



U.S. GREEN BUILDING COUNCIL
IDAHO CHAPTER

April 11, 2007
Board Meeting Minutes
Capital City Development Corp Conf Room
Boise, ID

Board Members:

Present: Katy Slater, Sue Seifert, Doug Cooper, Lindsay Erb, Steve Benner, Bruce Poe, Shelby Stuart, Sharon Patterson, Dennis Cunningham, Scot Oliver, Selena O'Neal, Matthew May, Andrew Erstad

Absent: Gary Childe, Rebecca Mirsky

Quorum: Yes

Special Guest:

I. Call to Order

The meeting was called to order at 11:30 am by Chapter Secretary, Lindsay Erb.

II. Approve Previous Meeting Minutes

The Board reviewed the minutes from the previous meeting. There were no changes.

III. Treasurer's Report

The Chapter Treasurer Selena O'Neal distributed the USGBC Idaho Chapter Profit and Loss between January 1, 2006 through April 10, 2007, the Balance Sheet and Net Income Detail as of April 1, 2007 and the Balance Sheet and Net Income as of Dec 31, 2006.

Balance as of April 1, 2006 = \$6,102.42

IV. Progress Reports – Strategic Plan

a. A Few words from our President

Steve welcomed the new board as the new president and explained his leadership style and goals for the upcoming year. He wishes to keep the board members active and work together to continue establishing and building the Idaho chapter of the USGBC. He is excited to work with an established group for our upcoming conference event. Steve is eager to get the message spread regarding the fact that buildings are a huge part of global warming and establishing sustainability into one's business plan is good business. Steve is eager to re-energize our committee structure and working

with Katie to provide a new way of looking at the strategic plan. Steve stated his expectations of the new Board members:

1. Support the vision of national USGBC
2. Attendance to monthly board meetings
3. Adequate preparation prior to board meetings (review minutes, review agenda)
4. Full Participation in programs and events
5. Commitment to team work
6. Continue to speak with one voice as it makes us stronger
7. Continue to improve the USGBC through education about USGBC and what LEED means
8. Provide support for the president and provide positive feedback

Steve presented past President Bruce Poe with an award of appreciation for his efforts and inspiration in the previous years.

- b. Appointing Committee Chairs – Reviewed the three committees and the structure of the strategic plan. The officers met and discussed the desire to have board members act as committee chairs in order to keep the committees active and in line with the board. – All consented that it was a good idea so a call for volunteers proceeded.

Events – Shelby and Selena

Advocacy and Education – Bruce and Sue (Maria will continue working on the up-keep of the website)

Development – Sharon and Andy

- c. Annual Budget - The Chapter Treasurer Selena O'Neal presented a rough draft of the Proposed 2007 USGBC Idaho Chapter Budget.

Discussion Items:

Bruce to check with his accountant regarding the review of money from National – 5% vs.10%

Mathew brought up the fact that our budget was showing money allocated for lunches at the programs but it was decided last year to not provide lunches.

The system in the past was to provide lunches for the people who rsvp'd and then have people pay at the door, however, this was not tracked properly which ultimately equated to a loss of up to \$200./ monthly event. The board discussed and it was agreed that providing lunches is a good option to help boost attendance at monthly programs as well as gain membership and if it was budgeted for from the beginning of the year we should be able to account for the money. We also discussed getting sponsorship to cover half to all the cost of the lunches provided. The program/events committee to discuss further.

Our marketing group (part of Development) will come up with a letter on our letterhead to send out to various groups / organization asking for sponsorship. Send ideas regarding potential sponsors to Andy and Sharon. They will provide a list by our next monthly meeting.

The \$50. Membership fee is set by National.

The group also discussed who is the audience at our programs and who are we missing? Katie suggested the need to have the USGBC bring all the green groups together as there are a lot of people out there with the same vision.

Shelby said she would have a program schedule for the year for our next board meeting. Send any program ideas to her and Selena.

Bruce to give the dollar amount spent on the fee for internet hosting at his office for the USGBC website which needs to be added to our budget.

V. Issues that Merit Discussion or Decision

a. Role of Board Members and Officers:

New Officers are:

President: Steve Benner

Chair: Sharon Patterson

Treasurer: Selena O'Neal

Secretary: Lindsay Erb

Bruce distributed Conflict of Interest Policy to be reviewed by board members and returned signed for the next board meeting. To be discussed further at our next meeting.

Steve distributed information regarding the roles of the officers and the board members – to be added to our by laws.

b. Email Etiquette – this comes from more of a National level as well as a local level – the issue being that opinions stated via email can be hurtful and take time out of the workday to respond to. Therefore all heated debates need to be discussed in the conference room where decisions can be made and then everyone can move on. Send any items to Sharon you wish to put on the agenda for discussion. (think about if your response to an email needs to be “Reply All”)

c. West Region Council –

Dennis Cunningham is interest in taking this role on.

Justin Boggs, BSU – verify if he is a member of National and is still interested

Maria to send out a notice about the position opening and the voting on-line process to get the vote complete in a timely manner.

d. Energy Conference – Committee meeting April 24th – Selena, Sue, and Steve to attend. Conference will include building officials, Idaho Power, and the USGBC. We need to discuss what kind of track we want to incorporate. – Send ideas to Selena and Sue. Date is in October – Sue to confirm.

VI. Focus on the Future – pick one issue that is important to the future of green buildings and discuss thoroughly

a. Membership Recruitment and Development

Scot brought up the issue of the membership not being all inclusive as it had felt like in the past. The board needs to reach out to the members as well as the community. We discussed that the officers would rotate presenting for 20 minutes before the start of our monthly programs to let

the members / public know what was going on with the USGBC locally and Nationally.

b. Other:

Maria will continue to send out program / event notices and maintain the website

Bruce has found a potential sponsor to help distribute the dvds.

Katie – proposed a line item in the budget for the Past President

Dennis would like to be apart of getting more people involved in his area up north as well as through his traveling. He suggested getting business cards printed up for the USGBC logo and website on it to distribute to people interested in the organization. Bruce will have Maria design the cards as everyone agreed it was a good idea. Find sponsorship for helping with the cost of printing business cards. The group discussed that it would be a good goal to have a program up north sometime this year.

Bruce is going to express regionally to link up with the Green build in Chicago this year to distribute live some of the prime speeches.

Send Agenda items to Sharon by the Friday before the meetings.

VI. Adjourn

The meeting adjourned @ 1:15 pm

The next meeting will be held Wednesday, 5/9/07, 11:30 to 1:00 at the CCDC Conference Room, 805 W Idaho Street, downtown Boise.

Minutes submitted by Secretary, Lindsay Erb.