



**RI CHAPTER**  
[www.usgbcri.org](http://www.usgbcri.org)

## **Minutes of Meeting**

May 21, 2009

New England Institute of Technology  
Warwick, Rhode Island

### **Members Present:**

Connie McGreavy, Chair  
Mark Winslow, Treasurer  
Janice Greenwood, Secretary  
Holly Grosvenor  
Norman Cook  
Jack Leyden  
Joseph da Silva  
Dan Paquette  
Steven Turner, Vice Chair  
Tony Dematteo  
Justin Bownds (via telephone)  
Laurie Drucker

### **Members Absent:**

Caroline Karp  
Gaytha Langlois  
Steve Kitchin  
Ken Filarski  
James Lehouiller  
Stephen Hughes  
Mark DiPetrillo

### **Others Present:**

Patti Young  
Dennis McCarthy

1. **Call to Order** – The meeting could not be called to order for lack of a quorum; however, late arrival of the conference line may have prevented some members from calling in.
2. **Approval of Board Meeting Minutes** – Nov. 6, 2008 (pending) and Apr. 16, 2009. Tabled until the June meeting.
3. **Chair's Report:**
  - A. USGBC-RI chapter charter – signed and returned to USGBC for execution
  - B. NE Tech sponsorship agreement (for review and ratification)
    - Draft Memorandum of Understanding (MOU) between New England Institute of Technology and the Rhode Island Chapter of the U.S. Green Building Council was prepared per Mrs. McGreavy's request.
    - The one year contract period is from January 1, 2009 to December 31, 2009.
    - There is nothing in the draft memorandum that requires NEIT to be the location of a Green Resources Center.
    - NE Tech's attorney had some comments on the agreement. RIGBC legal counsel approved the agreement with suggested language for the Term section.
    - Mrs. McGreavy and Mrs. Young would like to ensure the Chapter office has a phone, computer and printer.

- Legal counsel suggested RIGBC seek prior written permission to hold vendor events and that such permission not be unreasonably withheld (Term section). Mr. Paquette questioned if NEIT was limiting the Chapter to just this building, and just this office, and would we be able to use the other facilities NEIT has to offer.
- The Chapter's liability insurance premium was originally estimated to be about \$300 but if additional costs related to indemnity add \$500-\$700, this would put us over the budget of \$1,500 total.
- Mr. Leyden would like to see a final draft before a vote, put it on next month's meeting, better understand what insurance costs would be, and seek opinions of other members.
- Mrs. McGreavy asked the board to get feedback in the next week to give attorneys a chance to make changes and get back to us by the next meeting. The MOU is not put into effect until insurance certificates are received and both parties sign the agreement. It is not binding by approving the draft.
- Ms. Drucker pointed out that if the Chapter hires paid staff before the end of the year, additional insurance premiums will be required for workers comp insurance, which will put the total insurance costs further over budget.

**C. Report on USGBC Upper Northeast Region(UNER) Leadership Summit**

- There were 7 representatives from the chapter at the UNER Leadership Summit (3 of 19 board members). Many lessons learned and new expert contacts made; particularly good seminars on board assessment, membership and fundraising; there was recommendation to increase the chapter's education programs.
- The bus trip to Boston was attended by a small group but it was successful; the day included a private tour of the Nexus Green Building Resources Center, and an in-depth tour of the Genzyme [LEED Platinum] building by its facilities director.
- Mr. Turner agreed to head up a high level Providence LEED Users Group "PLUG", such as a forum brown bag, at CTG or the AIA's meeting space in the RWU building.

**D. Invitation to host UNER Face-to-Face meeting Oct. 23<sup>rd</sup> and Oct. 24<sup>th</sup> (Fr/Sat)**

- Asked to host a face to face meeting, the USGBC UNER Regional Council will assist in setting up this event.
- Mrs. Grosvenor said we should get people together and talk about board orientation and membership as well as strategic planning. Getting people together in this manner is very helpful with brainstorming, sharing ideas, problems faced and advice of the different chapters.
- Will not cost us any money, and it does not have to be held at NEIT
- Objections – none from the board

**E. Nomination of new Regional Council At-Large Representative**

- Chris Armstrong resigned as the regional council representative and Dan Connor agreed to take his place. He will be participating in conference calls once a month, beginning with the next call on June 2nd and will report back on what the regional council is doing.
- There were no objections to nominating Mr. Connor as regional council representative.

**F. Invitation to participate in the RI Green Buildings Summit 2009 June 23**

- Dennis McCarthy has been attending planning meetings; a steering committee has prepared a letter with an extensive, high level invitation list. Mrs. McGreavy called for a board member to attend this event at the RI Foundation.

**G. Grant update**

- Mrs. McGreavy reported on the status of the RI Foundation demonstration grant, the Providence Chamber of Commerce virtual green resources center grant and her desire to seek federal stimulus funds, acknowledging the lack of manpower to write these applications.

#### 4. Treasurer's Report:

- Mrs. Young needs more time to refine the larger budget items in light of canceled LEED workshops and more funding anticipated for the virtual green resources center.
- Right now, \$48,000 in the bank, + \$3,000 received yesterday
- As a non-profit organization, the board needs to spend that money. We need to end the year with about \$2,500 in bank
- Some events we can hold are Vendor nights and LEED AP study nights; the latter are profitable
- How many more sponsorship events do we expect by the end of the year?
- Nexus quoted a lump sum amount of \$50,000 for a green resource center. The chapter is exploring a virtual green resources center and would like access certain Nexus Center and BuildingGreen.com databases to implement this idea
- Mrs. Grosvenor asked how far along the virtual database was, as Nexus does not have any of their data accessible online; they have 30 seats in a cyber lab in which you can access the information, but it is not a public portal. One idea would be to buy seats in a cyber lab and have a list of service providers. What would Nexus provide for \$1,000 a month? Our list would be interactive with the providers, with links to their pages. BuildingGreen.com thinks of it as an opportunity to enhance their database. Mrs. McGreavy met with Alex Wilson personally from Building Greenbuild.com and is in negotiations.
- BuildingGreen is an excellent model, but lacks information on local service providers.
- Green Wizard is going to be a new online database tied to the LEED rating systems
- Mr. Paquette suggests we have a disclaimer saying we do not recommend, sponsor or endorse the database; it is just for educational purposes.

#### 5. Committee Reports:

##### A. Sponsorship Committee

The following points were raised regarding the sponsorship opportunities suggested in the handout:

- Mr. Paquette and Mr. Winslow were asked to come up with suggested names for various sponsorship tiers to reflect the chapter's nautical theme.
- There were no questions about the \$10,000 Platinum sponsorship level
- At the \$2,500 silver level, a proposed benefit is a link to the sponsor's corporate website and/or an advertisement
- The board could decide not whether to allow ads on the webpage or in newsletters. More time will be needed for this policy decision
- Mrs. McGreavy thought the focus should be on underwriting the virtual green resource center and producing an e-newsletter.
- Mrs. Grosvenor commented that she avoids websites that have advertising; therefore she thinks the sponsorship advertising should not detract from the information
- Mr. Paquette commented that it is important that sponsors are in line with the purpose of the RIGBC
- Mrs. Drucker questioned whether the board has the right to reject a sponsorship and suggested that the guidelines state we have the right to refuse sponsorship
- Mrs. McGreavy suggested that some broad language be developed to require sponsors to be in line with the RIGBC mission, along with other vetting criteria; applications could be reviewed on a case by case basis
- Mrs. Grosvenor questioned how best to reject an unwanted sponsor; it could depend on the product. Straw poll taken: Mr. Winslow made a motion to approve the RI Green Building Council Sponsorship Package and Mrs. Grosvenor seconded the motion.
- A unanimous vote (12 board members) approved of the sponsor package

## **B. Membership Committee**

- Mrs. Drucker made a motion to approve the RI Green Building Council Member Benefits package distributed. Mr. Leyden seconded the motion.
- Straw poll taken: the vote was unanimously in favor of the member fees and benefits.
- The Annual Members' Meeting will be held on January 21, 2010. Mrs. McGreavy suggested spending \$500 to have Charlie Hall provide entertainment. Mr. Turner did not agree that entertainment was an appropriate expenditure right now. He would prefer to spend the Chapter's limited funds on a capstone speaker or for other educational purposes. Mrs. Grosvenor stated that entertainment could be an outreach tool if used properly. The board decided to table this discussion until next month.

## **C. Finance Committee**

- The board discussed potential paid staff positions:
  - a. Executive Director
  - b. Sales and Marketing assistant
  - c. Office assistant
- Mr. Winslow would like to see a staff member to support the fundraising and programming part of the chapter. In response, Mrs. McGreavy stated that a stronger education program will require more man power.
- Mr. Turner's thoughts were the board doesn't want it to be a small volunteer organization; the board is a very ambitious chapter and therefore would warrant an Executive Director. He commented that so far Mrs. McGreavy has provided strategic leadership. The Executive Director will have to answer to the board.
- Mrs. McGreavy said the board sets the policy and the Executive Director will implement. The board has to empower the Executive Director.
- A matrix was distributed to the board that had a breakdown of the UNER chapters' organization, committees, staff, salaries and territory. Also referenced was a report by the Southeastern Regional Council Task Team: Preparing Chapters for Paid Staff, which included the Arkansas Chapter Agreement for Management Services and other supporting documents including job descriptions.
- Chicago has positions such as Manager of Education Programs, Outreach, Marketing; Manager of Membership, Events and Administration; and Administrative Coordinator on their paid staff. Mrs. McGreavy provided a list for the Upper Northeast Regional Council chapters which included a list of paid staff.
- To investigate further, there was a suggestion from Mr. Dematteo to discuss the transition to an Executive Director with William Cianci from the Connecticut Construction Institute at the University of Hartford.
- Mrs. McGreavy suggested to start out with a full time Executive Director and then, in time and if needed, change the position to part time
- Mrs. Young reminded the board that if we acquire an employee before the end of the year, the board needs workers compensation insurance.
- Mr. Paquette brought up that Mrs. McGreavy had the skill sets and was donating her time to this chapter and organization, and that she has been performing the job of an Executive Director without the title
- A straw poll was taken to decide the addition of a paid position to the chapter. Those present were all in favor.
- The board then tabled the topic of paid staff for this month

## **D. Educational Committee**

The board discussed the following options for presentations from June through August:

- Some LEED workshops were canceled for the summer for a variety of reasons, not unique to the RI chapter.
- Mrs. Grosvenor needs information for the Chapter brochure
- Mr. Turner offered to host a presentation about commissioning. This can be for mid July.
- Mr. Turner offered to host a LEED Users Group for advanced green builders.
- Mr. Leyden volunteered to talk about green bills related to the Energy Code, however he needs to meet with his board before committing to a date.
- Mrs. Grosvenor offered to make a presentation that links LEED with historic preservation, and explain the dilemmas of linking the two using Fort Adams as an example. Perhaps that can be scheduled for August.
- Mr. Cook and Mr. Paquette offered to make a presentation on the residential market within the next 4 months.
- Need to confirm these events for June, July and August.
- Mark DiPetrillo will take over the education program

#### **E. Program Committee**

- Denis McCarthy is leading the program committee.
- The RI Foundation and other funders have indicated that they don't want duplication between similar agencies. Mr. McCarthy suggested we participate in the June 23<sup>rd</sup> RI Green Building Summit at The Rhode Island Foundation. It would be good to meet with all the groups to discuss what we should share with federal legislators and the other organization at the summit.
- Mr. Turner would not hesitate to have one of the board members accompany Mr. McCarthy to represent the chapter at the meeting. If asked to comment, a good response could be: "I don't speak for the board, but I will take this issue back to them."
- Mrs. McGreavy asked that a board member self nominate to represent the board. . At the planning meeting before the event, we could compile a list of issues or action items to bring up.
- Mr. Turner stated that being there is a good and positive thing; it can not diminish the chapter, even though we are still evolving. Mrs. McGreavy thinks we need a strong board presence - a person who could be very articulate and knowledgeable regarding board priorities. Also she said it is alright to give other organizations the lead in certain matters.

**6. Adjournment** – The meeting adjourned at approximately 9:35 AM.




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Janice M. Greenwood, P.E.  
Secretary