



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

## **Minutes of Meeting**

February 24, 2010

New England Institute of Technology  
Warwick, Rhode Island

<b>Members Present:</b>	<b>Initials</b>	<b>Members Absent:</b>
Steve Kitchin, Chair	SK	NA
Dan Paquette, Vice Chair	DP	
Holly Grosvenor, Secretary	HG	
Justin Bownds, Treasurer	JB	
Dennis McCarthy	DM	
Joseph da Silva	JdS	
James Lehouiller	JamesL	
Mark Winslow	MW	<b>Others Present:</b>
Ken Filarski	KF	Connie McGreavy, Int. Ex. Dir. CM
Norman Cook	NC	
Stephen Hughes	SH	
Jack Leyden	JL	
Ray Fogarty	RF	
Tony Dematteo	TD	
Larry Gemma	LG	

### **I. Welcome and Call to Order** - The meeting was called to order at 8:05 AM.

- ❑ **Primary Meeting Purpose** – To review the 2010-2012 budget, review the Sponsorship tiers and consider an Executive Committee

### **II. Approval of Board Meeting Proceedings**

- ❑ SK - approval of the meeting minutes for the January 27 meeting is suspended until they can be revised to correctly reflect the discussion regarding personnel matters.

### **III. Disclosure of Conflicts**

- ❑ SK - the NFL rep speaking at the chapter's general public meeting in March (no fee) is a consultant for NEIT (graduation exercises); this was not deemed to be a conflict of interest [or warrant disclosure].

### **IV. Chair's Report** *\*The Executive Director reported for the Chair and submitted a monthly summary*

- Commendation on the success of the Annual Members Meeting at FM Global headquarters. Presentations were good and the news articles about the event were positive.
- There are 4 appropriation requests, each for \$1million dollars that will be written to fund education

### **Chair's Report** (continued)

efforts, specifically to educate lenders, realtors, appraisers, etc. The board needs to advocate on behalf of the chapter with state and federal representatives.

- RF noted that Keith Stokes, the new director of the EDC will be helpful in directing us towards both federal and state funding sources.
- General comments were that the intent of the annual members meeting should focus on the chapter's accomplishments. The Executive Director regretted that the program changed at the request of the event sponsors/host.

### **III. Finance Committee Report**

- Year-end tax and audits soon; complete financial data is reported for Jan-Dec 2009.
- JB motion & KF second: financial statements unanimously approved.
- SK: discussion: 2011 and 2012 projections need review and adjustment at the start of every year. This budget is just a baseline.
- CM: the board should carefully consider the importance of the revenue goals. Reviewing the budget will get the board members in touch with chapter finances – a fiduciary duty.

#### **2010 Budget**

- Revenue assumptions
  - 350 LEED APs in the state are target audience for membership
  - Membership is projected with a 90% retention rate (as per USGBC) and 30% growth
  - LEED Workshop revenue is split with national, but this is changing
  - Sponsorship revenue is the most unpredictable. The Virtual Green Marketplace can be fee-based; listings are presently a benefit of the Silver tier of chapter sponsorship
- Sponsorship
  - CM: in reference to national data, our chapter is growing the fastest
  - Proposed golf tournament could be a good promotion but we need to carefully choose a course that is maintained with sustainable practices. Are there any members who own golf courses? Suggestion of Carnegie Abbey course and pursuing Audubon-certified courses.
- Virtual Green Marketplace
  - A committee is needed to vet the service providers based on answers to the questionnaire
  - Suggestion that service providers should be LEED APs
  - Suggestion to get third party verification regarding "green" [products]
  - Important to protect the branding of the USGBC [chapter] as an organization with integrity and credibility; the site will, nonetheless, have a disclaimer indicating that neither products or providers are endorsed by the chapter
  - No vetting of sponsors.
  - CM will convene a meeting about sponsorship and green marketplace issues
- SK: Finance/Education & Sponsorship committee chairs need to meet and work this out for presentation to the board, ideally by the next meeting.
- Chair suggested the board move on to approving the 2010 budget.
  - At present, budget shows revenues to be \$126,875 and expenses to be \$150,600 - a deficit.
  - Revenue projections are extremely conservative; Finance Committee confident the budget gap can be closed
  - JdS – error in 2011 budget expense column
  - DP – need golf tournament expenses reflected
  - SK: Motion to accept the 2010 budget with corrections. Second by JdS. All approve.
- MW: motion to spend \$950.00 to have a chapter booth (\$450) and sponsorship (\$500) at the Power of Place Summit sponsored by Growth Smart RI on May 14. JL second. All approve.

## **IX. Other Committee Reports – Deferred**

## **XI. Other Business**

- DP - Host a green convention in Providence. This would be a good revenue source – discuss with RIEDC.
- Create advertisement for Eastern States Building Officials conference program – HG & CM will do

## **XII. Announcements/Calendar**

- Schedule for 2010 meetings: 4<sup>th</sup> Wednesday of every month 8 AM – 10 AM@ NE Tech except for Tuesday November 23<sup>rd</sup> and Wednesday December 15<sup>th</sup>.

## **XII. Adjournment and Next Meeting**

- The meeting adjourned at approximately 9:58 AM.
- Next meeting is scheduled for March 24, 2010 8AM

*Holly Grosvenor, AIA*

Holly Grosvenor  
Secretary