



# SAN DIEGO GREEN BUILDING COUNCIL

5010 Shoreham Place  
San Diego, CA 92122  
[www.usgbc-sd.org](http://www.usgbc-sd.org)

## OFFICERS

### PRESIDENT

**Zach Pannier**  
DPR Construction

### VICE PRESIDENT

**Beth Brummitt**  
Brummitt Energy Associates

### SECRETARY

**Barbara Fanning**  
Mindswing Consulting

### TREASURER

**Avery Kintner**  
Empowered Energy Solutions

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### Bill Barnard

WB Consulting

### Jacques Chirazi

City of San Diego

### Thomas Del Monte

Iterra Energy, Inc.

### Daniele Horton

Thomas Properties Group

### Sean Hulen

Barnhart Balfour Beatty

### Walter Kanzler

Qualcomm

### Micah Mitrosky

IBEW Local 569

### Matthew Porreca

BNIM Architects

### Lucia Stone

San Diego Gas & Electric

### Robert Thiele

Robert Thiele Architect

## STAFF

### EXECUTIVE DIRECTOR

**Douglas Kot**  
[doug@usgbc-sd.org](mailto:doug@usgbc-sd.org)  
619-944-8607

## Meeting Minutes - #59

San Diego Green Building Council - Board of Directors

**Meeting date:** August 13, 2013

**Meeting time:** 5:00 PM – 7:00 PM

**Location:** DPR Construction, San Diego, CA

**Minutes submitted by:** Barbara Fanning

**Board Members Attendees:** Danielle Horton, Lucia Stone, Sean Hulen, Micah Mitrosky, Robert Thiele, Barbara Fanning, Zach Pannier, Matthew Porreca, Walt Kanzler, Bill Barnard, Avery Kintner, Jacques Chirazi, Beth Brummitt, and Thomas Del Monte

**Other Attendees:** Douglas Kot and Renee Daigneault

### 1. Board Meeting called to order

(5:00 PM) Zach called the meeting to order.

### 2. Opening Round

(5:06 PM) Attendees updated Board and shared thoughts. Sean delivered a check of \$1000 from AO REED. Qualcomm provided letter of commitment.

### 3. Agenda Approval

(5:22 PM) Edits were made to the Agenda by Zach with the addition of a nesting update, by-laws update, water implementation task force letter of support, and removal of the PR breakout. Revised agenda approved by Bill and seconded by Lucia.

### 4. Meeting Minutes Approval

(5:25 PM) The meeting minutes from July 2013 were approved by Micah and seconded by Sean.

### 5. Conflict of Interest

(5:26 PM) No conflicts indicated or expressed with agenda.

### 6. Board Decisions & Review (6:04)

#### By-Laws Update

- o Thomas provided an update on the by-laws and policy and procedures manual (PPM). He is requesting feedback on the information shared.

- Items that cannot be amended by the board require a 1/3 of members voting. This can be done my electronic ballot but might be difficult to reach 1/3 of members voting.
- Board must decide if someone shall be a National Member Company member to vote.
- Board must decide if strikethrough copy will be shared with members when voting.
- Appointed board members will abstain from voting on bylaws associated with appointed positions.
- Renee and Beth offered to review revised draft for Thomas.
- Revised draft to be provided during next board meeting.
- Bylaws must be finalized and approved by the end of October.

### **Board Elections**

- Board elections will be held in tandem with by-laws voting.
- Board members at the end of their term, wishing to run again, will need to submit a nomination.
- Board should consider potential board members from facilities, real estate, education, healthcare, and manufacturing. Other considerations are Cash, Competency, and Clout to support the chapter's efforts.
- Nominations due in beginning of October.
- Elections open late October/November 2013.

### **Nesting Update**

- Micah, Walt and Avery provided an update to the board.
- The programs selected are strategically selected to help meet a SMART Goal
- Board and staff to use materials to determine if this structure and programs selected will allow the chapter to meet its mission

## **7) Other Chapter Business (6:17 PM)**

### Call for Volunteers

Volunteers are needed to serve on the nominations and election committee. Please let Doug know if you are interested. Board members running again are not eligible.

### Water Implementation Task Force

Robert is requesting the chapter provide a letter of support for his work on this committee. Robert will draft a letter for the board to approve. Board will tentatively vote on letter in October.

### Conference Update

Doug provided update. Event planning is going well. We are shooting for 150 guests. Beth and Matthew are helping with speaker presentations and organizing super panel. Renee is doing a great job.

### **8) Nesting Comments: (6:44 PM)**

- Overall the board is favorable
- More work will be needed to manage volunteer hours
- Metrics need to be developed to measure success and areas for improvement. Items to consider, volunteer hours, media hits, etc
- Need to develop tools for committee members to track success and evaluate if something aligns with the chapter's goals/mission
- Need to call out Program vs. Activity
- Consider adding a rubric to determine program viability
- Determine effectiveness of program / combined program that aligns with our mission
- Other metrics for city and community sustainability
- How does this impact the chapter?
- What does this mean for the community?
- We need quantitative and qualitative measures
- Need to keep tracking tool simple
- What are our smart goals and are we meeting them?
- Do we add and/or eliminate projects. How do we avoid project keep?
- We have the organization, now we need to fine tune it
- Are the five correct?
- Are the spokes right?
- This is a living document
- Documents will be shared with Steering Committee. They are invited to attend next board meeting

**Next Meeting: September 18, 2013, 5:00 PM, DPR Construction**

### **9) Closing Round and Adjournment:**

(7:25 PM) The Board shared their closing comments about the meeting, and was adjourned by Zach at 7:32 PM.

**Meetings for the year ahead (2013): Oct 8, Nov 12, Dec 10**