

USBGC-GHAC – Board Meeting Minutes

Meeting Date: October 17, 2007

Location: English Architects

Attendees: Lora-Marie Bernard, Executive Director
Kathleen English, Advocacy Committee Chair
Steve Stelzer, At Large Representative
Keith Reihl, Technical Committee Chair
Gordon Shepherd, Sponsorship Chair
Reid Middlebrooks, Membership Chair
Jody Henry, Awards 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
Rives Taylor, Public Relations Chair
Brian Malarkey, Industry Relations Chair
Tim Murray, Chair
Aaron Tuley, Vice Chair
Jeff Arnim, Treasurer
Jim Broughton, Program Committee Chair

Other

Attendees: David MacLean/CHPA
Constance McDerby/Food and Wine Week (part time)
Clifton McDerby/Food and Wine Week (part time)

1. Meeting called to order at 6:00 pm. by Lora Marie Bernard

- In Tim Murray's absence, Gordon was designated in charge of voting on any motions necessary to avoid a conflict of interest.

2. Guest Presentation

- Constance McDerby distributed a proposal to solicit USGBC support of their yearly Wine and Food Week in the Woodlands. Event opportunities were discussed with the group being most interested on how to make this a real educational experience for green. After discussion on the opportunities and benefits, Gordon motioned to vote for USGBC-GHAC to be a benefactor of Wine and Food Week and with a commitment to move forward with participation in the event and exploration in the depth of our involvement contingent upon USGBC National approval. Keith seconded the motion. Motion was approved to support the event and explore the depth of our involvement. (with 7 votes and 2 from those not attending- in favor and one in opposition) **Action item: Lora Marie to report to Tim Murray and will contact Constance McDerby for the next steps.**

3. No Chairman Report

4. Executive Director Report

- Fund Raising Status report June 12 –October 12
\$72,500 with a net funding of \$52,925
Benchmark by December 14th - \$100,000
- A proposed yearly budget of \$370,000 was distributed by Lora-Marie.

LEED workshops	\$ 50,000
Eco-Interchange	\$ 5,000
Board Retreat	\$ 15,000
Annual Membership meeting	\$ 5,000
Public Policy	\$ 10,000-20,000
Monthly Membership Meetings	\$ 25,000
Office Rental	\$ 75,000
Salaries	\$150,000
Communications/Marketing	\$ 20,000
- Award celebration has not been included in the budget.
- The budget has not been shared with Charles Browne and the board approved for him to have access.

5. Old Business

- **Nominations for New Board Members**
Steve sent an e-mail out announcing the Annual meeting and a link to nominations forms. Chapter elections will take place at the event and the nominating committee will present a slate. Those allowed to vote must be a local member and be at the meeting to vote. Nominations are due by November 1st and all nominees must be a National USGBC member.
- **Green Building Symposium**
The event is scheduled for October 25th. USGBC-GHAC has two tables and Mary Nurre is in charge of assigning seats. One table has been set for sponsors and the other for board members. **Action Item: Mary will coordinate potential sponsor seats.**
- **E-mail List**
Catherine Scholar has a list of people to add to the distribution list. A motion was made to enable the board members to add names to the mailing list. After discussion, and on motion made, seconded, and approved (with 6 yes, 2 no, and one abstention,) the board agreed with the proposal to allow board members to add to the mailing list.
- **Meeting with TEA**
Jody, Kathleen, Lora-Marie, Tim and Heather (Austin) met with Associate Commissioner of Education, Dr Johnson at the Texas Education Agency. They hope to assist them in promoting incentives for Building Green Schools
- **Sponsorships**
Gordon reported that the delivery of the sponsorship benefits is under discussion as the organization needs to maintain the professional integrity of the organization

Proposed:

An annual membership drive with a sponsors only event to report progress of the organization and discuss our mission.

Yearly renewal of sponsorships at first of year to set sponsorships for the year

Other sponsorship opportunities through out the year might be for events.

All committees to submit budget for the year. We need to use our profits to expand our mission.

- **EGB**

Jeff reported that his committee is trying to plan a case study on LEED for Homes with Laverne Williams.

Jeff has made contacts with SFA and TAMU Student Green Building Organizations.

They have both submitted a proposal for funds to support their organizations. Jeff recommended that the USGBC-GHAC provide \$500 to each group to support their activities. Steve proposed that this be identified as an item in the EGB yearly budget.

After discussion, and on motion made, seconded, and approved (7 yes, 0 no and 2 abstentions) the Board agreed to provide \$500 to both SFA and TAMU to establish green building organizations. **Action Item: Jeff to e-mail their proposals and send the information on the groups to Jeff for checks.**

- **Casino Royale 007**

Jody reported that the Casino Royale was a success with about 275 people in attendance.

Estimated monies raised were \$27,160 and total expenses were \$27,981. This event serves as the celebration to announce the Green Building Awards for LEED Certified and Registered projects.

6. New Business

- **HISD**

Lora Marie reported that Tim has been in correspondence with HISD and is waiting for their request to assist them with Green Building for Schools.

- **Annual Meeting**

The meeting will be held at the Houstonian on November 28th. Food and a wine/beer bar has been planned. Agenda will be discussion of the membership dues structure and benefits, presentation of the annual plan and election of new board members by a slate.

- **LEED AP database**

Reid is working to get a list of the chapter LEED Accredited professional to post on our website. Lora-Marie is assisting in a search for an appropriate data base. It was suggested that we not link to the national web site as it is difficult to navigate.

- **RDA Gala**

Lora Marie passed a sign up list around for those board members wanting to attend. It was proposed that a gift of free attendance at a LEED workshop be donated to the silent auction. **Action Item: Keith to handle the donation.**

7. Committee Reports

- **Advocacy Committee**

Kathleen reported the highest attendance at one of her committee meetings last week. The committee is trying to schedule a meeting with Harris County and investigating ways to support the City of Houston efforts on adoption of ASHRAE 90.1. and are searching for school districts to assist in the education of Green Schools.

- **Technical Committee**

Keith reported that LEED CI workshop had 50 attendees. The LEED for Schools has 15 registrants and the LEED NC has 30 registrants at this time. Future workshops will be capped at 80.

Steve noted that he received criticism on the workshops and suggested that the workshops need to be overhauled. Some people have expressed the desire for more practical knowledge.

- **Schools**

Jody reported that she went to advocacy training for schools. She has a committee of 6 people to focus on schools.

- **Education**

There were 55 attendees at the September 25th LEED AP Information Session. The next session is December 6th.

The committee will also be doing a presentation on LEED and Green Building at the Art Institute.

8. Next Board Meeting

- Meeting was moved to November 19th, 2007 due to this being Thanksgiving week. Location: English and Associates. 6pm.

9. Meeting was adjourned at 8:15pm.

Meeting Minutes submitted by Mary Le Johnson