



U.S. GREEN BUILDING COUNCIL IDAHO CHAPTER

USGBC Idaho Chapter Membership Committee August 11th, 2009

Location: Thomas Hammer, 298 N 8th St, Downtown Boise

Time: 10:00 am

Attendance: Christine Duft, Mark Fledderjohann, Kristin Montgomery, Salle Robinson

Discussion: **First Committee Meeting**

- I. **Opening remarks** – Welcome to the Membership committee reactivated meetings!

- II. **Committee overview:**
 - a. Membership (Internal) committee
 - b. Committee Aim: To grow and sustain the Idaho Chapter membership, track the membership database, retain current members, welcome new members and encourage communication and membership involvement in the chapter.
 - c. 2009 Committee goals:
 - i. Develop a system to track, follow up on and report membership stats.
 - ii. Develop and send out communication standards for membership.
 - iii. Get membership committee active and members dedicated to tasks.
 - iv. Work with Marketing & Communications to have printed collateral for chapter.
 - v. Create annual survey for chapter information gathering and member feedback.
 - vi. Establish and plan the annual membership event.

- III. **Taskforce updates and assignments**
 - Assign committee members as liaisons to other committees:
 - Christine Duft – liaison to Board, Finance & Fundraising
 - Gina Roberts-Wagner – liaison to Marketing & Communications
 - Assign role / taskforce for each committee goal:
 - Christine Duft – Member stats, website pages
 - Salle Robinson – Communications
 - Mark Fledderjohann – Survey content, Annual event speakers
 - Kristin Montgomery – Survey formatting
 - Annual event venue:
 - Each member is to research options for next meeting

- IV. **Questions/remarks**

- V. **Next meeting:** August 26th, 2009 at Thomas Hammer, 298 N 8th St, Downtown Boise.
Please RSVP for each meeting to christined@ctagroup.com.