



U.S. GREEN BUILDING COUNCIL  
**IDAHO CHAPTER**

May 09, 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, Shelby Stuart, Sharon Patterson, Dennis Cunningham, Scot Oliver, Selena O'Neal, Matthew May, Andrew Erstad, Rebecca Mirsky

*Absent:* Gary Childe, Bruce Poe

*Quorum:* Yes

*Special Guest:*

**Action Items are in bold below:**

**I. Call to Order**

The meeting was called to order at 11:35 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**

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

There is no change in the balance.

This balance is based on the current membership.

There is no projection of sponsorship money, new membership, profit from upcoming October conference.

Balance does not project money for a May lunch (Shelby did confirm lunch would be provided, however for all future lunches, including May).

Question came up on hosting a LEED Workshop – potential profit earning?

The board reviewed charges from Modus – **the consent was to pay the charges.**

**IV. Progress Reports – Strategic Plan**

a. A Few words from our President

1. Steve met with Maria and discussed the following items:  
Website needs / suggestions to help her manage the website

- i. Need for a Green Directory on Website (other state chapters do this) – w/ a list of builders, materials, etc. Questions came up re: would this be for public or members only – if not would there be a fee?
  - ii. Advertisement on the USGBC website – (Development / Marketing group to discuss).
  - iii. Add to website – how to become a LEED Accredited Professional.
  - iv. LEED AP list on web site.
  - v. List LEED certified buildings in Idaho.
  - vi. LEED case study – see national website.
2. Maria needs help editing newsletter – help finding content / writing / editing. **Steve and Scott will head up the “Editorial Committee”.**  
**Send any ideas to them for newsletter worthy topics or articles.**
  3. Maria needs help keeping calendar updated. **Selena will help filter dates / events to forward on to Maria to post to the calendar.**  
**Send all events to Selena.**
  4. The chapter needs to get a post office box in lieu of mail being sent to Modus.
  5. LEED study group – start a session / workshop possibly.
  6. Steve also suggested having State Senator Kate Kelly attend our next chapter meeting to help educate the board on how the process works with the state legislature.

**\*See the website for a link to the Idaho Statesman website for Steve’s article.**

- b. Events Committee update:  
Programs – lunches will be \$7. for members and will continue to look for sponsorship from private organizations.
- c. Advocacy and Education Committee update:  
- looking at workshops from National USGBC to put on locally w/ a fee  
- will have more for the board at the next board meeting.
- d. Marketing and Development Committee update:  
- Discussed the need to focus on finance - how to be more proactive, how to get more help from chapter members, get people involved - Andy and Sharon are developing a work chart.

**V. Issues that Merit Discussion or Decision**

- a. Local events – getting our name out sooner then later to be recognized –  
**if anyone knows of upcoming events that match the goals of our**

**chapter – send the information to Sharon or Andy to follow up with the possible connection / sponsorship of our organization.**

- b. **USGBC business cards – need ASAP**
  - c. Conflict of Interest Policy – Lindsay collected signed forms to keep on file for the chapter.
  - d. Board Member bios and photos - **Board members to send biography and picture to Maria to add to web site. Group photo at next meeting.**
  - e. Step it up Event – Great success, good audience and topics discussed and brought up.
  - f. Idaho Energy and Green Building Conference – Steve, Selena, Sue attended meeting and have a tentative calendar of events. The conference will host sessions on policies, codes, and green building strategies and the board should send any ideas of session topics for the green building track to Sue, Steve, or Selena. Some initial topics would be; LEED 101, Local Case Studies, LEED for homes, Performance based design, tour home in Hidden Spring. Keynote speakers needed as well – send ideas – Also – send ideas for gift bag gift, sponsorship, hosting on Thursday night of the event – any thoughts? Possibly incorporate the one day LEED workshop on the Thursday for the conference (Oct. 24<sup>th</sup>)
  - g. Advertising Policy – **move to next meeting agenda**
  - h. LEED workshop – Rebecca just attended a workshop – typical cost is \$400 – she distributed some information. It would be a one-day event with possible revenue to be shared with our chapter.
- VI. Focus on the Future – pick one issue that is important to the future of green buildings and discuss thoroughly –**
- a. Discussed a Green Building Conference for the public – market to the lay people.
  - b. Discussed the need to talk to property managers – Dennis Cunningham
- VII. Announcements**

**Send Agenda items to Sharon by the Friday before the meetings if you want your topics discussed the at board meeting via an agenda item.**

Topics from Bruce's email to be moved to the agenda for next month:

1. Chapter to be on the board for the Northwest Energy Coalition – good idea to be discussed further.
2. National USGBC board member wanting to come to Idaho for some event – Events Committee to discuss further.
3. Gary Christenson to purchase 70 dvds to distribute. Scott and the city to provide Brown Field money to help purchase postage to send – Scott will work with Gary and Bruce to proceed as the Board voted to approve that we send these DVD's out to other local USGBC chapters.
4. Storm water conference – May 15<sup>th</sup> at Boise State – the board declined sponsorship at this time but keep contact for possible sponsorship next year.

**VI. Adjourn**

The meeting adjourned @ 1:14 pm

The next meeting will be held Wednesday, 6/13/07, 11:30 to 1:00 at the CCDC Conference Room, 805 W Idaho Street, downtown Boise.

Minutes submitted by Secretary, Lindsay Erb.