



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

## **Minutes of Meeting**

September 17, 2009

New England Institute of Technology  
Warwick, Rhode Island

### **Members Present:**

Connie McGreavy, Chair  
Steven Turner, Vice Chair  
Mark Winslow, Treasurer (Phone)  
Janice Greenwood, Secretary  
Holly Grosvenor  
Norman Cook  
Jack Leyden  
Joseph da Silva  
Dan Paquette  
Justin Bownds  
Steve Kitchin  
Ken Filarski  
Stephen Hughes

### **Members Absent:**

James Lehouiller  
Tony Dematteo  
Mark DiPetrillo

### **Others Present:**

Dennis McCarthy  
Patti Young

1. **Call to Order** – The meeting was called to order at 7:41 AM.
  - **Primary Meeting Purpose** – To make determinations regarding the budget (staff, the virtual green resources center, information systems, membership management) and board/officer assessment.
2. **Approval of Board Meeting Minutes** – (Aug. 20, 2009)
  - Mrs. Greenwood - motion to approve August meeting minutes; Mr. Leyden seconded the motion. The minutes were approved. None opposed; no questions.
3. **Disclosure of Conflicts** - None
4. **Chair's Report** (addendum to written summary provided with agenda)
  - A. Thank you to the board members for the September outreach events.
  - B. Board member, Gaytha Langlois submitted a letter of resignation.
  - C. LEED workshop is postponed until November 23<sup>rd</sup> to accommodate the eligibility process for the unemployed through the RI Department of Labor and Training. The workshop is titled LEED Core Concepts and Strategies – knowledge of the content is required for a Green Associate credential.
  - D. The Board has written five grant applications worth roughly \$283,500. One is a \$20,000 grant from Tom's of Maine for educating lawyers and bankers on LEED. Qualified applicants are voted for on line. The winning applicants are those that receive the most votes. The RIGBC was the only GBC in the region that applied. The Board did not apply for the USGBC excellence award.
  - E. Membership renewals are imminent. Mrs. McGreavy suggested we target the 350 LEED APs in Rhode Island to become members in order to grow our membership.

- F. The sponsorship campaign has not been launched or vendor nights held; the chapter needs to fulfill its obligations to sponsors.
- G. Mr. Leyden made a motion to approve the Chair's Report and Mr. Hughes seconded the motion. All approved.

## 5. Finance Committee Business

- A. The Treasurer's Report and Budget Narrative were reviewed.
  - Details of the income and expenses are presented in the reports. In summary, both income and expenses were less than budgeted, with the result that the income will cover the expenses.
  - IRS allows funds to be carried over to the next year without a limit if we show that the money in the bank is budgeted for use.
  - Mr. Kitchen made a motion to approve the Finance Report and Mr. Turner seconded the motion. All approved.
- B. Virtual Green Marketplace RFP
  - Received 8 proposals for Virtual Green Resource Center (VGRC) ranging from \$9,600 to \$62,000. Two proposals, Highchair designhaus and C. Murray Consulting were within the \$16,000 budget which is being funded with grant money from the Greater Providence Chamber of Commerce. Interviews are scheduled with both Highchair and Chris Murray. September 30 is the deadline for making a report to the chamber for using the grant money.
  - Mrs. Grosvenor made a motion to approve the providers selected by the VGRC Committee. Mr. Filarski seconded the motion. All approved.
  - Mr. Turner commented that if the entire \$16,000 is not expended, the Board needs to be advised how the remaining funds will be allocated.
  - There will be a list of green service providers on the VGRC. Mrs. McGreavy encouraged board members to fill out the questionnaire to be used in the chamber report.
  - Four projects, representing institutional, commercial, historic, and residential development have been selected as case studies for posting on the VGRC.
- C. General web maintenance proposal
  - Solicited a proposal for marketing and membership support for \$8,500 which would include implementing client relationship management software. We are preparing a grant application to the RI Foundation for \$7,500 which could be partially used to fund the online membership database.
  - Mr. Turner suggested that one platform be used for both the membership and the service provider databases so that they are compatible with each other. Mr. Turner clarified that his suggestion was advisory in nature.
  - Client management software should be user friendly so volunteers can easily edit the database.
- D. Executive Director position
  - In the absence of the chair of the Finance Committee, Mrs. Young summarized their conclusions. The committee determined that the E.D. position must start out as a part time salaried position with the potential for a bonus based on meeting specific goals. An additional incentive is that the board wishes to make the position full time. The salary for the part time position would range between \$35,000 and \$40,000. The lesser amount would be appropriate for an employee and the larger amount would be appropriate for an independent contractor, who would be obligated to pay their own income taxes.
  - Board members discussed features of the job description, which was not provided in time for the meeting. One point of discussion revolved around whether the position needed to be filled by a LEED AP. The general consensus was that LEED AP status should not be a prerequisite for the position. Mrs. McGreavy indicated that continuing education in nonprofit organizational management was desirable.
  - Finance Committee was tasked to draft a revised job description for an Executive Director with specific performance goals.

- Mr. da Silva was concerned there might be a conflict of interest for the board Chair and that she should not be part of the E.D. discussion. Mr. Kitchin disagreed, explaining that a conflict, if any, simply requires disclosure. Mrs. McGreavy indicated that she has advised the board not to make that assumption on more than one occasion.
- Mr. Filarski made a motion that any board members with an interest in filling the position recuse themselves from the discussion. Mr. da Silva seconded the motion. All approved except for one nay (Mr. Kitchin) and one abstention (Mrs. McGreavy).
- Mr. Turner stated that he would not be able to attend the next board meeting and that if Mrs. McGreavy recuses herself from the discussion, another board member would need to lead that discussion.
- Mr. Kitchin requested the revised description be distributed to the board members at least five days before the next meeting if possible. The committee is scheduled to meet Sept. 29<sup>th</sup>.

## **6. Board and Officer Assessment**

### **A. Nominating Committee Report/Succession Planning**

- The Nominating Committee consists of Jamie Lehoullier and chapter members, Bernard White and John Hayes.
- Mrs. McGreavy referred to Mr. Lehoullier's assessment report and invited comment from board members.
- The election process needs to begin in October. Electronic voting of nominees is performed electronically through the USGBC system in December.
- As part of the assessment conducted by Mr. Lehoullier, board members were asked whether they would be interested in an officer position and some were.
- Many board members still need to fill out the self-assessment survey and give it to Mr. Lehoullier.
- Mr. Bownds indicated that metrics should be prepared for board members and officers in terms of expectations; board members should take a hard look at their participation and commitment.
- There are currently 16 board members after the recent resignations. The by-laws require an odd number.
- Ray Fogarty of Bryant University, Larry Gemma of GEM Plumbing and Steve Nappa of Nappa Construction were noted as possible board members in the report. The latter two are Founding Sponsors.
- Mr. Kitchin suggested a special board meeting to specifically address:
  1. Creating an Executive Committee to oversee governance, staffing, and administration;
  2. Succession planning; and
  3. Programming.
- A meeting date and time of Monday, October 5<sup>th</sup> from 3:30-5:30 was tentatively suggested.

## **7. Other Issues**

### **A. 2010 USGBC Leadership Summit**

- Mrs. McGreavy indicated that the chapter had many responsibilities and priorities and that it would be very difficult to host the 2010 USGBC Leadership Summit. She made a motion recommending against it in light of hosting the 2009 Face To Face meeting. Mr. Hughes seconded the motion. All in favor; none opposed.

### **B. Eastern States Building Code Federation Annual Meeting - complimentary pass and advertisement**

- Does not need to be addressed until the 1<sup>st</sup> of the year.

### **C. The board discussed the opportunity to have an RIGBC representative speak at the Yes We Will affordable housing conference in Warwick on November 9<sup>th</sup>. Mr. Hughes will follow up.**

## **8. Adjournment**

- A.** Mr. Bownds made a motion to adjourn the meeting; Mr. da Silva seconded the motion. All approved. The meeting adjourned at approximately 9:26 AM.

*Janice M. Greenwood*

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Janice M. Greenwood, P.E.  
Secretary