



# CONNECTICUT GREEN BUILDING COUNCIL

## MINUTES:

### **Board of Directors Meeting**

2 June 2003, 4:00 pm – 6:30 pm

#### **Location:**

CT Clean Energy Fund, 200 Corporate Place, Rocky Hill, CT

#### **Attendees:**

Susan Brandes (SB), Chair

Richard Rourke (RR), Vice Chair – by phone (temporarily)

Robert Maddox (RM), President

Richard Barredo (RB), Vice-President & Treasurer

Patricia Canevari (PC) by phone, Bill Cowan (BC), Ken Dreitlein (KD), Katherine Faulkner (KF), Bryan Garcia (BG), Steve Murphy (SM), Michael Smalec (MS), Kim Trella (KT)

#### **Absent:**

John Amatruda (JA), Secretary, Bruce Bockstael (BB), Frank Gagliardo (FG), Bruce Heyl (BH), Mike Trolle (MT)

### **Business Conducted:**

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

The meeting was called to order by SB at 4:10 pm. BG took meeting minutes in JA's absence.

#### **2) Education Committee Report**

KT discussed the up-and-coming June 12<sup>th</sup> green schools event; 64 people have currently signed up. A June 17<sup>th</sup> event will be held in partnership with Revest to tour their facility of recycled materials. BG and RB are to handle registrations for this event. On July 23<sup>rd</sup> an event in partnership with Retec will be held in Orange, CT at the Smart Living Center from 6:00 to 8:00 p.m.

The Education Committee has been meeting to discuss next year's educational events and activities. They are looking to organize a site visit with the South Central Water Authority in New Haven, CT who is developing a green roof and who will also be installing a fuel cell according to the Clean Energy Fund. KT also discussed a college and university event aimed to introduce facility managers about green building design. The Board felt that this event should be moved up into this year's event calendar and requested that it be held in November in Hartford or central Connecticut. A holiday social is to be planned in coordination with BC and the Membership Committee for either the latter part this year or the beginning of next year.

#### **3) Membership Committee**

BC noted that the CTGBC's membership is up to 73 members. BC discussed the need to develop a member packet to be distributed to members once they sign up. BC will develop the package and manage distribution. RB is to provide membership updates to BC to support his efforts to reach out to new members. BC is working to complete the membership brochure. He will solicit assistance from the CTGBC membership for graphic design prior to publication. BG is to forward KD the past certificates of membership to make the adjustments necessary for this year's members.

**4) Website**

KD discussed the website report that was sent out to the Board. KD provided a proposal from the website developer to manage the development and maintenance of a CTGBC database. This database would have the capability of integration within the website and be designed to be user friendly. The proposal is for \$1,600 to set-up the database architecture and \$720 per year thereafter for maintenance. The contractor is willing to provide website and database services for just under \$2,000 per year. The Board discussed the merits and issues with such as system. RM is to solicit additional proposals to identify opportunities for bringing down the price and merging prior hardcopy data into an electronic format.

**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) Strategic Planning and Finance**

RB discussed the current finance situation of the CTGBC. To date the organization has collected \$6,925 from membership fees. The account currently holds \$12,800. RB discussed the need to purchase D&O and liability insurance. RB will be looking into this. Based on forward projections, the CTGBC is looking at a negative cash flow for the year.

KD discussed the proposal that the Strategic Planning Committee submitted to the Board at the May meeting. KD will reissue that proposal for the Board. The Board is to make a determination (what gets adopted, what is feasible, etc.) at the July Board meeting as to the appropriateness and incorporation of that plan into the operations of the organization.

**7) LEED Training in Connecticut**

Pitney Bowes has offered to host the next LEED training workshop. RM has been in contact with the USGBC about making plans to organize a LEED training event. The USGBC has not been responsive to RM's inquiries about a final date for a possible September meeting on either the 23<sup>rd</sup>, 24<sup>th</sup>, or 30<sup>th</sup>. RM will follow-up with the USGBC again. If RM is unsuccessful in getting a response from the USGBC, he will move forward and begin organizing the event without them.

**8) USGBC Proposal**

RM briefed the Board on a conference call that was held between JA, RB, and RM with Alan Tragot (Chairman of the USGBC Chapter Committee) and Chris Pendergast to discuss the CTGBC and the USGBC chapter interests. The Board gave a historical accounting of the issues between the CTGBC and USGBC for other Board members to understand the impetus for the current dialogue. RM is to follow-up with other state chapters and draft a short matrix on their status with the USGBC. The next step is to await the USGBC to contact the CTGBC.

**9) New Business**

- SB discussed interest from the EPA in posting a link on their website to the CTGBC. The Board supported such a link. KD is to get the necessary information to the EPA for updating.
- SM passed out some notes he took on a green conference that was organized by BB at Yale University.

**10) Next Meeting**

The next Board meeting is scheduled for Monday, July 7th @ 4:00pm, at the CT Clean Energy Fund offices

**11) Adjourn**

The meeting was adjourned by SB at 6:15 p.m.