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**OFFICERS**

PRESIDENT  
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VICE PRESIDENT  
Jay Corrales  
Turner Real Estate

SECRETARY  
Kamala Kuresman  
Nolte Associates

IMMEDIATE PAST  
PRESIDENT  
Keith Schneringer  
WAXIE Sanitary Supply

**DIRECTORS**

Jay Bart  
Barona Resort & Casino

Lisa Browy  
SDG&E

Beth Brummitt  
Brummitt Energy  
Associates, Inc.

Sean Hulen  
Barnhart Balfour Beatty

Carolyn Keith  
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Chandra Krout  
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Lucia Stone  
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**Meeting Minutes - #39**

**USGBC-San Diego Chapter - Board of Directors**

**Meeting date: January 24, 2011**

**Meeting time: 4:00 PM – 7:00 PM**

**Location: DPR**

**Minutes submitted by: Kamala Kuresman, December 7, 2010**

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

**Board Members Absent:** Lucia Stone

**Other Attendees:** Douglas Kot, Lee Barken, Lauren Cook, Sandra Boody (sp?)

**1. Board Meeting called to order**

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

**2. Opening Round**

\* (4:09 PM) Introduction of guests and opportunity for all attendees to discuss what is on their minds.

\* (4:27 PM) Agenda Approved with a few minor additions.

\* (4:28 PM) Meeting minutes were approved.

**3. Next meeting:** The Next Board Meeting is March 28, 2011 at DPR from 4 – 7pm.

**Matters of Content**

**4. Conflict of Interest**

\*(4:28 PM) In future meetings, during the opening round, the leader of the meeting will ask the Directors to disclose conflicts of interest or potential conflicts of interest with any of the agenda items.

**Board Decisions**

**5. Lucia’s Board Position Proposal**

(4:29 PM) Lucia Stone was re-elected to a two-year term as a Board member. Lucia was subsequently hired by SDG&E, the same company as another new board member. The Proposal before the Board was to pass a resolution to allow Lucia to maintain her board seat for the duration of her term. The resolution is not intended, or implied to set precedent allowing multiple board members from the same corporation.



Lisa Browy removed herself from the proposal process due to a potential conflict of interest, as she is an employee of SDG&E.

The dynamic governance-based dialogue discussed the Chapter Bylaws and PPM, as well as the unique talents and skill sets Lucia brings to the board, concerns our membership / community might have with two directors being from the same company, and perception.

The proposal was approved, as written and presented to the Board, based on the importance of the PR/media talents and skill sets Lucia brings to the board and the assurance of the in-place procedures that will make sure this will not set a precedent.

### ***Administrative***

#### **6. PRC Updates**

(4:52 PM) The meeting minutes from the January 7<sup>th</sup> PRC meeting were distributed to the Board. Zach reviewed the key highlights with the Board, including the transition plan for the Pacific Regional Committee to move forward with best practices. The Board will elect a new representative from our Chapter at our March Board meeting.

#### **7. CAC Update**

(5:00 PM) Zach, Jay, and Doug have been active in the CAC. All of the California chapters were asked to contribute money to support advocacy at the state level. The Chapter contributed \$5,000 to the state advocacy initiative.

#### **8. ED Report**

(5:05 PM) Doug provided the Executive Director's report to the Board prior to the meeting. He summarized the highlights of the report during the meeting. Action items were discussed.

- *Outreach and Collaboration* – Chandra will lead the Outreach and Collaboration at the Board level. Directors will send their ideas for additional organizations to collaborate with, contacts, resource that is needed to meet with them, to Chandra by February 4<sup>th</sup>.
- *Annual Report* – There is a new electronic submission format. Kamala, Secretary of the Chapter, will lead the Annual Report process. The final report will be shared with the Board.
- *Strategic Budgeting* – A few Directors are needed to assist with this task.
- *SD Foundation Grant Writing Support* is needed. The deadline is February 7<sup>th</sup>. Development of a grant calendar will be helpful in the



future. The Chapter will also submit to the San Diego Foundation for the “Better Giving” program.

- *San Diego Green Conference* – Directors are encouraged to volunteer.
- *Speaking and Plaque Presentation Opportunities* – Directors are encouraged to volunteer. Lauren will coordinate volunteers for the plaque presentation ceremonies.

### **9. Treasurer’s Report**

(5:52 PM) Doug provided the financial documents to the Board and reviewed the key highlights. The Budget vs. Actual for year to date: expenses are approximately \$225K and income is approximately \$240K. The Chapter has one year’s worth of actual operating cost reserves in the bank.

### ***Discussion Items***

#### **10. DiSC Profile**

(6:00 PM) Directors were asked to completed a DiSC profile to facilitate better collaboration at the Board level. Results were shared.

#### **11. Strategic Planning Retreat**

(6:14 PM) The Board will embark on a strategic planning session with a professional facilitator. It will be a full day commitment on Friday, March 11<sup>th</sup> from approximately 8am to 4:30pm; dinner from 5 – 7pm.

Expectations for the retreat include the following items.

#### **Types of Activities**

- Team building for group success
- Interaction
- DiSC activity
- Sponsorship discussion / fund development
- Branding discussion
- Briefs in what’s next

#### **Deliverables / Outcomes**

- Culture / Develop our stories; 30-second “elevator speech”
- Alignment and action
- Vision and core purpose
- Updated strategic plan / vision (long term and 2011 plan)
- Strategic growth / implementation plan
- Timeline (short term and long term)
- Measurement tool (wagon wheel)



- Opportunities for collaboration/outreach
- Tools and compelling stories to convince owners
- Position as a 501(c)3 – what is the community benefit?
- Enjoyment piece
- Scenario planning

### ***Board Decisions***

#### **12. Election for Vice President and Treasurer**

(6:32 PM) The Board held a dynamic governance election for Vice President and Treasurer. The Board elected Jay Corrales to the position of Vice President. The Board elected Lisa Browy to the position of Treasurer.

#### **13. Name Revision: San Diego GBC**

(7:16) The proposal before the Board was to revise the Chapter's name, with the intent of improving and promoting the Chapter's 'Brand Image' by creating a unique local identity to distinguish our 501(c)3 brand from National USGBC's 501(c)3 brand. The proposal stated that the 'unofficial' Chapter name would become the "San Diego Green Building Council". The proposal was tabled to allow for additional discussion time at the next Board meeting.

*Due to timing, the items that will be discussed at the next board meeting include the following agenda items:*

##### Discussion Items

- Needs Assessment & Leadership Opportunities
- GreenMeet Board and Volunteer Policy

##### Other Items

- Leadership Summit, April 1-2
- PRC Transition Plan / March Rep. Election
- Chapter Activity Report

#### **Closing Round**

(\*7:39 PM) Attendees shared their closing comments about the meeting.

#### **Adjournment:**

\* (7:39 PM) Meeting adjourned at 7:39 PM.

**Next Meeting:** Strategic Planning Retreat will be held on Friday, March 11<sup>th</sup> from approximately 8am to 4:30pm; dinner from 5 – 7pm.

**Next board Meeting:** The next board meeting March 28, 2011 from 4:00 PM – 7:00 PM at DPR Construction.