



RI CHAPTER

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BOARD MEETING AGENDA

Nov. 19, 2009 **7:30AM-9:30AM**

New England Institute of Technology – **Hall of Fame Room**
2480 Post Road - Second Floor (over the Student Lounge)

I. Call to Order

- Primary Meeting Purpose** – To adopt a final committee structure, revise the bylaws and elect an Executive Committee.

II. Approval of Board Meeting Proceedings (Oct. 5, 2009, as revised; Oct. 15, 2009; Nov. 17, 2009)

- Ratify consensus decisions by the board at Oct. 15th meeting **for action*

III. Disclosure of Conflicts

**Submit signed acknowledgement forms for COI and Board Member job description; board dues*

IV. Chair's Report **for acceptance*

V. Finance Committee Report **for discussion and/or action*

- Approve V Chair and Responsible Director of Finance for check signing
- Update on scope of work/RFP and/or proposals from auditors
- Approve \$500 for USGBC Education Provider Program
- Approve \$150 for AIA Education Provider Program
- Approve purchase of Sales Force CRM and system integration pending final quote/budget check
- Approve marketing related design services for branding print collateral - negotiate fee
- Determine sponsorship tiers and/or underwriting levels for the Green Market Place site
- Digital votes expected for database maintenance, web design/maintenance and book keeping services, if needed

VI. Bylaws Revisions/Board Member Roles **for discussion and action*

- Discussion and final vote on bylaws
- Proposed Committee structure
- Executive Committee
- Board member roles/commitment

VII. Committee Reports

- Advocacy Committee – Pre-filing legislation
- Program Committee – Action Plans/next steps
- Education/Training/Outreach Committee - Calendar

Other Issues that Merit Discussion or Decision

- January 2010 annual membership meeting
- Invitations to affiliate – ECRI (\$60/\$100)/ AIA/ Apeiron/Grow Smart RI / PES/PPS **for action*
- Eastern States Building Code Federation annual meeting - complimentary pass for NEIT and 1/8 advertisement design **for action*

VIII. Other Business **for action*

- State of the State Cable TV program - presentation on LEED and the Green Buildings
- Construction Charity – Request for \$500 by RGB, Inc.

IX. Announcements/Calendar

- New meeting schedule for 2010 – 4th Wednesday of every month: 8AM-10AM @ NE Tech exceptions: Tues, Nov 23 and Dec. 15th (3rd Wed)

X. Adjournment