

USBGC-GHAC – Board Meeting Minutes

Meeting Date: September 19, 2007

Location: English Architects

Attendees: Lora-Marie Bernard, Executive Director
Tim Murray, Chair
Aaron Tuley, Vice Chair
Jeff Arnim, Treasurer
Jim Broughton, Program Committee Chair
Kathleen English, Advocacy Committee Chair
Steve Stelzer, At Large Representative
Keith Reihl, Technical Committee Chair
Gordon Shepherd, Sponsorship Chair
Reid Middlebrooks, Membership Chair
Jeff Chapman, EGB
Charles Browne, Assistant Treasurer
Catherine Schoolar, Industry Relations Representative
Mary Nurre, Sponsorships
Mary Le Johnson, Education Committee Chair

Absent: Gayle Smith, Secretary
Jody Henry, Awards Chair
Rives Taylor, Public Relations Chair
Brian Malarkey, Industry Relations Chair

- 1. Meeting called to order at 6 pm.**
- 2. Executive Director Report:**
 - Lora-Marie is creating a master calendar to schedule all organization events and is meeting with all committee chairs. She is also participating in USGBC National monthly calls with other Executive Directors and Administrators.
- 3. Chairman Report:**
 - Deferred to items on the monthly agenda
- 4. New Business**
 - Representative Anchia requested assistance with legislation for green schools. Heather Van Haus (Austin), Jody, Kathleen, Lora-Marie and Tim will meet with Dr. Adrain B. Johnson, Associate Commissioner of Education at the Texas Education Agency on October 2nd to discuss how the TEA can assist USGBC and Texas legislatures to adopt and draft legislation that requires K-12 schools to become LEED certified.
 - Katie Young asked for assistance with the Louisiana and Oklahoma USGBC Chapters.

- Aaron reported that the South Central Regional Council Meeting chapters want to be active with Gulf Coast Green. They are planning to schedule a meeting the day before the conference for all South Central Directors.

5. Guest Presentation:

- Constance and Clifton McDerby gave a presentation on their yearly Wine and Food Week in the Woodlands. They asked for our sponsorship. Opportunities include providing volunteers to staff events to organizing on own special event. They request a response by mid October. The programs committee will put together a proposal to submit to the Board.

6. Amendments to previous minutes:

- Action Item: *Lora-Marie* will contact Katherine Fosdick at RDA about table toppers/handouts/options for involvement, etc. at the November 3rd Gala.
- Action items: Steve to add meeting minutes to Resource Page *including Board Meeting minutes as required by By-laws.*
- Action Item: Keith to contact Randy Curry to get current list of LEED Certified buildings for Steve to post on the web site.

7. Old Business:

- Green Building Symposium
Our Go Green sponsorship includes (1) 10 person table at the October 25th event. Tim proposed purchasing an additional table so that one table can be used for board members and one for sponsors. The cost is \$500. After discussion, and on motion made, seconded, and approved (with one abstention) the board agreed with Tim's proposal as presented.
Action Item: Mary will coordinate potential sponsor seats.
- The Executive Committee has extended Mary's contract for 3 months. Mary is concentrating on renewing sponsors. She will meet every Friday to update Lora-Marie. She announced that Bovis Lend Lease has just agreed to a platinum sponsorship.
- The GHBA Green committee meets on Fridays. Carrie Glassman Shoemake, Mary and Lora-Marie will be attending in efforts to build a relationship with the organization. Michael Strong has joined the LEED for Homes committee and is seen as a potential liaison to the GHBA. Carrie is leading that committee. Jeff suggested that she coordinate with a Board Member. Tim proposed that Steve be the Board Liaison to the committee. After discussion, and on motion made, seconded, and unanimously approved the Board agreed with Tim's proposal as presented.
- Marketing materials are in process. Lora-Marie has drafted a case statement and it will be distributed to the Board for review.
- EGB
Jeff has spoken with Donna Kracmar at UH and Brad McCorcal at Prairie View about the EGB Green Building competition. He also spoke with an interior design student from SFA.

- Casino Royale 007 is scheduled for tomorrow night and Jody is finalizing plans. Approximately 280 have sent RSVPs.

8. **New Business continued**

- Jim, Lora-Marie and Tim met with Dr. Abe Saavedra and Harvin Moore (HISD) about green schools. They requested technical assistance and help with language for speaking about green. They spoke of their goal to make their future schools LEED Certified and their desire to promote the health benefits of green building. HISD has two schools that are LEED registered. Steve suggested that they talk to them about making sure that they require that a LEED AP represent each project team including the contractor.
- Jim is organizing the Green School Symposium on November 13th at United Way. He is looking for volunteers to assist him. Kathleen and Aaron said that they would commit someone from their office to help. Jeff suggested that we send letters to sponsors asking if anyone could help.

9. **Old Business Continued**

- The general election for new Board members is proposed at the end of October. The chapter by-laws require a 90-day announcement prior to the elections. Tim proposed that the time requirement be waived in order to have the election by the end of the year and have the new board at the beginning of 2008. After discussion, and on motion made, seconded, and approved (with Aaron Tuley in opposition) the Board agreed with Tim's proposal as presented.
- Tim reported that USGBC National will provide training for Dynamic Governance. It was suggested that the new board go through the training. Tim will investigate more before making a commitment.
- Local Membership dues are now in effect. Reid reported that he had few questions so it seemed to be going over okay. There are approximately 700 members. Reid will sort the list between National and local members. It was also requested that we get a list of local LEED APs.

Action Items: Reid will forward the list of members to Steve to distributions.

10. **Other Business**

- In efforts to reduce all the USGBC Board e-mails please avoid the use of reply to all and send to the appropriate party or parties.

11. **Committee Reports**

- **Advocacy Committee:**
Kathleen reported that the committee is drafting a letter to send to City of Houston Council members supporting ASHRAE 90.1

- **Technical Committee**

Keith reported that LEED CI workshop has 25 registrations meeting the minimum requirement but the LEED for Schools has not met the required registrations yet. He asked for assistance in contacting some of the local schools districts.

12. Next Board Meeting-

October 17, 2007

English and Associates

6pm.

13. Meeting was adjourned at 8:10pm.

Meeting Notes submitted by Mary Le Johnson