



RI CHAPTER

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BOARD MEETING MINUTES

Wednesday, Apr. 28, 2010 **8:00AM-10:00AM**

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

Members Present:

Steve Kitchin, Chair	SK
Dan Paquette, Vice Chair	DP
Justin Bownds, Treasurer	JB
Holly Grosvenor, Secretary	HG
Joseph da Silva	JdS
Dennis McCarthy	DM
Mark Winslow	MW
Ken Filarski	KF
Norman Cook	NC
Jack Leyden	JL
Larry Gemma	LG
Steve Hughes	SH
James Lehouiller	JamesL

Members Absent:

Tony Dematteo

Others Present:

Connie McGreavy, Int. Ex. Dir. CM

I. Call to Order

The meeting was called to order at 8:05am.

CM introduced Claudia Torres (CT) as the new Administrative Coordinator.

II. Approval of Board Meeting Minutes - March 24, 2010

SK asked for a clarification regarding the meeting minutes of March 24, 2010. KF made a motion to approve the regular meeting minutes for March 24th seconded by DP. All approved.

III. Disclosure of Conflicts

No disclosure of conflicts presented at this meeting.

IV. Executive Director's Report *CM provided a written report with additions noted below

- National Building Products is the first company to sign up for the VGMP website (\$1000)
- SMAA pledged to become a Founding Sponsor at the Gold level; staff will help instruct the Advanced Buildings workshop twice in 2010.

V. Finance/Sponsorship Committee Report

- 2009 Audit and financial reports
 - JB reported the results of the audit for FY09; IRS tax form 990EZ was submitted.
 - JB made a motion to accept the audit for FY09, seconded by SH. All approved.
 - JB presented a quarterly budget assessment and projection for the remainder of the year. After a long hiatus of putting off spending, the Chapter is beginning to incur significant expenses that require more attention from board members to raise money in a timely fashion and recruit members.
- Fundraising goals

- CM reported that the plan needs further development; grant opportunities abound but there are few if any volunteers to prepare applications
- SK requested a proposal from the finance committee regarding an approach to approaching fundraising and grants.
- JB encouraged the board members to engage expertise/ time to chapter's activities to the extent of their abilities in order to move it forward and increase revenues. JB mentioned external community and business are already supporting the chapter, so board needs to exceed commitments.
- SK proposed that fellow board members attend chapter events/public meetings to develop potential sponsor relationships.
- HG asked if the VMP would help bringing revenues to the chapter. CM said this effort is moving forward and the goal is to have it ready for the June 4th event.
- SK asked board members to give more time and increase their efforts.
- Board member sponsorship
 - DM asked who is leading sponsorship efforts; JamesL proposed to merge the member and the sponsorship committees temporarily.
 - CM asked Mark DiPetrillo (previous board member) to re-join the board and lead this effort; Mr. DiPetrillo will have more time in a few months to participate at the committee level only. CM proposed recruiting a new, high-level board member skilled in board organization and fundraising, preferably one with many contacts in the community.
 - SK proposed the executive committee consider potential candidates, reach a decision, and present findings/conclusions to the board.
 - DM preferred that the entire board be involved in the decision. SK clarified that it was an extraordinary activity and didn't require the time or input of the whole board, so the exec committee would make the analysis and present a recommendation.
- June 4th Sponsorship event
 - CM said that in order to launch the Virtual Green Marketplace website (which is expected to be a major revenue generator), board member organizations should be listed as service providers on the website, which requires re-upping sponsorship.
 - MW asked about a launch date (June).
 - HG asking about this timing and whether there will be a lapse between the date of board member sponsorship contribution and published listing of the organization.
 - DP clarified that it is the board members' obligation to sponsor the chapter which includes a listing on the VGMP valued at \$1500 which is not normally provided for at the Bronze sponsorship level (\$1000). DP reiterated that board members should be clear regarding obligations and expectations.
 - CM restated the deadline as June 1 for payment; invoices can be generated if need be, but it is extra work (contact CM if one is needed).
 - SK said contributions should be done immediately and pledged \$1,000 personally; All board members were asked to state their personal pledges as follows:
HG will seek a partial payment from NCA; DP pledged \$1,000 from Woodmeister; DM can't make a personal contribution but committed to get new sponsors for 2010; MW will inquire and wants to see the VGM site up and running; LG made a \$1,000 commitment from GEM and an offer to tap vendor base; JamesL pledged \$1,000 from DiLeonardo; KF offered to deliver workshops as a source of revenue and to get other sponsors; SH said RGB will pledge \$1,000; NC can't commit but will get other sponsors; JdS can't commit; JL can't commit but hopes to share state funds for training, if available; JB fairly assured of BoA contribution but will talk to other sponsors as well.

- ❑ Sponsorship brochure/package **for information*
 - CM presented a draft of the sponsorship brochure which will include benefits, quotes from sponsors and visuals from the annual meeting event.
 - CM would like a quote from a founding sponsor/board member.
 - SH said once the brochure is finalized, the PDF should be shared with the board to present to marketing departments and principals to commit their contribution.

VI. Committee Reports

- ❑ Program – 2010 Action Plan
 - DM gave a brief update on the 2010 Action Plan and made a motion to accept it, seconded by KF. All approved.
- ❑ Membership - JamesL explained the consultant’s progress on SalesForce CRM development.
- ❑ Education/Outreach/Training
 - MW gave a quick summary of activities: the Advanced Buildings course was a success; the Chapter will host 2 workshops and 2 building tours and a booth at the Grow Smart RI summit; ongoing planning with NEXUS to deliver credential maintenance workshops
- ❑ Virtual Green Marketplace - See entry under Finance Committee
- ❑ Advocacy
 - SH gave an update regarding Advocacy Day at the State House and pending bills the committee is watching
- ❑ Communications/Technology
 - CM gave a summary of activities: MW’s “5 questions” article was published in the Providence Business News online newsletter for real estate and construction; a press release for the UNFI tour was developed and distributed by Castor Communications; technology is still uncertain and cumbersome. Need to choose software to communicate email alerts.
- ❑ UNER Regional Council - KF and HG are attending the UNER Leadership Summit in CT

VII. Other Issues that Merit Discussion or Decision

- ❑ Executive Committee **for action, by resolution*
 - SK proposed JamesL for the 5th position on the Executive Committee; he made a motion to approve the appointment, KF and HG seconded. All approved.
- ❑ Recruit new board member
 - SK mentioned the need for a new member to bring the total to an odd number as per the bylaws.
 - DP asked about the number of members required for the board and the limit; CM answered that there are currently 14 and that there is a limit of 19. The bylaws provide for a range between 11 and 19. DP asked if the board wanted to reach the limit; SK said no.
 - Members were asked to seek out a board member with diversity in mind.
- ❑ Training for board members, officers and volunteers
 - CM/ SK mentioned Lisa Whited offered training opportunities for the chapter.

VIII. New Business - None

IX. Announcements - Bristol Fire Department LEED building opening slated for May

X. Adjournment

DP asked for a motion to adjourn, SH seconded, all approved. Meeting adjourned at 10:15am.

Respectfully submitted,

Holly Grosvenor, AIA

Holly Grosvenor, Secretary