



U.S. GREEN BUILDING COUNCIL IDAHO CHAPTER

USGBC Idaho Chapter Membership Committee November 11th, 2009

Location: CTA, 1185 Grove St, Boise or call into the meeting at 577-5695

Time: 9:00 am

Attendance: Christine Duft, Kristin Montgomery, Salle Robinson, Gina-Roberts Wagner (remote), Mark Fledderjohann (remote)

Discussion: Annual Membership Event & Survey – Final Preparations

- I. **Opening remarks**

- II. **Committee overview:**
 - a. Membership (Internal) committee
 - b. Committee Aim: To welcome and retain USGBC Idaho Chapter members.
 - c. 2009 Committee:
 1. **Christine Duft-McConville (CTA):** Membership Chair, Member tracking, Board & Finance committee Liaison, websites membership pages
 2. **Mark Fledderjohann (Modus):** Annual event speakers
 3. **Salle Robinson (Business Interiors):** Communications, Annual event catering
 4. **Kristin Montgomery (CTA):** Membership survey formatting
 5. **Gina Roberts-Wagner (Seed):** Raffle Prizes, Marketing committee Liaison
 6. **Open position:** Planning & Events committee Liaison

- III. **Taskforce updates and assignments**
 - a. Annual Survey edited and posted to the membership
 1. Survey closes November 14th – 60 responses so far
 2. Sent out to current, lapsed, potential members & LEED APs
 3. Christine to format results in Powerpoint.
 4. Results to go to Board for member event presentation.
 - b. Annual Membership Event proposal passed, budget of \$2200 approved.
 1. Date set for November 18th, 2009.
 2. Depot Booked – contract, insurance & payment sent.
 3. Budget Update
 4. Speakers update for Green Slam 2009 (Mark):
 1. Names, titles and topics needed to post to website
 2. Equipment and layout discussion
 3. Order of presentations
 5. Raffle prize updates (All):
 1. List of prizes & donators needed to post
 2. Donators and donation amounts needs to go to Treasurer, Lindsay Erb.
 3. Tickets, distribution and collection discussion
 4. Drawing schedule
 6. Event set up, teardown.
 1. Set up, 5:00-6:00 pm: tables, chairs, linens, check-in area, a/v equip.

2. Tear down, 9:30-10:00 pm, rental pick up 8:30 am next morning

- c. Finance Committee report (Christine)
- d. Marketing Committee report (Gina)
- e. 2010 Strategic planning meeting Dec 9th, 2009

IV. **Questions/remarks**

- V. **Next meeting time:** Event wrap-up mtg. Noon, November 24th, 2009 @ Red Feather. Please RSVP for each meeting to Christine at christened@ctagroup.com