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Meeting Minutes - #55

San Diego Green Building Council - Board of Directors

Meeting date: April 9, 2013

Meeting time: 4:00 PM – 6:00 PM

Location: DPR Construction, 5010 Shoreham Place, San Diego, CA 92122

Minutes submitted by: Barbara Fanning

Board Members Attendees: Avery Kintner, Barbara Fanning, Beth Brummitt, Bill Barnard, Micah Mitrosky, Robert Thiele, Thomas Del Monte, Zach Pannier, Danielle Horton, Matthew Porreca, Jacques Chirazi

Board Members Absent: Walt Kanzler, Sean Hulen, Lucia Stone

Other Attendees: Douglas Kot, Renee Daigneault, Craig Woods (past President)

1. Board Meeting called to order

(4:10 PM) Zach called the meeting to order.

2. Opening Round

(4:12 PM) Attendees updated Board and shared thoughts.

3. Agenda Approval

(4:25 PM) The agenda was approved by Bill Barnard and seconded Robert Thiele.

4. Meeting Minutes Approval

(4:26 PM) The meeting minutes from March 2013 were approved by Robert Thiele and seconded by Avery Kintner.

5. Conflict of Interest

(4:26 PM) The Board expressed no conflict of interest with the agenda.

6. Break Out Session

(4:30 PM) The group broke out into to small groups for 1-hour to discuss resurrecting two board committees, and Board Retreat Deliverables. The following Board members served as the lead for each of the small groups.

Beth - Strategic Planning Committee

Avery – Finance committee

Micah – Board Retreat Deliverables: Nesting and Matrix

The group decided to forego a breakout for the Board Retreat

Deliverables: Public Relations until Lucia could be present.

7. Other Chapter Business (5:44 PM)

The group reconvened to cover other topic business and provide report outs from the various working groups.

Budget Update

Avery and Doug shared Q3 budget report.

Chapter income is healthy but is not consistent on a monthly/quarterly basis. For example, December of 2012 included a significant amount of income. Ending March 31, 2013 with 190K in assets. Doug would like to see this above 200K. Liabilities and expenses pencil out for most part. Additional membership revenues need to be added for a complete reconciliation of the Quarter.

Membership has increased due to premium and 2-year premium version thanks to Renee's efforts. Additionally, GAP participants must be members. New member exclusive events may also contribute to this increase. The Chapter needs help in sponsorship and is looking to the board to take the lead on this effort. Income is on track as expected.

Zach applauded Doug on monitoring and keeping us on track for budgets. Board needs to play more active role in sponsorship. Current asset reserves are at @6 months under general operating procedures.

Budget Process tabled until next Board Meeting.

Advocacy Days - April 16-17, 2013

The Chapter will send four chapter/board members to this event including Keith Schneringer, Doug Kot, Avery Kintner, Beth Brummitt, and Walter Kanzler. Keith will represent the chapter at the Pacific Regional Council Meeting on Tuesday. Wednesday is Advocacy Day and will include meetings with Toni Atkins and staff. Chapter is looking at funding specifically for energy efficiency for schools (Prop 39). Senator DeLeon from LA and USGBC CA playing active role in event and in advocacy activities.

"USGBC California is sponsoring three bills this legislative session and supporting a number of other initiatives. **AB127 (Skinner)** seeks the removal of toxic flame-retardants in insulation; **AB341 (Dickinson/Gordon)** aims to streamline CALGreen procedures and policy; **AB572 (Atkins)** supports the piloting of CO2toEE, a financial mechanism designed to create an asset class from energy efficiency in buildings (think Cap & Trade for the built environment); and **AB39 & SB39** - USGBC California has continued support for Prop39 implementation bills"

Mark your calendar for April 2014 if you are interested in attending next year.

GAP Program 2013

A new Gap Program launched at the end of March with 75 participants/members (40 new members were acquired). Energy team includes 6 PE Engineers, there are several LEED APs looking to acquire more experience, several City of San Diego employees. This year's program will include two facilities in Balboa Park, the Air and Space Museum and The Old Globe Theater. The projects will be registered next week. Ravi doing excellent job managing.

Chapter is investigating opportunity to replicate at College and High School Level. The Chapter is currently contextualizing for packaging to other groups.

Earth Fair – April 21, 2013

Residential Committee will have a booth. World Beat Plaque Ceremony will also be taking place and the chapter will have a small booth in this location as well. The World Beat recently reported a \$2500 per year savings on energy efficiency.

Trainings

The Chapter has hosted several training at the EIC. Including 185 people for a Green Associate test prep course.

The Chapter has an opportunity to host a large event at EIC September 11- 12, 2013.

Living Futures Conference - May 15-17, 2013

Renee, Ravi, Robert will be heading to Seattle for the Living Futures Conference. Please let Renee know if you will be attending.

Other Events

The Chapter will be welcoming Steve Ritz (TEDx Fellow and educator) July 17-18, 2013. Please mark your calendars and prepare to share with your network as details become available.

8. Breakout Session - Report Out

Strategic Planning

This subcommittee is focused on maintaining procedures and bylaws. Efforts are underway with Tom, Doug, and Renee to update and amend Bylaws. To change the bylaws, the Chapter must provide notification to members so members can read/review/ and vote. Needs to be open for vote and clear and transparent. Need Quorum = 5% of members. The Chapter is looking to hold a vote during the summer social and is also considering adding an electronic vote.

Social media policies and procedures – This committee is also working to draft social media policy and procedures and plans to have a draft and timeline prior to the next Board Meeting. Barbara will work with Committee and Renee to draft policies.

Guidelines for Fee for Service Work and Insurance – This committee will work to set Guidelines for Fee for Service Work and Insurance in the coming months.

Board Nominations – Make sure nominations committee is happening pending completion of bylaws and policies. The Committee's goal is to have this formed by July.

Nesting effort will determine other next steps.

Finance Committee

Avery and Doug met on budget yesterday and understanding the budget and activity flows and committees and events. Doug provided budget template for committees to use. Based on historical numbers. Committee chairs will approve pre-planned budget/provide comment. Delivered out by April 19th. (2 weeks for committee chairs to review) 4-5 days Doug and Avery to prepare preliminary budget on May 7th. Commit to have done prior to fiscal year. July 1, 2013.

The Chapter is looking to revive the finance committee and set priorities for funding.

Corporate

2x year push to secure sponsorship and contribution. This should be completed prior to summer social and winter gala. Consider creating matching program with corporations for fundraising

Sponsors

Sponsorships and information packages will be provided to Board Members to use in presentations with potential sponsors (next month). Chapter will use Google spreadsheet to see prospects. Each Board member and committee chairs need to be engaged in outreach and promotions. All Board Members should plan to meet with 2-3 possible partners.

Renee will help coordinate contacts to ensure no overlap with others already in conversation or consider pairing up.

Memberships and GAP Program

Both provide great funding source and new package is making a difference. Chapter is not currently focused on a national member push. The Chapter has seen almost a 10% growth in the last year. Zach applauded Renee on this growth and her efforts.

Grants

The Chapter is currently investigating other opportunities.

Fee for Service Projects

The Chapter will consider this type of work again in 2013.

Employee Benefit Package

The committee is currently looking at options to include an HSA and enhance the employee benefit package.

Board Retreat Deliverables: Nesting and Matrix Development

The goal of this breakout group is to ensure existing and new initiatives and programs align with the Chapter's overall objectives and are in correct priority.

The Board Retreat held on March 29 and created initial matrix. The committee is working to develop a structure and plan prior to rolling out to the entire Board and Steering Committee. The subcommittee is planning to solicit volunteers at joint meeting and queue in those who choose to participate.

Next Board Meeting will be held on May 7, 2013 at 5:00 PM at DPR in conjunction with the Steering Committee.

Closing Round and Adjournment:

(6:35 PM) The Board shared their closing comments about the meeting. The meeting was adjourned at 6:40 PM.

Meetings for the year ahead (2013): May 7 – 5:00 PM, June 11, July 9, Aug 13, Sept 10, Oct 8, Nov 12, Dec 10