



## CONNECTICUT GREEN BUILDING COUNCIL

---

### MINUTES:

#### **Board of Directors Meeting**

3 March 2003, 4:05 pm – 6:15 pm

#### **Location:**

CT Innovations, 200 Corporate Place, 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), Bill Cowan (BC), Ken Dreitlein (KD), Frank Gagliardo (FG), Bryan Garcia (BG), Steve Murphy (SM), Chris Schoonerman (CS), Michael Smalec (MS), Kim Trella (KT), Mike Trolle (MT)

#### **Absent:**

Patricia Canevari (PC), Katherine Faulkner (KF), Bruce Heyl (BH)

#### **Business Conducted:**

##### **1) Call to Order**

The meeting was called to order by SB at 4:05 pm.

##### **2) Minutes of January 6, 2003 Board Meeting**

SB asked if there were comments on the minutes from the 1/6/03 and 2/3/03 Board meetings. No changes were requested; however, the Board asked that the minutes be distributed with more advance time for review in the future. SB entertained a motion to accept the minutes. The motion was made by FG and seconded by RR. The motion was unanimously approved by the Board members in attendance.

##### **3) Treasurer's Report**

RB noted that 42 membership renewals have been received to date at the new \$100/person/year rate. While there was no formal report issued, RB noted that the balance of the CTGBC's account is approximately \$14,278, which includes about \$1700 received for the March 21<sup>st</sup> event (Let Nature Do the Work). The expenses for the March 21<sup>st</sup> event, however, have not been paid to date. They have been estimated at \$2765 (which includes approximately \$1200 for the caterer) plus speaker honorariums (\$815 for the speaker from Maryland, and \$250/each for the other speakers).

#### 4) Committee Reports – Education

- KT and FG reported that 41 people had registered for the March 21<sup>st</sup> educational event, “Let Nature Do the Work”, to date. The registrants include 5 CTGBC members and 16 ASLA members.
- KT noted that the seminar on Lighting and Sustainable Design to be presented by RETEC is being re-scheduled for April, rather than May. The seminar will be held at the Orange Smart Living Center.
- KT has made contact with Marcia Garcia (LEED Workshop Assistant Manager) of the USGBC to coordinate a LEED training session in May/June. The session will be held in Stamford; KT will work with Marcia to determine a location. RM suggested that a more appropriate “green” setting such as the Sound Waters facility or UCONN’s Stamford campus would be preferred over a hotel. KT noted that a September LEED training session may not be needed - it will depend on the enrollment we get for the May/June session.
- KT reported on the development of the CTGBC’s High Performance (HP) Schools Conference in June. Co-sponsors of the conference are expected to include the Northeast Sustainable Energy Association (NESEA) and the CT Department of Public Health. Speakers being lined up include Mike Sherber, an HVAC engineer who will present case studies for 3 LEED Silver rated schools in New Jersey. A meeting will be held this Wednesday (March 5<sup>th</sup>) to further develop the curriculum for the event. The meeting will be held at the DEP’s Hartford offices, Room 4B, at 10:00 am. In a related aside, KT noted that the March 2003 issue of Parents magazine had an article entitled, “Is Your Child’s School Toxic?”, which referred to two Connecticut schools that have recently had significant IAQ-related problems.
- The Toxics Action Center is holding their annual Connecticut conference at Wesleyan College in Middletown on Saturday, March 22<sup>nd</sup>. BC volunteered to attend the event as a representative of the CTGBC, and will bring some current CTGBC fliers for distribution.
- Other upcoming educational events mentioned by various Board members include the Institute for Sustainable Energy’s Biodiesel Conference (scheduled for March 26<sup>th</sup> at Eastern Connecticut State University) and a national conference on Green Roofs in Chicago, scheduled for May 29-30.

#### 5) Committee Reports – Membership

- BC reported on the progress of the March 17<sup>th</sup> CTGBC Social Event. Eight people had pre-registered to date. Costs for beer and wine for the event had not yet been determined. The Board suggested that another e-mail reminder be sent to all CTGBC members and other interested parties to promote the event. This raised a general issue about developing contact lists for CTGBC use. SB noted that we will probably need to develop two types of lists: one membership list that includes both current and previous year’s members, and one list of non-members who belong to related organizations. The latter can be contacted for CTGBC events and membership recruiting efforts. It was noted that obtaining membership lists from other organizations could be a key factor in increasing membership in the CTGBC. SB noted that the lists should be compiled using database software, so that the sorting and grouping of names can be readily accomplished.
- BC distributed a copy of the current CTGBC tri-fold promotional brochure. There is an immediate need to make 100 or so copies of the brochure for some of the upcoming events – these could be run at a regular copy shop. Eventually, a larger order (2,000 or so) will be made with a printer to get a cheaper rate. SB noted that there were still some edits to be made to the brochure – these should be sent to BC within the week. The brochure also needs to be converted from Wordperfect format– it was suggested that the file be saved as a jpeg for the current runs.
- BC distributed a sheet summarizing the results of the membership survey from January. Some of the key findings from the survey are as follows:
  - Social and Educational events were listed, respectively, as the top two functions that members would like from the CTGBC.
  - E-mail is the preferred format to receive any CTGBC newsletters.

- The top functions of the CTGBC website should be links to other useful websites, technical information, and CTGBC news.
- 10 members are either definitely or possibly interested in advertising through the CTGBC website.
- 10 members are interested in getting more involved with the CTGBC committee work.
- Over 20 members are willing to be speakers on green building issues for the CTGBC.
- Because such a large number of members are interested in speaking, the Board discussed how a “speakers bureau” could be organized. JA suggested that the speakers who volunteered should be asked to provide more information about their areas of expertise, and should be asked if they have pre-developed presentations that they would intend to use for their topics. RM suggested that the CTGBC may need to develop one or more “stock” powerpoint presentations for speakers to use for certain topics. KT requested the names and contact information for those who volunteered to speak.
- JA asked about the status of the discount subscription rates for Environmental Building News (EBN). BC noted that the plan was to send an e-mail to new members that had a code which could be used for on-line subscriptions to EBN. The code would allow them to receive a discount. This arrangement has not yet been formalized with EBN, however.

#### 6) **Committee Reports – Website**

- KD noted that Dan Rathenberg, who maintains the CTGBC website, could also be hired to create the membership and mailing list database that was discussed earlier in the meeting. If Dan sets up the database, it would then be easy for the CTGBC to send out e-mails to targeted groups on a regular basis. The Board suggested that KD request a proposal from Dan Rathenberg to create a database from our membership list, and from hard copy lists we have (or will obtain) of other potential members.
- Other issues on the website addressed by the Board included the following:
  - Passwords can be issued to CTGBC members in the future to provide for a “members only” section of the website. We have not identified a need that warrants developing this capability yet.
  - List serves can be set up by Dan Rathenberg, if requested, to make sure that questions that come to the CTGBC website are distributed to the right groups of members.
  - Payments over the website (for memberships or CTGBC events) are not viable at the moment because we do not have enough volume to make it worth the expense.
  - The website could use more photos, particular ones taken at CTGBC events. It was decided that the Board did NOT want their pictures on the website for the present time.

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

- KD noted that the key current issues for this committee were to be discussed under the “Old Business” and “New Business” items on the agenda. It was decided to move forward to those items.

#### 8) **Old Business - Mission Statement**

The mission statement is still in need of a final round of edits. The Strategic Planning committee will conduct a conference call this Thursday at about 4:00-5:00pm to develop a final statement for the Board's approval. Participants will include SB, KD, BG, KT, and Doug Disbrow of Fletcher Thompson.

#### 9) **Old Business – CT Legislation / Position Paper**

RM reported on his participation at a public hearing for a proposed bill in the CT State legislation – specifically for SB #796, which seeks, among other things, to require a LEED Certified rating for all major capital projects that are funded by the state. RM noted that there are a few other competing bills with similar goals (#6266, which focuses on schools, and #5295); however, #796 seemed to have the best chance of passing. RM spoke at the hearing, and submitted a position paper that listed a number of the benefits of achieving LEED ratings (RM proposed that the legislation should, in fact, seek a LEED Silver rating as the

benchmark). RM was not representing the CTGBC at this hearing, but rather spoke as an individual. RM suggested that other individuals in the CTGBC could have an impact on the legislative process by sending letters of support for these bills to their state representatives. Even 3-4 letters received by a legislator can potentially have influence.

RM suggested that the position paper he developed could be modified and adapted for future use by the CTGBC. JA noted that there were a few statements in the position paper that should be modified for the broader uses of the CTGBC. JA will prepare a modified version of the position paper for review by the Board at the next meeting.

**10) Old Business – Letter of Thanks to John Mengacci and Wanda Dupuy**

A letter of thanks (discussed at the last meeting) had been developed for John Mengacci and Wanda Dupuy. The copy of the letter was distributed for the Board to review. The letter was signed by RM.

**11) New Business – Public Awareness/Outreach Committee**

Mike Trolle has volunteered to chair a new committee that will focus on public awareness and outreach. The committee will be considered a subset of the Education Committee, and Mike will coordinate closely with KT. CTGBC member Doug Disbrow of Fletcher Thompson has also volunteered to work with this committee.

**12) New Business – Financial Support Categories**

SB noted that the CTGBC needs to define our positions and rules for advertising, sponsorships, etc. The key is to develop a plan that simultaneously: 1) defines how much funding we want to solicit, with 2) a program of what we intend to do with the money raised. It was determined that the Strategic Planning Committee should meet separately to come up with this plan, and report their recommendations to the Board.

As a subtask, KD was asked to have Dan Rathenberg list the number of website hits we are receiving at the on the CTGBC site. This will give us some indication of the advertising potential of the website.

**13) New Business – Rebuild America Proposal**

RB noted that the CT Clean Energy Fund and Steven Winter Associates, Inc. were discussing a potential proposal submission to the U.S. Department of Energy under their "Rebuild America" program. The Rebuild America program focuses primarily on measures to reduce energy consumption and improve the overall performance of residential buildings. The proposal being contemplated was a series of high-performance building workshops for housing contractors (and related parties) throughout the state. RB noted that the CTGBC might play a role in the workshops, if interested. A letter of support from the CTGBC would also be useful for the proposal. The Board expressed interest in pursuing the proposal further. The Board would like to see a proposed Statement of Work, that defines what role the CTGBC would be asked to play, and to see a draft of a letter of interest that could be signed. RB will follow up with SWA.

**14) New Business – AIA COTE Program for Small Projects**

BB spoke about an upcoming one day program sponsored by the CT Chapter of the AIA's Committee on the Environment (COTE), which is focusing on ways to improve the performance of small building projects. The workshop will involve three small-scale CT DPW projects, which will be evaluated by a panel that includes a lighting designer, MEP engineer, and LEED consultant. The computer energy modeling program Energy-10 will also be used to evaluate specific energy-efficiency strategies for the projects. The workshop is seen as a one-day experiment to determine if high-performance strategies can be meaningfully defined for small projects within a short evaluation period. Depending on the results of the workshop, a paper may result to be published by the AIA.

**15) New Business – Letterhead**

SB noted that the CTGBC needs to develop a standardized letterhead for our various mailings. JA will develop a layout for the next Board meeting.

**16) New Business – Governor’s Statement on Climate Change**

BG distributed copies of a report entitled, “Leading by Example – Connecticut Collaborates to Reduce Greenhouse Gas Emissions”. The report documents the Connecticut Climate Change Action Plan Summit that occurred in October of 2002, and addresses the Governor’s position on how to best reduce greenhouse gas emissions through public and private endeavors throughout the state. The CTGBC is mentioned in the report as an example of a public/private entity that is working toward greenhouse gas emissions through the promotion of high-performance green building strategies.

**17) New Business – Bruce Heyl**

Board member Bruce Heyl has not been heard from since the elections. BH no longer works for Fletcher Thompson. The Board needs to contact him to determine if he still intends to serve.

**18) Next Meeting**

The next Board meeting is scheduled for Monday, April 7th @ 4:00pm, at the CT Innovations offices (200 Corporate Place).

**19) Adjourn**

The meeting was adjourned by SB at 6:15 pm.