



CONNECTICUT GREEN BUILDING COUNCIL

MINUTES:

Board of Directors Meeting

1 December 2003, 4:05 pm – 6:00 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

Bruce Bockstael (BB), Ken Dreitlein (KD), Katherine Faulkner (KF), Norberto Lemcoff (NL), Steve Murphy (SM), Michael Smalec (MS), Kim Trella (KT), Mike Trolle (MT)

Absent:

Patricia Canevari (PC), Bill Cowan (BC), Bryan Garcia (BG), Frank Gagliardo (FG), Richard Rourke, Vice Chair (RR)

Business Conducted:

1) Call to Order

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

2) Meeting Minutes

SB asked if there were comments on the minutes from the 11/10/03 Board meeting. JA noted that the minutes state all newly elected Board members are to serve a 3 year term. JA pointed out that there was an additional position open this year due to a Board member resignation, so that one new Board member is to serve only a 2 year term. BB volunteered to take the 2 year term. SB entertained a motion to accept the November minutes as amended with this correction. The motion was made by BB and seconded by SM. The motion was unanimously approved by the Board members in attendance.

Minutes from the April, May, September and October Board meetings have still not been distributed. JA will prepare these minutes before the January Board meeting.

3) Committee Reports – Education

- KT reported that the Construction Institute's Spring Expo will focus on issues related to energy use and energy efficiency. There may be opportunities for CTGBC members to speak on a panel at the event.

- KT noted that the EPA is looking for assistance in developing "green building" contract language for the upcoming Democratic National Convention. Specifically, they are looking for language related to construction waste management, green construction, and ways to green hotels and transportation. Anyone willing to assist can contact KT for further details.
- The campus event, which had approximately 40 attendees, ended up losing \$739.
- KT is planning a committee meeting to develop next year's educational events. The meeting will be held either December 16th or 17th. One suggestion for next year is a tour of the newly-completed Mark Twain House Visitor's Center, which will be the first LEED Certified building in Connecticut. KT is looking for contacts on the project. JA noted that his firm performed energy modeling on the project, and will look for contacts to forward to KT.
- RM noted that 48 people are currently signed up for intermediate LEED Training workshop at Pitney Bowes on December 9th. JA will bring some of the new CTGBC brochures to the workshop, and will make a quick presentation about the CTGBC to the attendees during one of the workshop breaks.
- KT noted that she was involved in two green building presentations last month through the CT DEP: one to the CT Education Association's IAQ Committee; and one to an Industrial Hygienists Conference. KT noted that a surprising number of attendees at these conferences are still unaware of the green building movement and green building programs.

4) **Committee Reports – Membership**

- SB reported that Richard Rourke formally resigned from the CTGBC Board. Bill Cowan has also not been heard from lately (note - Bill Cowan also formally resigned from the CTGBC Board later in the month of December). A new membership director is needed, and will be further discussed at the next Board meeting.
- A Member's dinner is still being pursued, with a targeted date of the third or fourth week of January, 2004.
- RM suggested that an end-of-the-year letter should be sent to all current members, along with a reminder to sign up again for the new year.
- The Board discussed whether members should receive certificates, membership cards (wallet size) or both when they join or renew their membership. The Board decided that both certificates and cards should be sent.
- MS brought the first printing of the updated CTGBC brochures. The brochures will be available for any CTGBC events.

5) **Committee Reports – Website**

- KD confirmed that members will not be able to join or renew their memberships this year through the website – we do not have the capability to process credit cards at this point.

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

- KD presented the Strategic Planning and Finance committee's recommendations and goals for the next 2 years (a separate document was distributed for review). The Board had the following comments:
 - It was agreed that the CTGBC should focus on Connecticut, but also consider regional growth at some later date.
 - The committee's targets for membership growth emphasized the need to further develop (and then communicate) the concrete benefits of joining the CTGBC for potential members.
 - A Marketing and Public Relations committee is needed to develop marketing strategies that promote and grow the CTGBC, and to coordinate advertising and corporate sponsorships/donations. The committee would need to work closely with the education and membership committees. The Board

was asked to consider who could head this new committee, and bring recommendations to the next Board meeting.

- A quarterly newsletter should be developed, which will be posted on the website. An editor will need to be appointed.
- An end-of-the-year CD that highlights the past year's events and includes speaker presentations should be pursued as a member benefit.
- Increasing the budget for CTGBC awards, such as the CT Invention Convention (CIC), should be considered on a case-by-case basis. Regarding the CIC, KD suggested that a budget of \$200 - \$500 dollars would allow the CTGBC to provide one award per grade level. SB entertained a motion to provide this level of funding for the CIC in 2004. The motion was made by MS and seconded by KF. The motion was unanimously approved by the Board members in attendance.
- The CTGBC should start providing recognition and/or awards for new green buildings that are completed in CT.
- Continued efforts should be made to partner with other CT organizations such as the CT AIA, Construction Institute, etc.
- The CTGBC should continue to develop position papers or other information that could be useful for legislative actions related to green building.
- The Board decided that the committee's plan should be updated to reflect the above comments, and then re-sent to the new Board. Approval of the plan will be considered at the next Board meeting.

7) New Business – Officer Elections

SB noted that officer elections for 2004 will need to occur at the next meeting. JA is responsible for organizing the election process.

8) Next Meeting

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

9) Adjourn

The meeting was adjourned by SB at 6:00 pm.