



U.S. Green Building Council – Chicago Chapter

MEETING MINUTES

Committee/Branch: Programs Committee **Date:** April 12, 2010

Submitter Information

Name: Meghann Maves
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Attachments: N/A

Next Committee Meeting: May 12, 2010

Time: 5:30 – 6:30 PM

Location: OWP/P | Cannon Design, Suite 2100, Chicago, IL 60602

Attendees - (Name, company, e-mail address)

Meghann Maves
Debby Farley
Pam Jackson
Karin Barden
Rebecca (Becky) Steffes
Austin Hahn
John Hopkins

Daniel Starr (phone)

Acknowledgment of Chapter's Conflict of Interest and Antitrust Policies

Organizations like the U.S. Green Building Council -Chicago Chapter may engage in a number of educational activities for its members and the public. For example, the Chapter may create an educational program about or distribute to participants, customers, members, and the public information about green building products and services. However, since organizations like the Chapter involve interaction and communication between competitors, they are also subject to scrutiny under antitrust laws. It is the policy of the Chapter to comply fully with antitrust laws. To avoid creating any issues under the antitrust laws, the members of the Chapter should not engage in any discussions or agreements concerning the following topics either in formal meetings or informal social gatherings:

1. Prices, price changes, price quotations, bids, pricing policies, pricing philosophies, price levels, price differentials, mark-ups, discounts, or allowances;
2. Any element of price, including credit, warranties, or other terms and conditions of sale;
3. Output, production, profits or costs;
4. The customers to whom a company sells;
5. The territories in which a company sells;
6. The amount that a company pays for goods or services;
7. The selection, rejection, or termination of customers or suppliers;
8. Business plans or strategies;
9. Restrictions on the development or use of technology;
10. Exchange of any competitive information.

Please note that this statement is not complete and is only a general guide. The intent of this statement is to remind the members of the importance of continued compliance with the antitrust laws.

Old Business - (Post event review, task updates, etc.)

March Quick Chat ("Pecha Kucha Format") event

Pros

- Great format – we've received wonderful feedback from attendees
- Kept attendance throughout the duration of the evening, not divulging the topics of discussion was also great for the element of surprise
- Held people's attention – there was no chance for people to get bored, if they didn't like the topic, it was over soon enough.

Cons

- Gensler's caterers – we may have ruffled some feathers with this event as they have changed their caterer providers.
 1. While we like the venue wait awhile before using them again.

Conclusions – Keep this format and plan another business meeting around it next year.

New Business - (Upcoming event planning, new initiatives, etc.)

New member introduction – Welcome Becky!

April Special Event – Rebuilding Exchange – April 20th

- Format of event – Tour/networking/presentation
 1. Moderator – Jason LaFleur
 2. Presenters – M. Maves, Nathan Benjamin, William Emmick

Topic: Salvaged materials use in LEED/sustainable design

- Volunteers for the event:
 1. Becky
 2. Meghann
 3. Katie & Pam to work instead of Karin (Katie will bring laptop, beverages)
 4. John
- PPTs for presentation – Due at the end of business Friday to Karin Barden
- Upcoming Speaker conference call – Wednesday morning at 12:30
- Catering – Give restaurant info to Karin, she'll order platters, ice, and set up RGB using party space
- **Marketing – only 7 people registered...RGB...send note to Jason**
ASA – already has this event to market....

May 13th Business Meeting 5:00 – 8:00 PM- Assigning roles task for May Business meeting

- Venue – Becky to check out Leo Burnett conference space and Starbar
 1. SPERITUS – 2nd option for May (Becky to follow up/MM to assist)
- Topic: LEED – ND; How SSI can support LEED projects
 1. Austin and MM to coordinate – Austin to find John Norquist presentation and pass along to me for background
 2. MM & Colin – Need to touch base to finalize format
- Speakers – MM and Colin to finalize
 1. John Norquist (or assign others?) (single presenter, 45 minutes, good draw)
 1. OR 2 person panel (20-25 minutes) SSI & LEED ND and John Norquist?
 2. Details to be confirmed by the 26th to be entered on the 27th...
- **Sponsors!!!!!!!!!!!!!!**

June NeoCon Tour – Update & Status

- All set to go, everyone is set to go
- Daniel sent photos to Karin to be sent to MMart

- Daniel to contact to Helen Kessler to find out if she wants to participate
- We can eat at AIA if XOXO doesn't come through with option

July 8th Business Meeting

- Topic: M&V planning and LEED 2009
 1. EB&OM and MPR for water and energy reporting
- Venue:
 1. 353 /Mezzero Auditorium – Daniel Star to coordinate with Eric Pampel (July or September)
- Check to make sure it's not overlapping with Education committee EBOM series
 1. Can we steal presenters?
- Marketing – how to target these EBOM attendees? More detail?
 1. YRG as presenters?
 2. Other panelists (Pam to get list of others who'd wanted to participate in the panel)
 1. We'll create a final list of people to pursue from research
- **Sponsors!!!!!!!!!!!!!!**

General Announcements - (Board updates, Chapter updates, Greenbuild updates, etc.)

Chapter Updates

- Emerald Gala - Ideas for Silent Auction – **needed/welcome/contacts/leads especially**
 1. Debby – Will follow up with Eagle Optics for donations
- Greenbuild
 1. Eco Tours – over 100 tour submissions, 28 packages sent to National
 2. Off-site Education – call for presentation
 3. 500 mile pavilion – info is out
 4. Volunteers committee – working hard
- Chapter Name Change – **APPROVED! FINALLY!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!**
- LEED Study Session
 1. Applications for Instructors – see website or contact Katie Kaluzny (kkaluzny@usgbc-chicago.org) if interested or for more information

Action Items - (Tasks, due dates, person/group responsible)

For ALL – Sponsor ideas, feel free to shoot name and contacts to Meghann and Karin if you don't want to do the asking!

Person(s) Responsible	Event	Task	Due Date
Meghann	RX	PPT to Karin	April 16, EOB
	RX	Restaurant info for La Coco's to Karin	April 13
	RX	Send note to Jason about marketing	April 16, EOB
	May Bus Mtg	Topic & Speakers – Coordinate with Colin	April 16, EOB
	July Bus Mtg	Scrub current EBOM offerings – how to tie in or snag presenters for M&V topic?	May 7th
Karin	RX	Karin to order platters of food – chips/salsa and ice	April 16, EOB
John	RX	To confirm wine and beer OK with RX	April 16, EOB

	RX	To call LaCoco's and confirm RGB meeting in pty room from 4:30 – 5:20	
Becky	May Bus Mtg	Researching Leo Burnett space for venue	April 16, EOB
		Researching Spertus Institute for venue	April 16, EOB
Colin	May Bus Mtg	Topic & Speakers – Coordinate with Meghann	April 16, EOB
Daniel	June Trolley Tour	Find out from Helen if she wants to participate	April 30th
	July or Sept Bus Mtg	Researching 353 Auditorium space for venue – contacting Eric Pampel	April 30th
Pam	July Bus Mtg	To gather and send list of people that wanted to participate in the EBOM series	May 7th
Debby	Emerald Gala	To follow up with Eagle Optics for a donation	ASAP

Adjournment

Meeting adjourned at 6:34 PM