



U.S. GREEN BUILDING COUNCIL
IDAHO CHAPTER

December 19, 2007
Board Meeting Minutes
Capital City Development Corp Conf Room
Boise, ID

Board Members:

Present: Dennis Cunningham, Lindsay Erb, Steve Benner, Sharon Patterson, Scot Oliver, Rebecca Mirsky, Selena O'Neal, Sue Seifert, Andrew Erstad

Absent: Matthew May, Katy Slater, Gary Childe, Doug Cooper, Bruce Poe,

Quorum: Yes

Special Guest: none.

Discussion Items are in bold. See action Items 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
Minutes Approved as amended w/ revision per Scott's comments.
- III. Treasurer's Report: **\$3084.91 – Checking \$2,001.08 – Savings \$100.00 – Petty cash.**
 - **Discussed the need to send a letter out thanking the members for donations for Project Green and let them know that can not use their donations for a deductible this year.**
- IV. Progress Reports – Strategic Plan
 - a. A Word from Our President
 - **Steve discussed by-laws with Bruce who couldn't make it to meeting but thought we should not adopt the new by-laws as he felt it may slow down the process for establishing our 501.c.3. Sue discussed that the by-laws are dynamic and can always be changed.**
 - **Steve submitted the quarterly report and sent out to board via email. One noted item was that the minutes are to be turned around in with in 72 hours of the meeting. We discussed that to be 72 working hours, weekend and holidays do not count. I think I may make it this month!**
 - **Boise City Recommendations – Steve had received comments and has revised the letter. He motioned to approve the letter and send on to the Boise City Climate Protection Advisory Committee. Rebecca 2nd. All in favor – yes, motion passed. Steve will send out letter.**
 - b. Events Committee –
 - **The USGBC/ASHRAE meeting was a success with 80 people in attendance and 1 new member was acquired.**
 - **Next program – LEED Training on Jan. 18th. First come first serve – all day leed training event at Idaho Power.**
 - c. Advocacy and Education Committee –

- Sue discussed her successful presentation in conjunction with the Caldwell School Superintendent at the Idaho School Board Convention.
 - She is working with Representative Sue Chew – state owned buildings to be 30% better than code...with that working to get schools to be part of that bill and having all new K-12 buildings use integrated design approach and commissioning – money for that to be part of the bond. The board discussed having Chew as a guest to discuss further.
- d. Marketing and Development Committee
- Discussed further the sponsorship possibilities. Steve proposed having a fundraising event to solicit sponsorship – an opportunity to discuss what we are about, improves exposure – this thought should be added to strategic plan for '08.
 - What would benefits be for sponsors?
 - Hold off on soliciting sponsor until our 501.C.3 is finalized.
 - Sharon will work on a list of benefits for sponsors, levels of sponsors – using Cascadia as an example.
- V. Issues that Merit Discussion or Decision
- a. 2008 Budget
- Reviewed estimated 2008 budget – projected revenues from membership dues, LEED workshop opportunities, Sponsorships and Contributions as well as projected expenses.
 - Green Expo payment - Selena motioned to pay ½ the payment (\$2,500) in Jan. and other half in April. Sue 2nd. All in favor – yes, motion passed.
- b. 2008 Strategic Plan
- Discussed the need for a longer dedicated meeting for our Strategic Plan '08 review – similar to what we did last time w/ Dallas as our Facilitator. Hold off for new board members / new members to be involved to have a Kick-off meeting to work on strategic plan. Possibly have our national rep present to help facilitate. Possibly have Ken Baker help facilitate. Steve to check with Ken to see if he can participate. Date / Tim / Location to be determined – Selena will check on Idaho Power and IDL for available locations.
- c. 2007 Idaho Chapter Annual Report
- We are meeting the standard report requirements.
 - 501.C.3 status not there yet but working on.
 - Melissa Kemp helped fill out – annual report / quarterly report / check list.
- d. Board Vacancies
- Katy Slater has resigned. Andy Erstard stated he would be resigning at the close of the meeting, therefore (2) additional board member positions will be available.
 - Bruce Poe and Selena O'neal would like to continue for an additional year.
 - Steve nominated Bruce to take Andy's place. Andy nominated Selena to take Katy's place on the board. Scott seconded the motion. All in favor – yes, motion passed.
 - Andy also nominated Todd Weltner from Vertical Construction to be a nominee for the board. Nominations for board member candidates closed on 12.21.
 - Thanks to all of our departing board members for all their efforts and continual dedication to the USGBC Idaho Chapter whether on the board or not, your service and time is always appreciated.
- e. Board Nominations
- See above.
- f. New member liaison / welcome packet for new members
- Lindsay presented Rebecca's letter for new members – everyone agreed it to be a good idea to welcome new members, let them know where resources are located on line.

- **New member liaison to look at current roster of members monthly and send out letter and packet of information.**
 - **Maria – to possibly look into getting more folders to send out information.**
- g. LEED Workshop update
- **Discussed in program update – see above.**
- h. Green Expo – Committee, payment
- **Bruce would like to be on the committee**
 - **Sharon to send out a call to full membership for committee members. Scott Oliver to help organize.**
 - **Payment discussed during budget review – see above.**
- i. Project Green
- **Good Success!**
 - **Still collecting money for donations.**
- j. Sun Valley Sustainability Conference - Discussion
- **Nothing discussed at this time**
- k. Idaho Environmental Education Association Conference and Green Building Tour – Feb. 28 – March 1, 2008.
- **Amy Pike is the director for the organization and has contacted Steve have the USGBC be apart of program**
 - **Steve is meeting w/ the Project Learning Tree and Idaho Smart Growth director to discuss a green building tour. Steve to report more next month.**
- l. Bylaws – Discussion / Vote
- **Need the bylaws for our 501.C.3 status**
 - **Comments from Scott re: local chapter members participation**
 - **Geographical diversity (noted)**
 - **Attendance for board members to be ¾ of the year instead of ½ the year**
 - **Comment on the committee’s – will be updated to reflect our current committee’s set up.**
 - **Comment on Officers – there is no “vice – chair” so change to be that the secretary shall act in place of the chair if missing from a board meeting.**
 - **Question came up on terms**
 - **Comment on meetings – we need 2/3 the board for voting per the State Statute. 1/3 the membership for full membership meetings – verbage to sound the same.**
 - **Andy motioned we approve the by-laws per discussed modifications. Multiple seconds, all in favor – yes, motion passed.**
- m. 501 (c) 3 Status – update
- **Buck the accountant for Erstad is wafting for by laws. He will move forward. Thank you Erstad Architects for covering the cost for Buck’s time.**
- n. West Regional Council – Update
- **Meeting in march – more detail to follow**
- o. Green LEEDers Social event –
- **Successful event for December social – look for a bigger venue next time**
 - **2nd Tuesday of the month – next location to be 8th street wine company. (Jan. 8th).**
- VI. Focus on the Future – pick one issue that is important to the future of green buildings and Discuss it thoroughly
- e. Training Opportunities
- **LEED training**
 - **Feb. program – discussed a training on how to work with the Legislature. Andy to follow up with having Jeff Youtz work w/ us. Andy has since followed up and yes, Jeff is available to provide a program for us.**
- VII. Announcements
- f. Date of next Board Meeting: **January 16th, same place, same time**
- g. Date of next Chapter Public Event: **January 18th @ Idaho Power**

h. Other

- (6) USGBC ND applications have been submitted
- Idaho Environmental Summit was a successful event for those who attended
- BSU LEED team will be traveling to Nevada for a conference.

VIII. Adjourn – 1:00pm

Summary of Action Items:

<u>Who</u>	<u>Item</u>
Selena	Send thank you letter to board members who donated money for Project Green
Steve	Send out letter to the Boise City Climate Protection Advisory Committee
Sharon	work on a list of benefits for sponsors, levels of sponsors – using Cascadia as an example.

Attachments:
none

Minutes submitted by Secretary, Lindsay Erb.