

**USGBC-STL  
Executive Committee**

Date: April 27, 2006

Time: 7:30 am

Attendance: Emily Andrews  
Gary Adelman  
Deb Frank  
Jordan Heiman  
Punit Jain  
Dan Jay  
Suzanne Johnson Crocker  
Pat Justis

Apologies: Ralph Bicknese  
JoAnn Brookes  
Rich Janis  
Mary Ann Lazarus

March Meeting Minutes were approved

Ameren Grant Updates

- Emily asked for everyone's help promoting the two scheduled flyers among their co-workers and colleagues and passed out a two-sided flyer – one side promoting each workshop.
- Suzanne requested that Emily send everyone the flyers electronically.
- Emily asked for any scholarship suggestions for the Understanding LEED Project Costs & Returns be sent to her
- The Incentive program is set to launch June 1. Emily will meet with Ameren and their PR folks next week to coordinate promotional efforts. Ameren will issue the press release.

Regional Council Updates

- Punit & Merrilee attended this year's first Heartland Regional Council meeting in Chicago on March 30 – 31.
- 15 chapters with 30 representatives make up the Heartland Region. Punit was elected chair of the Heartland Regional Council which means he will represent the Region on the Chapter Steering Committee (national will support Punit's travel for the Steering Committee meetings)
- Short term Heartland priorities are to establish a website with a database of information for the chapters and a place where chapters can post information; to develop a Speakers' Bureau
- Long term Heartland priorities are Emerging Green Builders; case study creation; regional issues represented in LEED 3.0
- The next Chapter Steering Committee meeting will be in New Orleans in early May. The next Heartland Regional Council meeting will be Wednesday, May 17 in conjunction with the Greening the Heartland Conference.

Greening the Heartland – Regional Conference in St. Louis: 2007, 2008?

- Target 2008 for St. Louis to host the Heartland Regional Conference & in the next few months investigate over the next few months what it will take to do this (i.e. financial & time obligations of chapter; what other conferences might be going in St. Louis (Affordable Comfort)

Communication

- Website changes are up in the air until we know what the new site will look like. Punit suggested that Gary contact Heather Tomlinson at USGBC to find out what they will be offering chapters in terms of website support, training, etc.
- Healthy Planet has solicited us to write an article for their upcoming green building issue – article is due May 17. Suzanne will share the articles she wrote in the past so we don't repeat anything.

- Chapter branding update – business cards are printed! and we have a power point and word template to review at the Communications Committee meeting next Tuesday.
- Need to revisit our newsletter, especially in light of the Kansas City Chapter one that Punit passed around

#### Finance

- We are a little over half way to our sponsorship target, but have to keep working on this
- We've paid the Garden for first quarter administrative expenses and still have \$6,000 in the checking account
- The USGBC grant is not guaranteed even though it's in the budget. Timeline: RFP will be out at the end of May; grant will be due June 30 and awarded by July 15.
- **Dan proposed that from now on the Chapter should pay half of Executive Committee's training costs with the exception of staff training costs, which should be paid in full. This motion was tabled until the May meeting.**
- Everyone agreed to fully fund Emily's travel to Greening the Heartland.

#### Membership

- Earlier this week we received a check for first quarter Chapter membership dues for \$8,170 (this amount is not reflected in the budget statement Emily sent out last week).
- We currently have 301 members
- Membership committee has targeted universities and building owners & operators for national membership.
- Suzanne asked about the revenue sharing arrangement for national members who have multiple office locations. Emily agreed to follow up with national on this and will report back in May.

#### Outreach

- We have three successful subcommittees now running.  
Green Homes Subcommittee has a lot of energy – they are working on putting together educational materials for classes, for an outreach booth & for developers. They are also investigating options for a LEED-H provider in St. Louis.
- Government Advocacy is participating in the Greening the City Task force and working to bring together green advocates to influence those on the fence about green building.
- Higher Education provided input on the dean of architecture at Washington University, is working on getting an Emerging Green Builder group going and wants to do a Campus Sustainability event on October 25 (Campus Ecology Day).

#### Program

- Committee has added a program on August 8. It is still in planning, but will focus on renewables as it relates to New Orleans Principals, disaster preparedness and climate change.
- Winter Social – 2<sup>nd</sup> planning meeting next Tuesday (5/2). We have a potential location (21 O'Fallon) and several potential sponsors. We will try to nail down a date at the planning meeting.

#### Other Items

- **Emily requested that at the next meeting, we form a nominating committee for next year's board.**
- Emily has scheduled a LEED NC Technical Review on Monday, October 9 at Alberici.
- **Punit proposed that within a week of committee meetings, chairs write up minutes & send to the committee (cc-ing Emily and Punit). Emily will then post the minutes on the website. Then any committee updates will always be available online and ExCom meetings can be used for decision items. Since we did not have a quorum at the end of the meeting a vote on this proposal was tabled until the May meeting.**
- Punit also requested that all committees work on their measurable goals and outcomes.

*Next Meeting: Thursday, May 25, 2006  
7:30 – 9:00 am at EarthWays Center*