



RI CHAPTER

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BOARD MEETING MINUTES

Wednesday, May 26, 2010 8:00AM-10:00AM

Members Present:

Steve Kitchin, Chair -SK
Holly Grosvenor, Secretary -HG
Justin Bownds, Treasurer -JB
Norman Cook -NC
Tony Dematteo -TD
Ken Filarski -KF
Steve Hughes -SH
James Lehouiller -JamesL
Jack Leyden -JL
Dennis McCarthy -DM
Mark Winslow -MW

Members Absent:

Dan Paquette, Vice Chair
Larry Gemma
Joseph da Silva

Others Present:

Connie McGreavy, Int. Ex. Dir. - CM
Claudia Torres-Arriaga, Adm. Coordinator - CTA
Haley Whitman, Student intern
Jennifer Anderson JA

I. Call to Order

- The meeting was called to order at 8:07 am.
- Introduction of summer intern.
 - SK introduced Haley Whitman as a new summer intern for the Chapter.
 - CM mentioned there would be a total of 3 interns this summer. The 3 of them are going into their senior year with architecture-related majors.
- Introduction of Green Schools Advocate
 - CM introduced Jennifer Anderson (JA) as a candidate for the Chapter's Green Schools Advocate.
 - CM gave a summary of her activities as a volunteer on the Chapter's Program Committee and her most recent assistance in "manning" the Chapter's virtual booth as part of the Green Building Pro Expo's online conference. JA's professional accomplishments and experience as an environmental planner, educator, town councilor and Chair of Chariho's Building Committee were noted.
 - USGBC advocacy priorities are for a green schools caucus in every state legislature; the Chapter will also focus on the needs of private schools.
 - DM made a motion to accept the nomination of JA as the Green Schools Advocate, seconded by KF. All approved.

II. Approval of Board Meeting Minutes - Apr. 28, 2010

HG made a motion to approve the regular meeting minutes for April 28th, seconded by SH. All approved.

III. Disclosure of Conflicts - None reported.

IV. Executive Director's and Chair's Reports

- SK gave his update as Chair:
 - An individual has been identified as a potential new member of the board, but the name cannot yet be disclosed. The timing of the appointment might be a few months away.
 - SK, NC and CM met with Jamia McDonald, the Governor's Deputy Chief of Staff, Ron Renaud, Exec. Director of the RI Dept of Administration and Ken Payne, Office of Energy Resources regarding funding. Possibilities include Round 3 of the ARRA funding or use of the RGGI money (Regional Greenhouse Gas Initiative auction funds).
 - SK and CM also met with the Exec. Director of AIA-RI regarding the registration process for Learning Units for AIA members attending RIGBC's events.

□ Executive Committee Meeting Minutes

SK stated that the minutes, until approved by the Executive Committee are for information only. CM gave her update as Exec Dir: **CM provided a written report with additions noted below:*

- Grow Smart RI summit summary of workshops given. Acknowledgement and congratulations to board members (KF, JL and SH) and other committee members who presented. CM acknowledged the contributions of Russ Johnson and CT's help at the booth. CM concluded that it was a successful event.
- Moran & BCBS of RI building tours were also a success among the attendees.
- News and PR for the Chapter are still ongoing priorities as resources allow.
- Sponsorship drive and the June 4th event – CM appreciated the effort of all board members, especially of DP. There is still a lot of work to be done in raising money for the Chapter.
- Inquired with AIA RI for a joint golf event; however, this year's donations go to a scholarship fund for students.

V. Finance/Sponsorship Committee Report

□ Financial reports

- JB informed the board that the current accounting system and volunteers are in transition, so there is no prepared report today.
- JB reminded those who pledged to sponsor the Chapter to send their checks in.
- Current bank balance for the Chapter is \$15,757 in checking and \$46,508 in savings for a combined total of \$62, 265. However, costs will continue to be incurred drawing down these balances by as much as \$24,000 before June 30th.

□ Fundraising plan/grant writing assistance

- CM gave an overview of the current grants that the Chapter has, or would like to apply for. However, CM is time-constrained to coordinate or write them herself due to continuous coordination of Chapter events.

□ Board member sponsorship – final deadline is June 1, 2010; payment plans acceptable

□ June 4th sponsorship event **for discussion/action*

CM reported on behalf of DP (absent due to health issues)

- Friday is the deadline to give 41 N a head count. She asked board members for the names of sponsors confirmed and attending before then.
- Due to the size of the venue and type of event (fundraising), the goal is to fill the room with 50 potential sponsors; it is unclear whether spouses can be invited, depending on the sponsorship level and room size limitations.
- JamesL inquired about how the confirmation process is being handled (potential sponsors are asked for a pledge before being invited); MW asked for the current companies who have confirmed their attendance. CM gave an overview of the list.
- JamesL also asked which board members were attending; SK asked all board members to clarify:
 - SK announced he won't be at the event for personal reasons
 - HG said she is expecting to bring at least one sponsor, but can't commit NCA at the moment
 - KF won't attend
 - SH – has a conflict but someone from RGB will be present
 - JamesL has a conflict
 - TD is planning to attend and bring along sponsors
 - JL is not attending
 - DM is currently talking to CAPCO for sponsorship
 - MW is attending with someone from Gilbane
 - JB may have a conflict; he is talking to several potential sponsors and hoping to bring them along.

VI. Committee Reports **delivered by responsible directors*

□ Virtual Green Marketplace service provider listing demonstration

- CT gave a quick overview of how to submit an online application for a service/product provider profile.
- CT will get provide a user ID and password to all board members so that they can submit their own corporate profile, contingent on payment depending on the sponsor level.

□ Education/Outreach/Training

MW offered an update on the Education Committee:

- Chapter is an approved Education Provider - this will help revenues
- Plan to apply for a grant from USGBC with other regional chapters to fund the EPP program

- Plan for professional credential maintenance and the June 17th workshop regarding this process.
- MW reached out to The Green Roundtable to partner with them on courses, but no response.
- MW asked board for potential courses that can be prepared and offered by the Chapter (not for ideas but actual courses).
- Ed Committee is sending out a survey to members and the database

CM announced she may not be at the June 17th event; CT will run it but would need the help of the board.

Communications/Technology

JamesL mentioned that SalesForce is almost ready to be launched.

Membership

- CM mentioned there are a lot of lapsed members and they need to get invoiced. However, it is a tedious process that needs someone to focus on.
- CM mentioned Jason Rainone, Finance Chair, would be gone for 3 months. There a need for a business-oriented intern; will ask new student interns to help post internship notices.

Advocacy

SH gave an update about this committee's priorities:

- Preserve the integrity of the Green Buildings Act [by watching other proposed legislation]
- Green Economy Roundtable bill may be voted out of committee
- Affordable Green Housing
- Outreach to college campuses

UNER Regional Council - report on Leadership Summit

KF gave an update since he attended the summit, together with HG, as representatives of the Chapter:

- Met with regional representatives
- Suggestion for professional development workshops rather than only volunteer/leadership ones to attract more members
- Successful event and would like to encourage the board to attend next year
- HG also mentioned an informative workshop she attended about credentialing maintenance.

CM announced that HG would be representing the Chapter at the USGBC Retreat in Utah in June.

VII. Other Issues that Merit Discussion or Decision

- Board member composition – deferred to next meeting
- Committee leadership/volunteer recruitment
- CM mentioned she needs to step back from the committees and focus on raising funds for the Chapter. SK suggested leadership training for Standing Committees and Green Schools
- SK announced there is no board meeting on June.
- MW asked if the board will still be getting the reports from the Exec Director and the meeting minutes from the Exec Committee mtg. SK - there are no plans for the Exec Committee to meet, but if they needed they will do so and also send the meeting minutes.

VIII. Old Business - None

IX. New Business - None

X. Announcements - Bristol Fire Department LEED building opening – after July 4th

XI. Adjournment

The Chair asked for a motion to adjourn, KF moved and NC seconded; all approved. Meeting adjourned at 10:15am.

Submitted By:

Holly Grosvenor, AIA

Holly Grosvenor

Secretary