



CONNECTICUT GREEN BUILDING COUNCIL

MINUTES:

Board of Directors Meeting

3 February 2003, 4:00 pm – 6:30 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

Bruce Bockstael (BB), Patricia Canevari (PC), Bill Cowan (BC), Ken Dreitlein (KD), Katherine Faulkner (KF), Frank Gagliardo (FG), Bryan Garcia (BG), Steve Murphy (SM), Michael Smalec (MS), Kim Trella (KT), Mike Trolle (MT)

Absent:

Bruce Heyl (BH)

Business Conducted:

1) Call to Order

The meeting was called to order by SB at 4:10 pm.

2) Minutes of January 6, 2003 Board Meeting

JA noted that the minutes from the 1/6/03 meeting were not complete, and would be distributed before the next Board meeting. JA noted that the CTGBC had agreed to send copies of all meeting minutes to the USGBC as part of our agreement from the meeting with Nigel Howard – the Board confirmed that approved minutes for 2003 will be forwarded to Nigel.

3) Treasurer's Report

RB noted that 31 membership renewals have been received to date at the new \$100/person/year rate. No new memberships have been received, nor have any corporate donations been received. While there was no formal report issued, RB noted that the balance of the CTGBC's account is approximately \$12,500, and that there is one outstanding bill of \$1,000 to be paid to the website developer.

4) **Installation of Mike Trolle to the Board of Directors**

SB confirmed the resignation of John Mengacci from the CTGBC Board of Directors (an e-mail had been sent to the Board on 1/17/03) and from his position as Chair of the Strategic Planning and Finance Committee. SB noted that a letter of thanks will be sent to John and to Wanda Dupuy for their invaluable assistance to the Council in the previous year.

According to Article 4.10 of the CTGBC By-laws, "In the event of a vacancy in the office of Director, the Board shall determine the successor at the Board's next regularly scheduled meeting. The Secretary shall provide the Board with a copy of the results (rank-ordered lists) from the most recent election. If the vacating Director represented a Division, then the next person on the rank-ordered list for that Division shall be elected as successor for the unexpired term. If the Director had represented the membership at large, then the next person on the rank-ordered list for the membership at large shall be elected as successor for the unexpired term."

Per this procedure, Bryan Garcia replaces John Mengacci in Division III, leaving a vacancy in the At-Large group. The election results showed that Mike Trolle, principal of Building Performance Construction in Ridgefield, had the next highest total votes, and was therefore eligible to replace Bryan. Mike was in attendance at the meeting, and expressed his interest in serving on the Board. A vote from the Board was required to make it official. SB entertained a motion to install Mike Trolle to the Board; the motion was made by RM and seconded by KT. The motion was unanimously approved by the Board members in attendance.

SB also noted that a new Committee Chair for the Strategic Planning and Finance Committee was needed, and that Ken Drietein had volunteered to assume the position. SB entertained a motion to appoint Ken Drietein Committee Chair; the motion was made by RM and seconded by KT. The motion was unanimously approved by the Board members in attendance.

5) **Committee Reports**

SB noted that the committee reports in previous meetings have tended to be overly detailed, and proposed that they generally be kept to about 10 minutes in length. The committee reports should provide a brief update to the Board on work being performed in the committees, and should focus on decisions that the committees need from the Board (e.g., funds, program approvals).

6) **Committee Reports – Education**

- KT and FG reported that the speakers have been confirmed for the March 21st educational event, "Let Nature Do the Work", and that flyers have been finalized and are posted on the website. The event will be cosponsored by the CTASLA.
- KT and FG also presented the "Green Building Materials Exhibit" developed by the CT DEP. The exhibit (which includes samples of green building materials and illustrates their application in a building) can be borrowed for CTGBC events if advance notice is given to KT or FG.
- KT noted that she has left messages for Marcia Garcia (LEED Workshop Assistant Manager) of the USGBC to coordinate a LEED training session in the spring; however she has not received a response to date.
- KT presented an article she has authored, "Green Buildings Bring You Savings", which is to be published in the DEP's Pollution Prevention Newsletter.
- KT noted that Debra Lombard of RETEC (an environmental management company located in New Haven) has proposed to present a seminar in May on Lighting and Sustainable Design.
- KT has been consulting with Mary Pelletier of NESEA (the Northeast Sustainable Energy Association) on the CTGBC's proposed High Performance (HP) Schools Conference in June. NESEA has developed

materials on HP schools, and has collected information on other programs in the region and nationally. The proposed format at this point is use the 5 LEED topics (Sustainable Sites, Water Efficiency, Energy and Atmosphere, Materials and Resources, Indoor Environmental Quality) as the basis for organizing the speakers and presentations. The CT Department of Public Health will also co-sponsor the event.

7) **Committee Reports – Membership**

- BC reported that he spoke with Dan Woodbury of the publication, Environmental Building News (EBN). EBN is willing to offer a 20% discount on new subscriptions for members of the CTGBC. The Board agreed that BC should follow up with EBN to secure this offer. RB suggested that the EBN discount coupon should be sent with CTGBC membership certificates to new or renewing members. RM mentioned that EBN may also be willing to provide sample issues at CTGBC events.
- BC has received 15 replies to the membership survey that was e-mailed to existing members in January. While BC has not reviewed the surveys in detail, he noted that quite a few members have expressed an interest in speaking on green building issues on behalf of the CTGBC.
- BC and RR presented their proposal for the March 17th CTGBC Social Event. The proposal is to hold the event at the Galleria Design Center in Middletown. The Galleria is a trade show space that showcases residential building products and features Ferazzoli Imports, a stone importer/supplier. The Center is willing to provide the space for free and to promote the event; they will also offer a tour of the facility during the event. The Social would run from 6-8 pm, and would include a light buffet and cocktails. As the Social will coincide with St. Patrick's Day, the theme is appropriately, "Getting Green". The Board discussed if a fee should be charged for the event. To encourage potential new members to attend, it was decided that there should be no charge for those who register in advance, with a possible \$10 charge at the door. RM entertained a motion to provide up to \$750 of CTGBC funding for the event; the motion was made by SB and seconded by RB. The motion was unanimously approved by the Board members in attendance. The Board also recommended that committee try to solicit additional donations for the event from other potential sponsors.
- BC distributed a draft of a one page tri-fold CTGBC brochure that introduces the organization to prospective members or other interested parties. BC asked the Board to review the brochure and provide comments on its content or format. The committee would like to have an approved brochure printed for a possible mass mailing, with additional copies for distribution at CTGBC events. RB noted that we will likely need to update the list of architects, engineers, and others that was used in 2001 for the original CTGBC kick-off event.
- The Board noted that at some point in the near future (after allowing a month or two for membership renewals), we will likely need to step up our membership recruitment efforts. A follow-up e-mail to all of last year's members may be needed to pursue those who have not renewed yet – this may also need to be followed up by direct phone calls. This issue will be further reviewed at the next Board meeting.

8) **Committee Reports – Website**

KD reported that the website has been up since the end of 2002; no major changes have occurred within the past month. KD suggested that Board meeting agendas could be posted on the website. FG asked if registrations could also be handled on-line – the problem is that we are not set up to receive payment on-line.

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

- KD and SB recapped the Strategic Planning Meeting that was held on January 21, 2003 at the United Technologies Research Center. The meeting was held to review and revise the 3-year plan that had been drafted by the committee in August 2002, before the new Board was elected. In addition, priorities for 2003 were to be established. Note: A separate set of minutes was issued by KD for this meeting.

- Although seven Core Functions of the CTGBC have been identified in the 3-year plan, the Board members at the January 21st meeting felt that three of the Core Functions should become our focus for 2003: 1) Public Awareness; 2) Clearinghouse; and 3) Collaboration. The objective of this focus is to establish the CTGBC as the authoritative resource in Connecticut on green building issues, and to broaden our membership base.
- SB noted that one of the other key issues discussed at the January 21st meeting was the need to establish an Advertising/Publicity committee. BC noted that some of the membership surveys indicated an interest and/or experience in this area. SB noted that we will need to expand our membership before the organization is likely to be attractive for advertisers. This issue will be followed up at the next Board meeting.

10) Status of 501(c)3 Application

RB reported on some current communications he had with the IRS about the CTGBC application. The IRS has suggested that if the CTGBC spends a significant amount of time promoting LEED training and the LEED standard, this could result in them categorizing the organization as a 501(c)6 (essentially, a Trade Organization), rather than a 501(c)3. This would jeopardize the CTGBC's non-profit status and the benefits that derive from this. The CTGBC must demonstrate that at least 85% of our mission is educational in nature to maintain our present (provisional) 501(c)3 status.

11) Old Business

No issues were raised by the Board.

12) New Business

- The Board reviewed the language of the CTGBC Mission Statement, as defined in the 3-year plan. BG read an alternate version that he had developed based on the January 21st meeting. There was general consensus by the Board that both versions of the Mission Statement were close, but that aspects of the two should be combined into one new statement. SB noted that there will be a Strategic Planning Committee meeting in the next couple of weeks, at which she and BG will develop a new statement to present at the next Board meeting.
- The Board reviewed the language of the CTGBC Core Functions and Goals, as defined in the 3-year plan. A number of edits were suggested, which will be updated in the document by SB.
- KD proposed that the CTGBC provide judges and give an award for "Best Green Invention" at the Connecticut Invention Convention - a competition for inventions from students ranging from 3rd to 8th grade. The convention is happening on April 5th at the University of Connecticut's Gampell Pavillion. KD entertained a motion to empower SB and himself to judge and provide an award for the event; the motion was made by MS and seconded by RM. The motion was unanimously approved by the Board members in attendance.
- MS noted that he has also been involved in a number of science fairs where the CTGBC may want to have a presence. MS will develop a list of these events to present at the next Board meeting.
- MS noted that a Green Schools seminar is being organized for April 5th by the Connecticut Education Association (CEA), the CT DEP, and the CT Department of Health. The focus of this event appears to be primarily on Indoor Air Quality issues. KT will coordinate with MS on having the CTGBC's Green Schools seminar promoted at the event.
- SM and RM noted that 3 legislative bills were submitted during the January Session of the CT General Assembly that deal with green building requirements for State-funded building projects. Two of the bills (#5295 and #6266) were sponsored by the Committee on Environment, while one bill (#796) was sponsored by the Committee on Energy and Technology. All three of the bills refer to the LEED rating system as the basis for defining energy and/or environmental performance goals for major new

construction or renovation projects. While the CTGBC cannot actively promote legislation, RM suggested that he could write a CTGBC position paper on the benefits of green buildings that could potentially be presented at a public hearing on these bills. RM will send a draft of this paper to the Board for comment and approval before it is submitted.

13) Next Meeting

The next Board meeting is scheduled for Monday, March 3rd @ 4:00pm, at the CT Innovations offices – *note the new location of 200 Corporate Place, Rocky Hill.*

14) Adjourn

The meeting was adjourned by SB at 6:30 pm.