



CONNECTICUT GREEN BUILDING COUNCIL

MINUTES:

Board of Directors Meeting

8 September 2003, 4:15 pm – 5:55 pm

Location:

CT Innovations, 200 Corporate Place, Rocky Hill, CT

Attendees:

Susan Brandes (SB), Chair

Robert Maddox (RM), President

Richard Barredo (RB), Vice-President & Treasurer

John Amatruda (JA), Secretary

Patricia Canevari (PC), Bill Cowan (BC), Bryan Garcia (BG), Steve Murphy (SM), Michael Smalec (MS), Kim Trella (KT), Mike Trolle (MT)

Absent:

Ken Dreitlein (KD), Katherine Faulkner (KF), Frank Gagliardo (FG), Richard Rourke, Vice Chair (RR)

Business Conducted:

1) Call to Order

The meeting was called to order by SB at 4:15 pm.

2) Meeting Minutes

SB asked if there were comments on the minutes from the 6/2/03 and 7/7/03 Board meetings. No changes were requested. SB entertained a motion to accept the minutes. The motion was made by KT and seconded by RB. The motion was unanimously approved by the Board members in attendance.

Minutes from the April and May Board meetings have still not been distributed. JA noted that he has notes from the April meeting, but was not in attendance for the May meeting. Board members in attendance at the May meeting will send notes to JA.

3) Committee Reports – Education

- KT reported that the July event, "Lighting, Daylighting & Sustainable Design", presented by Mark Loeffler of the RETEC Group, had a relatively small turnout, in all likelihood because of the summer date. There was a \$7.00 net gain for the event.
- KT handed out an "Upcoming Events" flyer that highlights the next two CTGBC seminars, "Meeting the Challenges of Sustainable Buildings in a Campus Setting" and "Green Homes". The campus event is

scheduled for November 4th at the University of Hartford. Fees will be \$40 for CTGBC members, \$50 for non-members, and \$25 for students. An agenda for the event was reviewed. KT requested that a graphic designer be hired to modify the general CTGBC brochure into a specific promotional brochure for the campus event. KT has determined that a graphic designer can be hired for \$75/hour, and that it would take a minimum of 1-2 hours of design time. A more extensive re-working of the brochure would be more expensive (see additional brochure comments under the Membership section below). KT estimates that about 300 copies of the brochure would need to be printed and mailed. The Board agreed to fund the brochures. PC will determine if her firm's printer is willing to provide a reduced printing fee for the brochures, and be listed as a sponsor for the event. MS will send KT a list of his campus facilities manager contacts.

- MT discussed the Green Homes seminar. The intent is to present seven subject areas (energy, IAQ, water, materials, etc.), with each presentation lasting about 20 minutes. The target audience is home builders, remodelers, product manufacturers, and possibly some home owners. MT would like to target an audience of 100-120 people. RB suggested that MT contact local Home Builder's Associations for member lists.
- RM noted that an intermediate LEED Training workshop has been arranged at Pitney Bowes in Stamford on December 9th. Registration is possible through the USGBC website. JA noted that he will be one of the two LEED faculty members at this session. PC noted that the Stamford location may offer a good opportunity to get more people from Fairfield County aware of the CTGBC.
- KT noted that the CT DEP is co-sponsoring a seminar titled "Healthy Environments in Connecticut Schools" which focuses on indoor air quality issues. The seminar is to be held on October 24th in Hartford.

4) **Committee Reports – Membership**

- BC reported on the status of CTGBC brochures. The brochure layout and text has remained unchanged since it was reviewed several meetings ago. A membership application section needs to be added. BC has determined that a professional graphic designer would charge about \$1250 to update the brochure design, and create it in a more appropriate software (it is currently in WordPerfect format). A bulk printing of the brochures would generally run \$300 per 1000 copies (for 2 colors), or \$500/1000 for 4 colors. The Board agreed to fund the brochure redesign - BC and KT will coordinate to ensure that the brochure can be easily modified for the upcoming campus event.
- The membership committee is proposing a Member's dinner for the third week of January, 2004. The event would be held in the New Haven area. The location will need to be resolved in the next 4 weeks.
- BC has a database listing of 155 CT-based trade associations and other professional organizations. The listing will be sent to Ken Drietein to incorporate into the web-site mailing list database.
- RM asked if the Board was planning to reconsider the \$100 annual membership fee for 2004. This will be an agenda item at the next Board meeting.

5) **Committee Reports – Website**

SB noted that Dan Rathenberg had been hired to create the membership and mailing list database. A copy of the database was e-mailed to the Board by KD in August for review and comment.

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

KD was not in attendance; there were no significant developments to report.

7) **Old Business**

None was identified.

8) New Business – Elections

SB noted that the annual Board of Directors election needed to take place, as the By-laws state that the elections should normally be held before the October Board meeting. JA is responsible for organizing the election process. JA noted that the Board has to set a Record Date for determining which CTGBC members are eligible to participate in the election (i.e., any members who joined before the Record Date are eligible). RB made a motion to set the Record Date as August 31, 2003, which was seconded by SB. The motion was unanimously approved by the Board members in attendance.

9) Next Meeting

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

10) Adjourn

The meeting was adjourned by SB at 5:55 pm.