



## CONNECTICUT GREEN BUILDING COUNCIL

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### MINUTES:

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

14 April 2003, 4:05 pm – 6:30 pm

#### **Location:**

CT Innovations, 200 Corporate Place, Rocky Hill, CT

#### **Attendees:**

Susan Brandes (SB), Chair

Richard Barredo (RB), Vice-President & Treasurer

John Amatruda (JA), Secretary

Patricia Canevari (PC), Bruce Bockstael (BB), Bill Cowan (BC), Ken Dreitlein (KD), Katherine Faulkner (KF), Frank Gagliardo (FG), Bryan Garcia (BG), Steve Murphy (SM), Chris Schoonerman (CS), Michael Smalec (MS), Kim Trella – via phone (KT)

#### **Absent:**

Bruce Heyl (BH), Robert Maddox - President (RM), Richard Rourke - Vice Chair (RR)

### **Business Conducted:**

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

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

#### **2) Minutes of March 3, 2003 Board Meeting**

SB asked if there were comments on the minutes from the March 3rd Board meeting. Not all Board members had time to review the minutes (they were issued Monday morning), so approval will be postponed until the next meeting.

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

RB issued a Treasurer's Report dated March 31, 2003. The balance of the CTGBC's account is approximately \$12,610, not including the expenses for the March Membership Social (see separate discussion below). Membership is currently at 68. The March 21<sup>st</sup> event (Let Nature Do the Work) netted a \$760 profit for the CTGBC. The report was approved by the Board.

#### **4) Membership Social**

BC reviewed the financial aspects of the Membership Social, which ended up costing about \$1490, even though the Board had approved \$750. The main reasons for the discrepancy were the catering costs, which

were not finalized until shortly before the event. About 74 people attended (fewer than the catering estimate of 100 people), and the amount of food per person was overestimated –about half of the food remained at the end of the evening (this was delivered to the Wallingford Emergency Shelter). In the future, it was suggested that any estimates for catering or other event expenses be obtained well enough in advance for official Board approval. RB noted that he does not want to be in the position of being asked to write checks that are above the amounts approved by the Board.

The event was well received otherwise. Ferrazolli was commended as a particularly good host.

## 5) CT School Legislation

Dave Jepson and Martin Mador (in place of Ron Klattenberg, who was on the agenda) addressed the Board concerning state funding to municipalities for school construction projects. While overall state funding for school construction is expected to drop in the coming year, they have spoken with CT State Senator Thomas Gaffey to try to raise support for a “green school” budget incentive. The idea is that the state would provide 1-2% more in state funds if a municipality agrees to build a green school, possibly using LEED as the standard. They are approaching the CTGBC to see if the organization is willing to provide any lobbying effort in support of a bill of this nature. Mr. Mador noted that, even as a 501(c)3 organization, the CTGBC can lobby as long as the amount spent on political action does not exceed 25% of the organization’s budget. SB noted that the CTGBC had previously decided *against* lobbying, but is willing to provide position papers or other educational materials that could support a green school bill. We can also post notices on the bill, or specific green school efforts, on the CTGBC website.

Mr. Mador also informed the CTGBC of his own efforts in bringing LEED to the new Hamden Middle School project, and in organizing a Green Building Colloquium in Hamden that will focus on educational buildings, scheduled for May 8<sup>th</sup>.

## 6) Committee Reports – Education

- FG reported that 130 people attended the March 21<sup>st</sup> educational event, “Let Nature Do the Work”. FG estimates that another 50 people might have attended, had there been more space available.
- KT noted that brochures have been prepared for the Green High Performance Schools event, scheduled for June 12<sup>th</sup> in New Haven. The brochures were designed by Fletcher-Thompson, who also contributed to the printing costs. KT estimates printing and mailing costs for the brochures will be about \$1500. KT has a 1200 person mailing list for the brochures. The facility and caterer are already booked. Registration can be submitted on-line, or by mail. KT noted that the Healthy Schools conference sponsored by the Connecticut Education Association (CEA), the CT DEP, and the CT Department of Health has been postponed until October, which may also attract attendees to the CTGBC event.
- FG noted that Steelcase has expressed some interest in providing a tour of their furniture system refurbishing plant in East Hartford. A tour may be targeted for June.

## 7) Committee Reports – Membership

- BC noted that the CTGBC should develop a policy on reciprocal advertising with other professional organizations such as the AIA or ASHRAE. This would allow CTGBC events to be posted on other websites, as long as we agree to advertise their events on our website.
- Board members recommended that we send the full membership monthly e-mail reminders to check the website. Board members who have news or information to post on the website should e-mail their suggestions to KD, who can forward them to Dan Rathenberg.
- The Board discussed what the CTGBC’s policy should be on honorary memberships. So far only a few honorary memberships have been awarded (Norm Richards of the Mohegan Tribe, a few school

teachers). The Board decided that honorary memberships can only be offered by the Board, and that candidates for honorary memberships must be nominated by Board members for Board approval.

- RR is no longer serving on the Membership committee; BC will call others who volunteered to get additional help.
- BC has a listing of Trade Associations in CT. The committee plans to draft a letter of introduction from the CTGBC to send to these organizations.
- BC noted that the CTGBC brochures he developed could use some additional refinement, and need to have a membership application added. They should also be translated to a more graphic-friendly software (they are currently in WordPerfect format). KD will contact Dan Rathenberg to check costs for upgrading the brochures.

**8) Committee Reports – Website**

KD noted that photos from the CT Invention Convention (CIC) will be posted on the website. KD will also check on how many hits the site is receiving overall.

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

KD distributed minutes from the Strategic Planning committee's March 18<sup>th</sup> meeting. The committee feels the CTGBC should try to double its membership over the next two years to hit a target of 300 steady members. The minutes also included committee recommendations for membership fees (is \$100/year too much?), corporate sponsorships, awards and grants, and the development of a CTGBC newsletter. The committee also feels that a Director of Advertising position should be created. The Board will revisit the recommendations at a later meeting to decide which measures to go forward with.

**10) Old Business - Mission Statement**

SB noted that the Board has yet to adopt the following Mission Statement:

"Through education and awareness the Connecticut Green Building Council fosters the development of green high-performance buildings for Connecticut businesses and communities."

SB entertained a motion to accept the Mission Statement. The motion was made by MS and seconded by RM. The motion was unanimously approved by the Board members in attendance.

**11) Old Business – Position Papers**

The Board reviewed the position papers developed by RM and JA. The paper entitled, "The Benefits of High-Performance Green Buildings" was approved by the Board. The paper entitled, "Adopting the LEED Rating System as a Benchmark for High Performance Green Buildings" needs additional work. The Board suggested that the LEED paper should objectively point out both the advantages and potential disadvantages of adopting LEED, while also including some discussion of other green building programs, such as the EPA/DOE "Energy Smart Buildings" program.

**12) Old Business – CTGBC Letterhead**

JA presented two variations of a CTGBC letterhead design – one with the CTGBC logo centered on the page; the other with the logo left justified. The left justified version was preferred by the Board. JA will e-mail the letterhead file to all Board members.

**13) Old Business – Rebuild America**

RB reported that a proposal to develop a series of high-performance residential building workshops through the US DOE's Build America program was no longer viable. Steven Winter Associates determined that a proposal could not be developed in time for the DOE's deadline.

**14) Old Business – Bruce Heyl**

Board member Bruce Heyl has not been heard from since the elections, and appears to no longer be in the state. The Board decided that his position will be filled at the next election.

**15) Next Meeting**

The next Board meeting is scheduled for Monday, May 5th @ 4:00pm, at the CT Innovations offices (200 Corporate Place).

**16) Adjourn**

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