



U.S. GREEN BUILDING COUNCIL
IDAHO CHAPTER

Feb. 20, 2008
Board Meeting Minutes
Capital City Development Corp Conf Room
Boise, ID

Board Members:

Present: Doug Cooper, Lindsay Erb, Steve Benner (call-in), Bruce Poe, Sharon Patterson, Scot Oliver, Maureen Finnerty (call-in), Selena O'Neal, Dennis Cunningham, Todd Campbell, Suzie Hall, Adam Richins, Shelby Stuart

Absent:

Phoned in: Suzie Hall, Rebecca Mirsky, Gary Childe

Quorum: Yes

Special Guest: Melissa Kemp – Chapter Growth Consultant

Discussion Items are in bold. See action Items below.

- I. Call to Order – Meeting was called to order by Chapter Secretary Lindsay Erb at 11:45 am.
- II. Approval of Minutes from Previous Meeting – Doug motioned to approve the minutes. Sharon second. **Minutes Approved.**
- III. Treasure's Report – **Selena reviewed the budget, the past month expenses, and profits. The balance as of the 20th of Feb. = 208,130.82 after adjustments to the account from the LEED Training and Project Green.**
- IV. Progress Reports – Strategic Plan
 - a. A Word from Our President – **Steve thanked the previous board for the past year and encouraged the new board to keep up the hard work, look into the director grant - at least for a part time position, and reiterated all the achievements the Idaho Chapter has been successful at and all we are working towards. Thank you Steve for all of you efforts and great Leadership and dedication to the USGBC!**
 - i. **This led to a discussion regarding the Executive Director position which we could have as a part time – Administrative Assistance or a full-time Executive Director position depending on our needs and allowance with or with out the grant. Sharon submitted her resume for the position stating she would prefer to spend 10 hrs a week at about \$85 / hr. It was noted that if Sharon were to take on such a role she would have to step down from being an officer. Melissa suggested for our size, realizing that an Administrative Assistant type job description would be a better starting point for our chapter rather than an Executive Director. Sharon motioned that we commit to having a paid support position to be defined in the future. Scott 2nd and all were in favor.**
 - b. Events Committee – **tabled for next month**
 - c. Advocacy and Educations Committee – **tabled for next month**

d. Marketing and Development Committee – **tabled for next month**

V. Issues that Merit Discussion or Decision

- a. **Welcome from Melissa Kemp, Chapter Growth Consultant – Melissa gave us a brief introduction to her involvement with the USGBC and her work with the Arizona Chapter. She has a devoted amount of time to give to Idaho and Utah as a Growth Consultant hired by National so as a chapter we need to utilizing her company (Premier Organization) to help us get organized and move forward. Thank you Melissa for your time and we look forward to working with you and your staff.**
- b. **Officer Nominations – after much discussion and review of the roles of each chapter officer – congratulations to our new officers / returning officers –**
 - i. **Secretary – Lindsay Erb**
 - ii. **Treasurer – Selena O’neal**
 - iii. **Chair – Sharon Patterson**
 - iv. **President – Dennis Cunningham**

After this lengthy process, Melissa did note that Dynamic Governance process would have saved us roughly 40 mins.

- c. **Chapter Goals – Our strategic plan is from 2006 – we need to have one dedicated meeting to move forward into a new strategic plan. The strategic plan and our chapter goals should be in line with our budget. It was suggested to send out and email to general membership to get a feel for what the key issues are amongst the membership to have for a starting point. The session should be 4 hours in length and March 20th was suggested.**
- d. **2008 Provisional Budget – Our chapter budget is currently on the light end and as a chapter we need to work on fundraising.**
- e. **2008 Strategic Plan – We discussed that our budget is generated from 1/3 workshops (LEED AP), 1/3 membership dues, 1/3 from sponsorship – need growth in this department.**
- f. **Chapter Programming Plan and Conference for Fall of 2008 – Discussed Idaho Green Expo – USGBC sponsorship track coming up on May 17th and 18th. Michelle Moore may possibly be coming from National. We discussed our continued commitment to the Idaho Energy and Green Building Conference in the fall. Sharon shared the success of the Green Leaders sessions. We discussed our success with our monthly programs which are bringing in 30-60 people each month.**
- g. **501(c)3 Status – Update – This is being worked on by Andy Erstad’s accountant. Melissa Kemp encouraged us to think about paying the accountant to get it moving in the next two weeks or chances are that it will not get filed until after the 15th of April.**
- h. **Chapter Challenge Grant - we need to have our 501(c)3 Status established to participate which will most likely hold us back this year. Kemp explained the competition this year is going to be very high as well. This should be an item we focus on for the next year to participate in 09.**
- i. **Liability Insurance – National is requiring each chapter to have liability insurance by September. It is quite an expense for a small chapter budget. Selena and Sharon discussed the need to have an understanding for what we really need. Adam Richins agreed to look into this as well and provide an update for next month.**
- j. **Chapter Reporting Due – This is a prerequisite for the Challenge Grant – it includes the annual report. The secretary is supposed to be in charge of this paperwork. It is need to track year to year progress. Update by-laws (this has been accomplished), I-990, various articles. Lindsay to discuss further with Melissa her role. Bruce to bring hard drive with these types of documents in for her use.**

- k. Dynamic Governance Training –**Melissa shared with us her personal experience and why it is important to use this method for effective and productive meetings. Melissa to send us an article regarding the dynamic governance training process. Training is critical and 100% participation is necessary for a successful 8 hour day of training. April is a preferred time – possible dates to be from the 20-28 depending on the schedule of the trainer. Melissa to look into for us.**
 - l. Extranet as a Resource – **Margo to send a sign on for us to start looking into the extranet. This is forms for our chapter use are stored such as the conflict of interest, anti-trust agreement. Idaho should be getting a page soon.**
 - m. Statistics (new members, renewals, lapses) – **National sends out a report monthly which should go to the president or the chair. Sharon to resend out this report. Melissa’s office is working on a consolidated report to provide for us.**
 - n. LEED Workshops – **Planning Ahead for May - We discussed a couple of options for the training, whether it be LEED NC, LEED for Homes, LEED EB, or even a LEED 101. For the expo – we thought that a LEED EB, LEED for Homes, and LEED 101 would be appropriate. Discussed having the training through HDR or National. Sharon, Shelby, Selena to work on setting this up for May and possibly again at our conference in the fall.**
 - o. Green Expo – Committee Update – **We owe \$2500 in kind. Volunteer opportunity email sent out to the general membership to start thinking about. Discussed as part of the to sponsor the EGB booth or share with or booth. Lindsay motioned to share booth with EGB and Doug 2nd – all were in favor. All board members are encouraged to look at list of proposed list of workshops and review on line.**
 - p. West Region Council – Update – **Upcoming March teleconference**
 - q. CCDC Sustainability Policy – Update
 - r. LEED Reference Guides to Idaho Libraries – **BSU / U of I? More follow up needed.**
 - s. Future of the IURDC – update from Scott Hopkins – **no update at this meeting.**
 - t. AIA Education Provider Status – **CIU – we need to form a committee to help us get together a policy for who can sponsor / provide our monthly meetings.**
 - u. Chapter Hot Topic Updates – **Chapter Leader Retreat?**
- VI. Focus on the Future – pick one issue that is important to the future of green buildings and discuss it thoroughly
- a. Membership and Fundraising: *Engaging new members and leveraging growth*
- VII. Announcements
- a. Date of next Board Meeting – **Wed. March 12th – same time same groovy place**
 - b. Date of next Chapter Public Event
 - c. Other – **Green Leaders coming up Tuesday March 11th @ 8th street Wine Company – Dennis Cannon will be the guest**
- VIII. Adjourn

Action Items to Note:

Who: Action:

Adam Richins - agreed to look into types of insurance policies the chapter should have and provide an update for next month

Erb – research with Melissa Kemp's office her roles and getting them on line to take minute duty over.

Board – review proposed tracks for Green Expo

Poe – bring hard drive to next board meeting for Lindsay