

USGBC-STL Executive Committee Meeting
June 22, 2006, 7:30 – 9:00 am

Meeting Minutes

Attendees: Emily Andrews
Gary Adelman
JoAnn Brookes
Suzanne Johnson Crocker
Deb Frank
Punit Jain
Rich Janis
Dan Jay
Pat Justis
Mary Ann Lazarus

Apologies: Ralph Bicknese
Jordan Heinman

Opening Round

1. Many people expressed interest with the new format of the meeting
2. David McGuire expressed interest in the Zoo becoming the USGBC program site. He is discussing with upper Zoo officials.
3. 2030 challenge – USGBC is developing an official position.

Administration

1. May Executive Committee meeting minutes - Approved
2. Next Meeting: Thursday, July 27, 2006, 7:30 – 9:00 am at EarthWays Center - Approved
3. Finalize Agenda – No objections, no adds.

Content

1. Summer Executive Committee Retreat

PROPOSAL: Hold Summer Executive Committee Retreat in lieu of August Executive Committee meeting on Saturday, August 26, 2006.

DISCUSSION: 2 objections to the August 26, 2006, date. Other dates shall be proposed between now and the July Executive Committee meeting. Gary offered to host.

REVISED PROPOSAL: Hold Summer Executive Committee Retreat on date to be determined at Haworth's showroom. Retreat shall be in lieu of that month's Executive Committee meeting.

2. LEED 3.0

PROPOSAL: USGBC, St. Louis chapter will host local workshop(s) using guidelines provided by USGBC consultant Tom Palladino to collect ideas for the evolution of LEED 3.0 and provide input to USGBC national by August 18, 2006.

DISCUSSION: Workshops may be of any duration. Main Questions: What is our responsibility as host? Can we pull off easily? How hard will it be to collect the information? A task force was created

with Mary Ann, Gary, Rich, Suzanne, Emily and JoAnn to review the information and propose a strategy to accomplish this task. Comment was made that the St. Louis chapter was compelled to participate.

REVISED PROPOSAL: USGBC, St. Louis Chapter task force will review the information provided by USGBC consultant Tom Palladino to determine if the chapter shall participate with this task.

3. Emerging Green Builders

PROPOSAL: Establish EGB as a separate committee with an elected chair who would serve as a voting member on the Executive Committee.

DISCUSSION: The definition of EGB was stated as someone within 5 years after graduating or college student. Chair of the committee should be an EGB-qualified person and be employed with a national member company or attend a college/university that is a national member. Steering committee has been formed. EGB kick-off is planned for the October 2006 Campus Sustainability Day.

REVISED PROPOSAL: Establish EGB as a separate committee with an elected chair who would serve as an advisory member until the January election. After the January election, the chair becomes a voting member on the Executive Committee.

PROPOSAL: Allocate \$300 in the 2006 budget for the EGB committee activities.

DISCUSSION: Need to know what the money is allocated for.

REVISED PROPOSAL: EGB to provide budget.

4. Trailnet

PROPOSAL: USGBC-STL sign on as collaborator on Trailnet's Healthy & Active Communities Program

As a collaborator, USGBC-STL will spend approximately 100 hours over two years (November 1, 2006 – October 31, 2008) assisting with the development and promotion of Trailnet's Active Living Toolkit

USGBC-STL will be reimbursed for these hours at the chapter coordinator's hourly billing rate.

Trailnet's grant proposal is due to the Missouri Foundation for Health on June 28

DISCUSSION: Emily's time was a concern – 50 hrs/year. No downside and consistent with USGBC goals. Billing Rate shall be worked out by Emily and Dan.

REVISED PROPOSAL: No objections to original proposal

5. Communication

PROPOSAL: Continue branding effort by having 500 note cards printed (to be used as thank you notes, etc.). Current design & print bid for a two-color, one-sided 3 7/8 x 9 flat card that can fit into our current envelopes is \$403 (\$175 design; \$40 print coordination & \$188 paper/printing).

DISCUSSION: Since the money is in the Communications budget, does not need approval from the Executive Committee. Sent back to the committee for approval. Question was raised if the design time is really needed.

REVISED PROPOSAL: Communications committee to continue branding effort using money previously budgeted by Executive Committee.

6. Outreach

PROPOSAL: USGBC-STL proposes to host Greening the Heartland in May 2009.

Punit take this date to the Heartland Regional Council for approval/support

DISCUSSION: The Outreach committee determined that the chapter needs to decide it is going to host before determining metrics. The conference may break even this year. Since Wisconsin chapter is hosting in September 2007, May 2008 may be too soon for another conference. Detroit is also interested in hosting – will need to coordinate with them.

REVISED PROPOSAL: USGBC-STL proposes to host Greening the Heartland in May 2009 pending coordination with the Detroit chapter.

7. Finance

UPDATE: USGBC chapter matching grant RFP is still not issued. Maintain conservative spending. If the chapter does not obtain the grant, we are still viable. Currently have \$22,000 raised with a goal of \$30,000 for the year.

PROPOSAL: Subject to availability of funds and approval by the executive committee, USGBC-STL will reimburse executive committee members for half of the individual's registration, travel, lodging and meals (excluding alcoholic beverages) for USGBC-sponsored leadership trainings (does not include LEED trainings or conferences).

No objections to this proposal.

PROPOSAL: Subject to availability of funds and approval by the executive committee, USGBC-STL will fund the executive director in full for the individual's registration, travel, lodging and meals (excluding alcoholic beverages) for Greenbuild and Greening the Heartland.

REVISED PROPOSAL: Subject to availability of funds and approval by the executive committee, USGBC-STL will fund the chapter coordinator in full for the individual's registration, travel, lodging and meals (excluding alcoholic beverages) for Greenbuild and Greening the Heartland.

PROPOSAL: Subject to availability of funds and approval by the executive committee, USGBC-STL will reimburse in full, for two USGBC-Heartland Regional Council representatives, the individual's registration, travel, lodging and meals (excluding alcoholic beverages).

No objections to this proposal.

PROPOSAL: In order to be reimbursed for approved travel expenses, Executive Committee members and the Executive Director must submit, within 60 days of travel, written authorization from the Executive Committee; copies of the registration, copies of original hotel, travel and meal receipts; a copy of flight reservations with airfare and service charge amounts clearly visible; a copy of the used boarding pass when possible; and stop and start points for mileage reimbursement.

DISCUSSION: Proposed budgets shall be submitted prior to leaving and may be subject to approval. Question regarding the boarding pass requirement: too difficult to provide on Southwest and no longer an accurate method of determining if flight occurred. A suggestion was made to get national USGBC requirements for reimbursement and follow them.

REVISED PROPOSAL: In order to be reimbursed for approved travel expenses, executive committee members and the chapter coordinator must submit, within 60 days of travel and with written authorization from the Executive Committee; the USGBC requirements for reimbursement.

8. Other Items.

Monsanto Center: The chapter has been grandfathered in for the remainder of the year to use Monsanto Center for free. Garden policy may change next year.

LEED V3.0: Review guiding principles during the next retreat

Dynamic Governance: Would like to bring workshop to St. Louis. Outreach committee to review.

Closing Round

1. Overall meeting successful despite 15 minutes over.
2. Committee updates were not made during the meeting. Would still like to what is going on in the meetings.