

1.0 Action Plan

1.1 Calendar

- A. Email calendar items to Bruce by the 15th of each month.
- B. Email yearly calendar items to Bruce by this month.
- C. Website is <http://usgbcidaho.org/westernregion/>

1.2 Newsletter

- A. Email link to newsletter link to Bruce upon completion

1.3 Regional Membership Meeting

- A. Invitation and RSVP
- B. Estimate number of participants (100 people)
- C. Sponsors
- D. Agenda

1.4 Metrics

- A. Alison to send questions from last year by 3/17/06
- B. Jack and Selena to organize call 3/24/06
- C. Jack and Selena to distribute draft metrics by 4/30/06

1.5 Resource Guide

- A. All chapters guides to GreenBuild on 11/15/06

1.6 Start Speakers Bureau

- A. All chapters to send Amy with template to organize around 6/15/06
- B. Bruce to post on website on 6/30/06

1.7 Collaboration with other Organization

West Regional Meeting, March 3-4, 2006

- A. Allison to send list of organization

1.8 Funding

- A. Stace to research ftp site.
- B. Add as agenda item to regular meetings.
- C. All to email fundraising material to Amy by 3/17/06.
- D. Amy to compile documents and distribute by 3/24/06.

1.9 Provide Student Volunteers

- A. Amy to email to the group by 4/30/06.
- B. Chapters to find volunteers (sign-up on the USGBC website).

1.10 Promote Greenbuild in Region

- A. Amy to send flyers to Chapters.
- B. Chapters promote the event.

1.11 Communication

- A. Each representative to present the action plan to their members.

1.12 Meeting

- A. Regional to meet every other month. First May 12 at 10:00 am MT.

2.0 Regional Chair

- A. Job Duties
 - (1) Runs meetings.
 - (2) Does not serve on subcommittees or take on tasks.
 - (3) Sets agenda from input from others.
 - (4) Arrange conference calls.

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- (5) Assign task minutes, rotate responsibility.
- (6) Follow the ground rules with USGBC and Regional
- (7) Track action plans.
- (8) Serves on the USGBC Chapter Steering Committee.