



RI CHAPTER
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Minutes of Meeting

December 17, 2009

New England Institute of Technology
Warwick, Rhode Island

Members Present:

Connie McGreavy, Chair
Steve Kitchin, Vice Chair
Holly Grosvenor, Secretary
Justin Bownds, Treasurer
Dennis McCarthy
Joseph da Silva
Dan Paquette
James Lehouiller
Mark Winslow
Ken Filarski
Norman Cook
Janice Greenwood
Steven Turner
Stephen Hughes

Members Absent:

Jack Leyden
Ray Fogarty
Tony Dematteo
Larry Gemma

Others Present:

I. Welcome and Call to Order - The meeting was called to order at 7:40 AM.

- ❑ **Primary Meeting Purpose** – To adopt a final committee structure, revise the bylaws and elect an Executive Committee.
- ❑ **Introductions** – All members briefly introduced themselves.
 - New Board members in attendance are Dennis McCarthy and Larry Gemma. Ray Fogarty will start after January 1st.
 - New positions are Treasurer Justin Bownds and Secretary Holly Grosvenor. Jan Greenwood outgoing Secretary.
 - Norm Cook announced his new appointment to the National Institute of Building Sciences (NIBS): Building Enclosure Technology and Environmental Council
 - Steve Turner announced his intention to reach out to RIGBC members to join the LEED users group

II. Approval of Board Meeting Proceedings

- ❑ Ms. Greenwood made a motion to approve the October 5, 2009 meeting minutes (as revised), the October

15, 2009 meeting proceedings, and the November 17, 2009 meeting minutes. Joe da Silva seconded the motion. All approved.

- ❑ Mrs. McGreavy motioned to ratify the following decisions made at the October 15, 2009 meeting without a quorum:
 - Approved Mr. McCarthy to be the USGBC Regional Council Representative.
 - Formally accept Mr. Lehoullier's Board Self Assessment reportApproved by a show of hands.

III. Disclosure of Conflicts

- ❑ Mrs. McGreavy asked all present to sign 2 acknowledgement forms regarding Conflict of Interest policy and the new board member job description.

IV. Chair's Report

- ❑ Mrs. McGreavy reminded Board Members to pay dues for 2010 - \$50 for USGBC members. Submit checks by the end of the year to the P.O. Box.
- ❑ Annual members meeting date has been changed from January 21st to February 4th. It will be held at FM Global headquarters in Johnston.
- ❑ Mrs. McGreavy asked all to complete the service provider survey and prepare LEED project profiles to post on the virtual green marketplace web site. She will resend the survey link to board members and the link to the marketplace site as well as project profile templates.
- ❑ USCBC requires the LEED project be fully approved before the LEED seal can be displayed on any promotional materials.
- ❑ The official monthly Chair's report provided electronically was added to the record.

V. Finance Committee Report – Mr. Bownds

- ❑ Asked for approval for the Vice Chair and Responsible Director of Finance to sign checks now that Mrs. Young is no longer performing that function. No objections.
- ❑ Mr. Bownds stated that he is seeking two or more quotes for an independent review of the financial records. \$1,500 is budgeted. A full audit is not required. Mr. Bownds will forward to Board members, the minutes from the Finance Committee that have the names of the potential auditors.
- ❑ The USGBC did not continue its agreement with AIA [national] regarding education certification. AIA charges \$150 to become a certified AIA Education Provider if the RIGBC is approved under the USGBC's Education Provider Program. The fee for the EPP is \$500 which the Finance Committee recommends. Noted that the maximum number of courses allowed under the EPP is 10. Presently there are only 2 approved providers in RI; therefore it is a good opportunity for the Chapter to raise money. Mr. Turner made a motion to approve the expenditure of \$150 for AIA education certification after receiving USGBC Education Provider status. Mr. Hughes seconded the motion. All approved.
- ❑ Mr. Lehoullier described the Sales Force CRM system, which is free for non-profit agencies, but requires customization for use. One quote is for \$1500.00 to integrate the CRM with the website and a second quote of \$30/hr to do the data transfer of membership information. Mr. Lehoullier can ask his rep about a premier package for membership maintenance that likely includes data transfer and may be a cheaper alternative than hiring a consultant, even if the hourly fee is low.
- ❑ Mr. Turner recommended holding off on the decision until the Finance Committee meets and have all options clearly presented.
- ❑ Mr. Filarski made a motion to transfer the \$400 that the Board previously approved for the Wild Apricot system to the Sales Forces CRM initiative. All approved.

- ❑ Mrs. McGreavy led a discussion on branding expenditures that would standardize the look of the stationary, Virtual Green Resources Center, business cards, chapter brochure, etc. Mr. Turner made a motion to support a move towards an integrated suite of products that would incorporate Mrs. Grosvenor's ocean wave as an element. Mr. Bownds seconded the motion. A majority approved.
- ❑ Mr. Bownds summarized the Finance Committee's proposed sponsorship tiers based on service provider's responses to a questionnaire as follows:
 - \$100 for basic questionnaire
 - \$1,000 for answering additional questions
 - \$2,000 for a full profile with a link back to project profiles.
- ❑ There was significant discussion on whether these amounts were appropriate. Mr. Turner felt that the \$100 basic level was low, but supported a tiered pricing structure. The board can always make exceptions. When more content is added, the site will have more value so perhaps an introductory offer is appropriate. Important for this list to be perceived as authoritative as there are various directories on the Internet already. The board should reserve the right to reject objectionable entries.
- ❑ Mr. Paquette stated that further discussion was needed on the topic in general, especially the question of vetting service providers, having a disclaimer and the criteria which might be used, if any.

VI. Bylaws Revisions/Board Member Roles

- ❑ Mr. da Silva made a motion to extend the meeting for 15 minutes to allow discussion on the bylaws. Mr. Hughes seconded the motion. A majority approved.
- ❑ Some Board members had not had a chance to review the latest revisions to the bylaws. Mr. Paquette suggested that the Board provide written comments to Mr. Kitchin by December 22nd. Mr. Kitchin will revise the bylaws and send them out for electronic vote before the end of the year.

IX. Committee Reports – Deferred.

X. Other Issues that Merit Discussion or Decision - Deferred

XI. Other Business – deferred

XII. Announcements/Calendar

- ❑ New meeting schedule for 2010 meetings: 4th Wednesday of every month 8 AM – 10 AM@ NE Tech except for Tuesday November 23rd and Wednesday December 15th.

XII. Adjournment

- ❑ The meeting adjourned at approximately 9:45 AM.

Holly Grosvenor
Secretary