



RI CHAPTER

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Minutes of Meeting

June 18, 2009

New England Institute of Technology
Warwick, Rhode Island

Members Present:

Connie McGreavy, Chair
Mark Winslow, Treasurer
Janice Greenwood, Secretary
Holly Grosvenor
Stephen Hughes
Jack Leyden
James Lehouiller
Dan Paquette
Steven Turner, Vice Chair (via phone)
Tony Dematteo
Justin Bownds
Gaytha Langlois
Ken Filarski

Members Absent:

Caroline Karp
Steve Kitchin
Joseph da Silva
Mark DiPetrillo
Norman Cook
Laurie Drucker

1. **Call to order** – The meeting was called to order at 7:44 by Connie McGreavy
2. **Approval of Board Meeting Minutes**
 - Mr. Leyden made a motion to approve the November 6, 2008 meeting minutes (hard copy in the record), April 16, 2009 meeting minutes, and May 21 meeting proceedings, seconded by Dan Paquette; all were in favor.
3. **Disclosure of Conflicts and Antitrust Policy Review/Acceptance**
 - Approval of Antitrust Compliance Officer: Mr. Turner previously volunteered to become the Antitrust Compliance Officer; there were no objections and the position was unanimously approved.
4. **Chair's Report**
 - A. Partnership with AIA – RI Chapter
 - The Chapter will embark on several initiatives with the AIA; 1) Hold the Providence LEED Users Group in the RWU Window on Architecture building in Providence; 2) Collaborate on a “green gallery” in the same space highlighting the existing LEED buildings (there are 50 of them); the show would be included in Providence’s gallery nights. 3) Manage the continuing education credit process with AIA, so RIGBC can offer them through their workshops; 1 hour = 1 CEU credit. 4) Collaborate on the virtual green resources center project with access to the portal from the RWU office.

B. Grants Update

- RIGBC will apply for a Bank of America– Neighborhood Initiatives Grant; this \$200,000 grant is \$100,000/year for two years for operations and paid staff; the application is due June 26, 2009.
- The RI Foundation approved the Chapter’s grant application for the demonstration project; the next step towards approval is a site visit sometime this summer.

C. U.S. Green Building Council LEED ND Regionalization Task Team

- Mr. Filarski volunteered to serve on the Task Team, with an alternate to be selected from the staff of Durkee Brown Architects; the first conference call is July 15th.
- Mr. Filarski volunteered to travel to Washington D.C. to represent the Chapter on a two-day training event for advocacy committees. The national organization covers the cost of the trip.

D. Governor’s Green Economy Round Table Mrs. McGreavy will represent the Chapter at the June 26th event and report back.

Mr. Filarski made a motion to accept the Chair’s report, seconded by Mrs. Grosvenor. The report was approved.

5. Finance Committee Report

A. Treasurer’s Report

- In Mrs. Young’s absence, Mrs. McGreavy summarized the Treasurer’s Report and added that she is trying to get better cost estimates from prospective information technology consultants for back-end systems that are becoming too difficult for volunteers to maintain, such as membership, sponsorship, webpage design and maintenance, communications, etc.
- Mr. Winslow provided a budget update. He stated that due to the cancellation of summer workshops, some anticipated revenue will not be realized. Lost revenues will need to be replaced by sponsorships.
- It was suggested that “home grown” seminars may be able to augment event revenue through the recruitment of new members@ \$50-\$65/member in fees.
- The price of home grown seminars was discussed: \$25 will be charged at next Thursday’s Funding Green Building seminar to nonmembers; other seminars will be approximately \$10 for nonmembers; the fee for the 6/25 workshop will be applied to chapter membership. Mr. Dematteo expressed concern that these prices may be too low.
- Mr. Winslow noted that there is the possibility of RIGBC acquiring another silver or bronze sponsorship which would bring in additional revenue.
- Mr. Winslow estimates \$16,000 of net income for the end of the year which can be used for other line items such as the web page and paid staff.
- LEED AP study groups are currently on hold but may resume in the fall.
- Mr. Winslow stated that \$4,000/month from August through the rest of the year has been budgeted for general consulting to assist with the Chapter’s needs.
- Mrs. McGreavy suggested that the board members review the September-December months, again noting that June, July and August will not provide much revenue, with the exception of home grown seminars.
- Mrs. McGreavy noted that RIGBC is still waiting on revenue share from the Builders Association event; she does not know what the revenue split will be. She also cautioned that some USGBC reimbursements will not be received until 2010; revenues at the end of the year will be adjusted on the next statement.
- The Treasurer’s Report was accepted into the record with no objections.

B. New England Tech Sponsorship Agreement

- Final MOU with NE Tech, June 2009: Language has been mutually agreed upon and approved by NE Tech.

- Printer and computer: NE Tech's legal counsel advised against reference to such equipment because they want to ensure the separation of RIGBC and NE Tech as two separate entities. The use of the printer and computer is assumed, but it will not be included in the MOU.
- The sponsorship agreement will not be ratified until RIGBC has certificates of insurance. Mrs. McGreavy stressed that RIGBC needs to make sure the cost is manageable.
- Mrs. McGreavy said that the RIGBC legal counsel inserted language regarding vendor events at NE Tech since they require an expanded use of the facility. NE Tech's legal counsel responded that the vendor events are in line with their mission and said they did not require the additional language.
- Mr. Paquette made a motion to accept the New England Tech contract subject to clarification regarding insurance and indemnification provisions, seconded by Mr. Leyden. Unanimously approved.

C. Discussion of an online payment system

- Mrs. McGreavy raised concern over the management of membership applications as well as seminar fees and suggested an online payment system would be the best and more professional solution.
- Mrs. McGreavy volunteered to look into the possibility of a free online Google payment system. However, she suggested that if the Google system is too limited, she would like to have the board consider the use of a fee-based online payment system to simplify the management of membership and seminar fees. She noted that many online payment systems require a 2% charge.
- Mrs. McGreavy stated that will be meeting with the education committee later that day and will discuss further the logistics of the online payment system
- Mrs. Grosvenor asked if the decision regarding online payments should be put to the Board or the finance committee; a vote was then put to the Board on allowing the use of online payment and registration for the next seminar event, including the 2% fee if required. The first motion was made by Mr. Filarski and was seconded by Mr. Lehouiller. The motion passed unanimously.

6. Committee Reports/ Education and Funding Discussions

A. Education Committee

- Providence LEED Users Group: Mr. Turner will manage the organization of the Providence LEED users group (PLUG) with the help of Mr. Hughes and other board members if willing. Mr. Turner said AIA appears willing to allow PLUG the use of their Down City Providence space and that he is confident of a go-ahead, but does not have a kick-off date scheduled. He stated that the best case scenario for a start date is mid-August, but more likely that it will start in mid to late September.

B. Green Market Place Committee - Report on Virtual Green Resources Center

- Mrs. McGreavy stated that in order to start the virtual Green Resources Center, a significant increase in budget would be required. The proposed IT system has been discussed with several consultants, all of which have stated that the \$16,000 grant would cover only the cost of identifying what requirements will be needed for the system.
- Mrs. McGreavy stated that a member who was formally in the web site design business has volunteered to try to write the program requirements.
- Mrs. McGreavy and members of the Tech Committee met with Embolden, an IT company that works with non-profits. Mrs. McGreavy noted that Embolden may be understanding of what RIGBC's needs are, but cautioned that they do not use the same software as RIGBC.
- The Green Market Place Committee made a list of information they would like to have on the Green Resources Center web site.
- Buildinggreen.com gives a 25% discount for chapter members on a suite of green building product media. They have not quoted a cost of providing a local database of service providers.

- Mrs. McGreavy stated that the Green Resources Center could partner with The Green Roundtable on the green service provider database. They do not have a Rhode Island database.
- The Green Roundtable provides profiles of “green companies” based on responses to a survey, but many companies do not answer all the questions, especially regarding what they do to be sustainable themselves. Mrs. McGreavy stated that it is important that providers have green practices in their own companies.
- A discussion ensued about the standards used to classify how green a company is. Mrs. Grosvenor suggested that RIGBC look to companies with FSC or SFI certification of paper products.
- Mrs. McGreavy stated that the U.S. Green Building Council has bought a database called Green Home Guide, which has offered to focus on service providers in the upper Northeast Region.
- The BuildingGreen.com database provides the criteria used for “green” product designation. USGBC provides the service provider listings for free, as does The Green Roundtable. Mrs. McGreavy stated that she thinks there is value in such listings and it will be up to the finance committee to decide if RIGBC will charge a fee for listings.
- Mr. Paquette warned that RIGBC be careful about who it allows for sponsorship since non-green sponsors could hurt the Chapter’s image. He also commented on the legitimacy of RIGBC advocating “green products” since there are so many criteria to consider. Mr. Paquette suggested that RIGBC not be involved with products and providers, but focus on green education and advocacy.
- Mr. Hughes suggested that BuildingGreen.com does a fair vetting of green products through a thorough analysis; Mr. Paquette agreed that Greenbuilding.com was a good resource.
- Mrs. McGreavy urged members to use the website where databases with vetting criteria were noted with a “thumbs up” symbol.

C. Program Committee – Informational Sessions

- The Board discussed various formats for the Funding Green Building seminar. One suggestion is to ask attendees when they register to identify topics of interest.
- Mrs. McGreavy suggested a theme-style format in order to provide attendees the information that they are most interested in.
 - Typical themes are: Green jobs, energy, homes, community development for cities and towns, tax incentives & bonding
 - Mrs. Grosvenor raised concern regarding the noise issues this style of presentation may create if discussions are going on in one large room.
 - Mrs. McGreavy responded that she would ask if other spaces are available within NE Tech.
- Eastern States Building Official’s Federation:
 - Mrs. McGreavy announced that Mr. Leyden is part of the Eastern States Building Official’s Federation; their 61st annual Educational Conference will be held in Newport in April 2010. Mr. Leyden has requested that RIGBC be a sponsor of the event.
 - Mr. Leyden will discuss the conference in further detail at the next meeting, he thinks there will be a good target audience for RIGBC; the minimum sponsorship donation is \$500.

7. Other Business

- A.** Dennis McCarthy and Mr. Filarski can be consulted if any members have questions about the federal American Recovery and Reinvestment Act funds.
- B.** RIGBC Stationary: Mrs. Grosvenor met with three different green printers and explained the differences between printing companies that have been early adopters of new “green” technology and business strategies and those that have recently begun using green technology. Mrs. Grosvenor explained that after careful consideration she decided to recommend a printing company whose business strategies and values were best suited to the Chapter’s. Some of the “green” printing

techniques are the use of fast-drying, low-waste ultraviolet “UV” inks and printing on recycled paper and other materials. Mrs. McGreavy stated that she would obtain a firm cost for their services.

8. Presentation from guest speaker Bill Cianci of the CT Construction Institute

- Mr. Dematteo introduced Mr. Cianci. Mrs. McGreavy asked that he address two questions relevant to the Chapter as part of his presentation:
 - What are the greatest leadership challenges facing your organization?
 - What are the greatest leadership strengths of your organization?
- Mr. Cianci noted that important components of the Construction Institute are communication and the sharing of information between different industries in order to build business relationships.
- The goal of the Construction Institute was to provide valuable services to their members that no other industries were providing.
- The workshop instructors for the Construction Institute are experts within the industry and are paid for each workshop.
- Different combinations of workshops provided by his organization result in certificates of construction and facilities management that are nationally recognized.
- The Construction Institute is a neutral organization and therefore does not advocate other businesses or products.
- The organization is run by a staff of four paid positions with the assistance of unpaid graduate students; the Construction Institute is a member-driven organization.
- When asked by Mr. Lehouiller about the Construction Institute’s sources of revenue, Mr. Cianci stated that their funding comes from sponsorship, educational workshops, and organizational membership dues (all members are organizations and the membership dues are charged according to the number of people in each organization).
- Mr. Cianci cautioned that the RIGBC’s mission statement, while admirable, was very broad. He suggested that RIGBC pick a niche because an organization cannot be all things to all people. He advised that RIGBC carefully scrutinize what it means to be “green.” Mr. Cianci also suggested that RIGBC be open to working with other organizations and be careful not to duplicate services that may be provided by other organizations.
- Mr. Hughes asked Mr. Cianci for his advice regarding the importance of hiring a full time person. Mr. Cianci stated that if there is a substantive amount of interest then RIGBC should commit to a full time director. He suggested that RIGBC ask those members who will benefit from a full-time director if they will be willing to help fund the position.
- Mrs. McGreavy asked Mr. Cianci if he could provide information regarding the structure, layout, and by-laws of the Construction Institute. Mr. Cianci assured her that he would send her that information.

7.) Adjournment – Mrs. Greenwood made the first motion to adjourn the meeting, seconded by Mr. Hughes. The meeting adjourned at 9:33AM.



Janice M. Greenwood, P.E.
Secretary