



USGBC
SAN DIEGO CHAPTER
P.O. BOX 420162
SAN DIEGO, CA 92142
www.usgbc-sd.org
info@usgbc-sd.org

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Zach Pannier
DPR Construction

VICE PRESIDENT
Jay Corrales
Turner Real Estate

TREASURER
Lisa Browy
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Carolyn Keith
The EcoLogic Studio

Chandra Krout
AECOM

Matthew Porreca
BNIM Architects

Lucia Stone
SDG&E

**EXECUTIVE
DIRECTOR**

Douglas Kot
doug@usgbc-sd.org
619-944-8607

Meeting Minutes - #40

USGBC-San Diego Chapter - Board of Directors

Meeting date: March 28, 2011

Meeting time: 4:00 PM – 7:00 PM

Location: DPR

Minutes submitted by: Kamala Kuresman, March 30, 2011

Board Members Attendees: Zach Pannier, Jay Corrales, Kamala Kuresman, Keith Schneringer, Jay Bart, Lisa Browy, Beth Brummitt, Sean Hulen, Carolyn Keith, Matthew Porreca, Lucia Stone (via phone)

Board Members Absent: Chandra Krout

Other Attendees: Douglas Kot, Chris Weixelman

1. Board Meeting called to order

* (4:08 PM) Zach called the meeting to order.

2. Opening Round

* (4:08 PM) Introduction of guests and opportunity for all attendees to discuss what is on their minds.

* (4:20 PM) Agenda Approved with a few minor additions.

* (4:22 PM) Meeting minutes were approved.

3. Next meeting: Doug’s Evaluation and Strategic Staff Planning Meeting. The meeting will happen within the next three weeks. *Potential meeting dates will be sent to the Board members via doodle.*

The Next Board Meeting is May 23, 2011 at DPR from 4 – 7pm.

Matters of Content

Administrative

4. PRC Updates (Att. No 2)

*(4:23 PM) The meeting minutes from the last PRC meeting, on March 4, 2011, were distributed to the Board in Attachment No. 2. The next PRC meeting will be at the PRC summit in Monterey, CA on April 3, 2011.

5. Executive Director Report (Att. No 3)

*(4:28 PM) The ED Report was distributed to the Board in Attachment No. 3. Doug reviewed the highlights of the report during the meeting. Those highlights included:

- Chapter Annual Report (available on April 1st, 2011)



U.S. GREEN BUILDING COUNCIL SAN DIEGO CHAPTER

- Chapter budgeting cycle will begin for the committees soon. Those will be integrated into the overall Chapter budget for Board approval.
- Speaking and plaque presentation
 - April – Wounded Warrior project is receiving LEED Platinum (Doug and Sean Hulen to present)
 - San Diego Yacht Club on April 17th (Carolyn Keith to present)
- Fund Development
 - Doug requested a list of 10 contacts that the Board will solicit and receive donations from
- Operations
 - The Chapter office is up and running. It is being utilized widely; most of the committees are now meeting there.
- Fund Development
 - A lot of sponsorships are up for renewal. Doug is currently working on Turner and Jimbo's (in-kind food sponsor).
- Grants
 - National has issued a grant to provide matching funds to help Chapters build capacity. National will match funds up to \$45,000 for hiring additional staff. The application is due April 15th. Doug is preparing it for the Chapter and would like support from the team that put the successful Chapter Challenge Grant together several years ago.
- Website
 - The website should be live within 90 days.
- Outreach and Collaboration
 - Doug engaged in discussion with AIA, we may collaborate with International Living Building Institute in the future.
- Committees
 - Membership – Doug has worked on re-vamping membership pricing and has prepared a membership brochure. The website will outline this pricing structure as well.
 - Programs – the March GM went well and showcased the collaboration with World Beat.
- Financial Report
 - Doug reviewed the financial statements with the Board. The current trend for the year is showing losses for the first three months of 2011.
 - It is important that we resume sponsorship activities to continue to bring funds to the Chapter.



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Discussion Items

6. Fund Development

*(5:07 PM) A Fund Development meeting /work session was held in lieu of the Strategic Planning retreat on Friday, March 11th. The meeting also entailed a discussion on the Chapter’s brand and image.

The Board members identified their goals/commitments for fund development. The Executive Committee will check in with Board members periodically and support the Board in raising funds.

The sponsorship materials that have been prepared by Doug to assist with fund development will be available via our “Outbox” account

A question that arose from this discussion that will be re-visited was: Should we establish a fundraising committee?

Board Commitments for Fund Development (through June 2012)

Board Member	Commitment
Zach	\$25,000
Lucia	\$15,000
Matt	\$10,000
Sean	\$17,500 (\$500 personal commitment)
Keith	\$10,000
Jay	\$20,000
Jay Bart	\$25,000
Beth	\$10,000 in 6 months
Carolyn	\$25,500
Kamala	\$10,000
Lisa	\$15,000
Chandra	need to get
	\$183,000

7. Committee Liaisons

*(5:36 PM) The Chapter has struggled with the transition from a working board to a leadership board. Identifying Board liaisons to support the Committees, mentor the Co-Chairs of those committees, and to develop the leaders of the Chapter will help in the effort to recognize and re-energize the efforts of our Chapter committees. This support will also ultimately serve to help improve and mend the Steering Committee.



Committee	Liaison
Marketing	Lucia
Programs	Matthew
Education	Carolyn
Advocacy	Sean
EBOM	
Residential	
Schools	
Emerging Professionals	
Steering	Kamala

8. FY 2011 Budget Process

*(6:08 PM) The budget process is a big role of the Steering Committee; the Board will need to vote on the budget by June.

9. GreenMeets

*(6:09 PM) The Board’s attendance is requested at GreenMeets throughout the year. Board members will be asked to be the master of ceremonies and provide the opening announcements in the beginning of the year.

Board Decisions

10. Pacific Regional Committee Election (Att. No 5)

*(6:12 PM) There are two alternating Pacific Regional Committee positions (one 2-year position; one 1-year position). The Board elected Beth Brummit to the PRC on a provisional basis (for the 2-year position). The position may be re-examined after a few months.

11. California Advocacy Committee Representative

*(6:33 PM) The Board elected Sean to be our Chapter’s CAC representative.

12. Chapter Name, Vision & Mission (Att. No. 6a & 6b)

*(6:37 PM) The Board held a dynamic governance election to vote on the Chapter Name, Mission, and Vision proposal to “unofficially” change the Chapter name to “San Diego Green Building Council” and add a tag line of ‘a community benefit non-profit’ to our logo. The intention is to improve and promote the Chapter’s ‘brand image’ by creating a unique local identity to distinguish our brand.

The Board elected to modify the name, vision and mission of the Chapter. Branding guidelines will be developed for use of the logo.



13. Executive Administrator/ Operations Staff (Att. No. 7)

*(6:49 PM) The Board held a dynamic governance election for the Executive Administrator/Operations Staff proposal. The Board voted to authorize a *modified* proposal. The Board authorized \$30,000 for National's Capacity Building grant which will provided matching funds to add staff to the Chapter. The Board also voted to increase Lauren's hours in the interim to temporarily bridge the current gap in administrative capacity.

Other Items

14. ED Review and Compensation

*(7:43 PM) The Executive Committee met and discussed Doug's performance as Executive Director over the last year. The Executive Committee suggested a 5.5% raise (increase to \$90,000 annual salary) and a \$5,000 bonus. The Board agreed and committed to the raise and bonus.

Additional agenda items were postponed until the May Board meeting.

- Leadership Summit, April 1-2
- California Advocacy Committee
- Chapter Activity Report
- Website
- Board Strategic Retreat

Closing Round

*(7:48 PM) Attendees shared their closing comments about the meeting.

Adjournment:

*(7:59 PM) Meeting adjourned at 7:59 PM.

Next Meeting: Doug's Evaluation and Strategic Staff Planning Meeting. The meeting will happen within the next three weeks. *Potential meeting dates will be sent to the Board members via doodle.*

Next board Meeting: The next board meeting May 23, 2011 from 4:00 PM – 7:00 PM at DPR Construction.

Year-at-a-glance Meeting Dates:

May 23, 2011, July 25, 2011, September 26, 2011, December 5, 2011

Mission *Inspire, educate and collaborate within our community to accelerate the transformation of our built environment into true sustainability.*