



**MINUTES:**

**Board of Directors Meeting**

**September 8, 2014**

4:09 – 5:44 pm

**Location**

CT Business & Industry Association  
350 Church Street  
Hartford, CT

**Board Attendees:**

**Officers**

Pat McDonnell, Vice-Chair  
Aris, Stalis, Treasurer (tele)

**Board Members, Board Advisors, Committee Chairs**

Wayne Cobleigh (WC), Adam Ney (AN), Moinuddin Sarker (MS), Judy Swann (JS).

By teleconference: Brian Dwyer (BD), Gil Kernan (GK), Leon Levine (LL), Tom Newbold (TN), Tom Nichols (TN), Mark Robbins (MR), Jeanell Oriabor (JO), Ross Spiegel (RS), Lindsay Suter (LS), Whitney Talcott (WT).

**Call to Order:** Pat McDonnell

**Opening Round:** Responses to - Why did you join CTGBC?

**Minutes:** Judy Swann - Motion to approve RS, WC seconded. Minutes were approved as submitted.

**Operations Division:** Brian Dwyer

- Teleconference quality evaluation.
- Reception at CBIA reported as high quality.
- Attendees need to recognize those on the phone and speak up throughout the meeting.

**Membership/Sponsorship discussion:** Tom Newbold - Lapsed members

- Board volunteers need to contact lapsed members armed with scripted questions
- TEN to draft a survey script and email to board members for editing and evaluation this week
- TEN and Operation Division chairs to revise and finalize script
- Calls to be made by volunteers or board members will be assigned a list (monthly basis)
- BD volunteered to call page 1
- TN volunteered to call page 5
- E-mail TEN the page you volunteer to call
- PM suggest we include lapsed sponsors in our retention calls
- BD used Peter Stevens of All-Solar as sponsor example. TN agreed to contact Peter Stevens.

**Nominating Committee:** Aris Stalis

- First Nominating Committee meeting 9/9
- Ten new nominees have come forward plus five board members seeking re-election
- Capitalize on the strong showing of volunteers even if not selected as candidates

**Strategic Planning & Mission Statement**

- WC inquired about the final copy
- Final copy sent to USGBC

## **Mission Statement** - tabled to October meeting

**Awards Competition:** Lindsay Suter – reported on the jury proceedings, City of Bridgeport the big winner

- Discussion of notifying winners and losers. LS offered to notify the losers. KOH to notify winning projects.
- LS read the list of winners, not to be distributed by board members
- JS reported attendance currently at 16. Winner notification triggers an increase in attendance
- PM: Important to get the information about winners out to those involved and to the public
- LS listed winning projects

**Student Awards** – Honor: 179 Scranton - New Haven - Yale School of Architecture

Merit: Nepal Solar – Hartford High School

**Residential Multi** - Gateway @ 570 State

**Commercial** – CVS, West Haven

**Residential Single** – 119 Bishop St - New Haven

**Green Advocate** – CT Green LEAF Schools

**Alexion Award of Excellence** - City of Bridgeport BGreen2020

- AN: Suggested that PR be sent out to CT Post, Hartford Courant, New Haven Register and some weeklys. AN to start working on PR immediately.
- JO to forward to AN the Jury presentation of winning projects. AN: PR sent a week ahead of the event, NIC content of event – focus on the winners; jury comments
- Winners to be notified the week of 9/8.
- Consensus: Next announcement to our contact list should contain the list of winners. Knowing who won may increase attendance
- Two free guest passes available per winner, but other guests should be encouraged to attend
- LS to contact KOH about getting the word out to winners. Needs winner template letter. PM + AN offered to help inform the winners.
- Suggestion to call the winners, email to those who didn't win. Critical to get the word out.
- AN to make the PR more relevant

**Awards Event:** Jeanell Oriabor - Submission process did not go smoothly.

- Submitters could not upload information or make payment when site protocol crashed.
- A work-around via emails and links was developed.
- Protocol needs to be re-created to prevent default happening again.

Whitney Talcott: Kishmish contract originally provided for two support people, IT/software developer who created the protocol left the company and has not been replaced.

AN requested the evolution of Kishmish relationship

- Exhaustive selection process was conducted by the Steering Committee. KM selected as a bigger company, provided competitive proposal.
- Kishmish built a submission protocol for us that wasn't robust enough.
  - Option 1 – Explore Wild Apricot who now has a submission package option as well.
  - Option 2 – Kishmish rebuild failed submission program.
  - Option 3 - Engage a new company
- PM suggested developing a task force to study – JO, WT, JS will be part of the task force. LL and PM volunteered to serve as well.
- Task Force first Agenda item should ask Kishmish why the program didn't work and what they are going to do about it. Rebate. Remedial action
- JS previously distributed our contract with Kishmish. Roll-over minutes apply. Currently on a maintenance track.
- Deliver a workable package w/o additional payments
- BD suggested task force clarify overly cumbersome event registration multiple email responses
- JO suggested pricing for submitters to attend should not be full price. JS those paid to date have paid full price. Submission fee includes free admittance to awards celebration.

**LS: Everyone should recognize JO efforts when website crashed.**

**Green Apple Day of Service:** Jeanell Oriabor for Eddie Widofsky

- Event occurring at Hartford High School; EW provided a link for registering to work at HHS.
- Other service days could be organized throughout the year. HHS not only event going on in Hartford. Green Apple Day of Service Participation welcomed. RS commented on Fletcher-Thompson GADS event

**Living Building Challenge** collaboration in November – Contact is Melissa Kops. Presentation and networking,

**UTC Tech Council** presentation on Thursday which includes CTGBC information.

**Bike Rack:** JS: Need to replace Emerging Professionals chairman. Dominic Uvino membership lapsed.

- Approximately 25 members seeking participation in EP's.
- Due to lack of organization, there have been no event plans.
- RS: Young professionals move firms frequently.
- Find a new leader who will commit for one year. WC inquired about an EP Job Description Co-chair position would be primary.
- AN suggested Mimi Cedrone for an EP leadership position.
- JS to discuss EP change with LP.
  
- WC: Sponsorship recruitment has not been pro-active. He had sent a sample piece that would identify us and our demographic to be used as a template for CTGBC.
  
- JO: Requested anything about sponsorship for slide show at awards event. AN nixed slides, prefers a paper hand-out. PM commented he enjoys them.
- A Platinum Sponsor information table is planned at the awards event. Develop collateral industry information; Include membership profile pie-chart. % Architects, % Engineers, etc. Need a killer one pager....

Closing round. Thanks Adam for hosting this board meeting.