MINUTES:
Board of Directors Meeting
December 1, 2014
3:37 – 4:55 PM

Location
The Cask Republic
179 Crown Street
New Haven, CT

Board Attendees:
Officers
Lynne Panagotopulos, Chair
Pat McDonnell, Vice-Chair
Aris,Stalis, Treasurer .

Board Members, Board Advisors, Committee Chairs

Marta Bouchard (MB), Wayne Cobleigh (WC), Brian Dwyer (BD), Mark Robbins (MR), Adam Ney (AN), Tom Nichols(TN), Tom Newbold (TEN), Jeanell Oriabor (JO), Lindsay Suter (LS), Rob O'Meara (RO), Ross Spiegel (RS). Judy Swann (JS) After 3:45 PM - David Dickson (DD), Patrick Dower (PD), Leon Levine (LL), Katie Roden (KR), Mike Sherber (MS).

Special Board Member Session: 3:37 – 3:50PM

LP: Brian Dwyer recommend to serve out Elizabeth DiSalvo's Board of Director's term of one year. Comment round. Consent round. BD was appointed as a 2015 Board Director.

Regular Board Meeting 3:51 – 4:55PM

Call to Order: Lynne Panagotopulos - Welcomed the new Board Members, returning Board Members and Advisors.

Opening Round: Self introductions of all current and newly elected Board Members, and Advisors

Minutes: Judy Swann - Motion to approve November minutes PM, RS seconded. Minutes were approved as submitted.

Board Election Statement of Certification provided by Stephen Murphy, Secretary, and read into the Minutes by Judy Swann.

LP announced the fulfillment of Board Member replacement of Elizabeth DiSalvo by Brian Dwyer.

Chapter Evolution Advisory Committee
Background:
Restructuring of USGBC announced several months ago. Status options for chapters identified as

- Independent
- Aligned
- Integrated

Formation of Chapter Evolution Advisory Committee (CEAC) to consist of 8 to 10 people.
LP to mobilize this committee prior to the end of her term, December 31, 2014.

Chapter members under consideration:

- Rick Warhall – agreed to serve
- Todd Renz – agreed to serve
- Bob Wall
- Steve Murphy
- Steven Winter
- Judy Swann
- Lynne Panagotopulos

Seeking additional members.

MB inquired about board involvement during this phase of evolution. PM indicated due to the importance of this topic, it should be discussed regularly as a Board.

- LP clarified our relationship as members of the Upper Northeast Region, inclusive of New England and Upstate New York.
- AS mentioned our revenue share of 20% from USGBC is based on USGBC corporate membership allocations.
- AN suggested adding a newer board participant on the CEAC
- TN introduced the concept of mentorship of new members going forward
- LP comments always welcome from others not on the CEAC
- Opportunity for *one on one* conversations with a USGBC representative, Doug Widener in 2015
- PM offered the sentiments of the other states in the UNRC. Not enough answers available, particularly financial.
- LP introduced the concept of CTGBC Steering Committee.

Website discussion

- LP: Evaluation of Kishmish contract necessary
- Performance review
- Issue of tech support staff not replaced, therefore contract has changed
- Current agreement is a rolling month to month payment for services
- AN: Ad hoc group should form of evaluate past performance, analyze options, continuity, hosting, financials.
    - LP: Strong consideration of up - front cost in changing
    - AS: Is the website functioning in accordance with our current strategic plan
    - Contract evaluation, monthly payments are typical, support staffing
    - Ongoing agenda item

LP provided overview of strategic planning process

AS recommended to keep the SP moving forward, celebrate accomplishments, drill down into overlooked items

Outreach and Engagement:

Jackson Labs Event - Rob O'Meara & Judy Swann

- Three dates January 13, 14, 15th open (Snow date consideration)
- Limited number of attendees to facilitate tour
- AS suggested highlighting the education component of this event location as a tour and presentation
- Board members should attend chapter hosted events
- Ideas for capitalizing on the JAX Labs event
    - Marketing group put together Case Studies on this and all our events.
    - Showcase and highlight Jackson Labs as an educational opportunity
    - Develop a library of resources based on event topics and themes
    - Open invitation to participate with JS and RO on the execution of the JAX tour

Operations: Aris Stalis & Brian Dwyer

- Increased the financial levels of sponsorship
- Carrier Corporation first Platinum Sponsor at the new 4,000.00 level
- Current sponsors will be notified by personal phone calls of increases
- Staying closer to sponsors and members, engaging new members, more activity, increase numbers
- What are we delivering as an organization
- Modification of profile capture items to provide more information about members
- All board members with unique circles of influence use as outreach potential – relationship building
- Stepping Stones Museum a "good show" for sponsors utilizing all their technology opportunities – keep in mind when selecting a venue.

Internal Communications Plan –

- Provide opportunities for members to communicate with each other; increase communication with the community
- AS – Example: Engaging Green Homes Committee to create an event at Stepping Stones that engages the community in early 2015
- Act on collaborations with other like-minded orgs. CTGBC act as the "Hub".
- JO - Living Building organization. Green Schools Day of Service discussions ongoing.

- Monthly Workplan. Develop in January, with committees, anticipate a focus or interest for the coming year.

Outreach & Engagement (continued)

- Committee chairs roundtable – work planning session –
- Committee collaboration

- MB and BD developing "forms" for gathering information from all committees. Editable forms on Google Docs.? . Kishmish help us create a vault for documents.?.

- Dynamic Governance tool for officer elections in January.
  Positions to be filled: Chair, Vice Chair, Secretary, Treasurer.

  DD: Role of Board Advisor?
  - Become involved in committees,
  - Participate in the work of the chapter, but not a voting member. Although not required to attend, you are encouraged to attend. Opinions are valued.

  Next Board Meeting, Monday, January 5, 2015 at 4:00 pm at United Illuminating 180 Marsh Hill Road, Orange. We will be taking the Board photo at that time.

  On to the party!!