



CONNECTICUT GREEN BUILDING COUNCIL

MINUTES:

Board of Directors Meeting

6 January 2003, **SESSION 2:** 3:30 pm – 6:10 pm

Location:

CT Innovations, 999 West Street, Rocky Hill, CT

Attendees:

Susan Brandes (SB), Chair

Richard Rourke (RR), Vice Chair

Robert Maddox (RM), President

Richard Barredo (RB), Vice-President & Treasurer

John Amatruda (JA), Secretary

Bill Cowan (BC), Ken Dreitlein (KD), Wanda Dupuy (WD), Katherine Faulkner (KF), Frank Gagliardo (FG), Bryan Garcia (BG), John Mengacci (JM), Steve Murphy (SM), Michael Smalec (MS), Kim Trella (KT)

Via Conference Call: Patricia Canevari (PC)

Absent:

Bruce Heyl (BH)

Business Conducted:

1) Call to Order

The meeting was called to order by SB at 3:30 pm.

2) Treasurer's Report

RB presented a report, dated 12/31/02, that summarized the financial activities of the CTGBC for 2002. The September LEED Training event resulted in a loss of \$1,270, which was the cost incurred from Pita Communications for designing the event flyers. This expense was sent to the USGBC for reimbursement, but to date they have not responded (the USGBC did reimburse the CTGBC for the printing cost of the flyers). RB sent an e-mail to the USGBC last week regarding the reimbursement; he will follow up this week with a phone call.

The December Holiday Event resulted in a net gain of \$115.41. Overall, the balance of the CTGBC's bank account was \$9,527.37, as of December 31, 2002.

3) **Proposed Calendar – Fiscal Year 2003**

WD distributed a document listing the proposed date for CTGBC Board meetings and other key events in 2003. Board members expressed a preference to change the Board meeting times from 3:00 pm – 5:00 pm to 4:00 pm – 6:00 pm. WD noted that one summer meeting may be cancelled or be changed to a social event. SB suggested that additional events be added to this calendar so that all CTGBC activities are in one location – this calendar could then be posted on the CTGBC website. SB entertained a motion to approve the calendar as amended. The motion was made by JM and seconded by RM. The motion was unanimously approved by the Board members in attendance.

4) **Committee Reports – Education**

- KT reported that the December 3rd event went well – special thanks to FG for his work in organizing and running the event.
- KT distributed a draft of educational events planned for 2003. The schedule includes: Two potential LEED training sessions (one in the spring, one in the fall); a March 21st seminar entitled, “Let Nature Do the Work – Advanced Landscape Design”, which is being co-sponsored by the CTASLA; a High Performance Schools Conference (which is seen as the “major” CTGBC educational event for the year), and a Holiday Event. Other events may also be scheduled, and it is assumed that CTGBC members may be asked to be speakers at events sponsored by others.
- KT will contact Marcia Garcia of the USGBC (LEED Workshop Assistant Manager) to coordinate the LEED training workshops. It is assumed that the first workshop will be a full day, intermediate level course. RB suggested that it may make sense to schedule a ½ day LEED training session to coordinate with the Schools conference.
- KT and FG distributed a draft flyer for the “Let Nature Do the Work” seminar. The cost is set to be \$40 for members of the CTGBC or CTASLA, and \$50 for non-members. As soon as the flyer is finalized, KT will coordinate with KD to have the flyer posted on the CTGBC website.
- KT noted that the High Performance Schools Conference will likely focus on existing programs (e.g., LEED, school programs developed by the Massachusetts Technology Collaborative, State of California, SBIC), rather than trying to develop a new program through the CTGBC. The Board confirmed that this approach is preferred – the CTGBC would like to be considered an “umbrella” organization and clearinghouse of green building (green school) information. KT noted that she will be attending a NESEA presentation to the Hartford Neighborhood Environmental Project on the MTC’s High Performance Schools program – this may serve as a useful primer for our conference. RM suggested that the Connecticut Association of Boards of Education and Connecticut Education Association should be contacted as possible co-sponsors.
- KF noted that Sustainable Step New England was sponsoring a sustainable business network and seminar for the end of the month, and asked the Board if this was something for the CTGBC to participate in. RM suggested that he knows individuals at Sustainable Step New England, and will speak with them about the event and possible CTGBC participation, if appropriate.
- KT and FG noted that the DEP is close to finishing a table-top exhibit on Green Building Materials that can be used for CTGBC events. An illustration from the exhibit was distributed to the Board.
- RM noted that Connecticut Public Television is producing a series titled “Connecticut’s Energy Future”, with funding from the CT Clean Energy Fund. One segment of the series will involve green buildings, and there may be a role for the CTGBC and/or some of its members.

5) **Committee Reports – Membership**

- BC reported on committee’s current ideas for a March social event. One location they are looking into is the Smart Living Center in Newington (no rental charge); they are also considering possible entertainment (e.g., a comedian, musician). The committee is considering a \$10 fee for members, and

possibly allowing non-members to come for free as an incentive. The Board suggested other possible locations, including the Wadsworth Atheneum, the State Capital, or Gillette Castle – places that provide a draw. The committee will check on the prices for these locations. The Board suggested that the charge to members and others for the event will need be considered after a location is confirmed. RM noted that he can send BC a listing of non-CTGBC members who attended the LEED training workshops in Connecticut, as potential new members to target for the event.

- BC asked whether membership cards should be issued. The Board decided to defer the issue until next year.
- BC noted that the membership survey developed by the committee did not go out with the end-of-the-year mailing and renewal forms. The survey will be e-mailed to all 2002 members, along with a reminder to renew their membership.
- BC asked what the CTGBC's position is on student memberships. The Board decided that students (with a valid ID) can join for \$25 per year. No prorating will be involved with student memberships.
- The Board noted that a new pamphlet is needed for the CTGBC that introduces the organization and summarizes its mission and activities. BC noted that the Membership Committee will work to develop this.

6) **Committee Reports – Website**

- KD noted that anything to be posted on the website must be sent to him before a regularly scheduled cut-off date (e.g., the 3rd week of the month), at which time he will submit the items to the website developer. Exceptions can be made for urgent postings.
- Any e-mails that are sent to the website are currently coming to KD, who directs them to the appropriate Board member. KD added that questions or other issues raised through website e-mails that require a response from the Board will be brought up at the first Board meeting following receipt of the message.
- The Board suggested that we should have a new item/event on the website to highlight each month. The Board will review suggested items each month.
- KD noted that advertising could be allowed on the website; however, the CTGBC still needs to set rates and standards. MS and FG volunteered to help KD research these issues.

7) **Committee Reports – Strategic Planning and Finance**

Due to time considerations, the Board decided to hold a separate meeting to review the Strategic Plan developed for FY 2003 – FY 2005. SB will contact the Board to suggest possible dates for this meeting (it will be held before the next regularly scheduled Board meeting).

8) **Status of 501(c)3 Application**

RB reported that there was no new activity on the application.

9) **Other Business**

- RM noted that he has the USGBC membership password for the Board's use (this will allow you to access information from the USGBC website and obtain discounts on USGBC products). RM will forward the password to Board members.
- KD suggested that the CTGBC should consider being involved with this year's Connecticut Invention Convention - a competition for inventions from students ranging from 3rd to 8th grade. KD's idea is that the CTGBC could provide judges, and give an award for "Best Green Invention". While we are coming to the program late this year, the idea would be to introduce the "green invention" concept and award now, so that next year students would be able to specifically be thinking about green as part of the contest. The judging and award could become an annual CTGBC event. The Board expressed interest in the idea, and asked KD to provide more information at the next Board meeting.

- FG noted that it would be useful to send out press releases to local publications (e.g., CT Magazine, CT Business magazine) on CTGBC activities - for example, on the launch of the CTGBC website. The Board agreed that publicity for the organization is a critical function, and that we may need to establish a Committee devoted to Publicity and Advertising.
- SM noted that he sits on the Connecticut Energy Advisory Board, and that they are co-sponsoring legislation for LEED requirements for state-funded construction. The Board discussed whether a position paper on green building attributes should be developed for submission to the General Assembly. SM will follow the legislation and keep the Board posted on when public hearings may be scheduled.

10) Next Meeting

The next Board meeting is scheduled for Monday, February 3rd @ 4:00pm, at the CT Innovations offices.

11) Adjourn

The meeting was adjourned by SB at 6:10 pm.