 Budget – there were no objections to revised budget which was initially presented at March meeting. Due to lack of quorum, Emily will e-mail those not in attendance to seek consent.
2. Approval of Green Schools Policy – there were no objections to the policy. Due to lack of quorum, Emily will e-mail those not in attendance to seek consent.
3. Conflict of Interest issue – sharing program attendee lists
  - There was a lengthy discussion around the pros and cons sharing program attendee lists

- prompted by a Green Schools 101 Sponsor asking for a list
- Group decided that having some sort of Member Directory might help with desire for members to better connect for networking purposes.
  - Group agreed that making a list of attendees and their affiliations available after programs on our website for a limited amount of time would be valuable. Emily will draft a policy for the May board meeting.
  - Group decided not to give out list of April Green Schools 101 attendees because no one was notified that this would happen before the meeting or upon RSVP-ing.

#### 4. Missouri Votes Conservation Request

After much discussion on the pros and cons of joining the Missouri Conservation and Environmental Alliance (basically a lobbying group), those in attendance decided to decline the offer as the timing is not right for the Chapter and we need more time to discuss opportunity in detail. Emily will let Mark and Liz know.

#### 5. Heartland Regional Council Chapter Awards

Group decided that in light of demands on Emily's time, it was okay to pass on submitting a nomination to the Heartland Chapter Awards.

#### 6. Other Items

Mark Woolbright gave a Marketing Committee update to alert the group that the committee is looking to design new Chapter materials, a new website and a trade show booth. The committee is in the process of putting together an RFP for redesign of the website. There are some funds in budget, it may not be enough to cover everything the Chapter would like to accomplish. Question: where can other funds come from? Could website be self-sustaining through sponsorship and if so, how will website sponsorship differ from Chapter Sponsorship? Mark also asked for referrals for design firms to whom we could send RFP.

### **Closing Round (10 minutes)**