



BOARD OF DIRECTORS MEETING MINUTES
USGBC-NJ Offices Morristown Wed April 13, 2011

Amann	Bill	Gates	Bill	Porrovecchio	Joe	Topinka	Andrew
Cardella	David	Harrison	Anastasia	Qvale	Paul	Woodruff	Gregg
DeFeo	Wayne	Hazel	Gerry	San Filippo	Lisa	<i>NON-Voting:</i>	
Donnelly	RJ	Lashbrook	William	Seliga	Ed	Block	Florence
Fabbroni	Nick	Montalvo	Rey	Taylor	Faith	McLellan	Harry

AGENDA ITEM	Presentation /discussion	Recommendation/ action
Roll Call (quorum is 2/3 of 17 = 13)	See above.	No action taken
Approve Agenda, Conflict of Interest, Antitrust Policy	No paramount objections or additions	No action taken
Approval March Board Meeting Minutes (Attachment)	Topinka motioned and Qvale 2nd as stated, unanimously approved.	No action required
Financial Reports (Attachment) <ul style="list-style-type: none"> Exec Summary & Projections Budget Approval (action required) 	Seliga reviewed reports. Budget: Woodruff motioned, Fabbroni 2 nd as stated and moved, unanimously	No action required
Chairman's Report (Attachment)	See Harrison Report.	No action required.
Executive Director Report (Attachment) High Points: <ul style="list-style-type: none"> Bylaw Amendments (action required) Gala Status Report Education Updates 	See ED report. Gala Status: Have \$10,000 and \$5000 sponsor, several \$1000 sponsorships. Hired marketing co. to make 1000 phone calls. Committed to 250 attendees. Mayor Booker committed to arrive at 7:45 and stay for 30 minutes. RJ presented Gala status, momentum building. RJ was thanked for his efforts. Education – grant expires 6/3. Have \$150,000 pipeline available. Presenting proposal for 15 instructor trainees for Vo tech schools.	Board to call 10 targets and follow up on list. E-blast on all sponsors and attendees on Fridays. Consider contacting vendors.
Branch and Committee Reports (Attachment) <ul style="list-style-type: none"> All pertinent data in committee/branch reports Chapter Activity report- review for comment 2 month at-a-glance report of all outreach (Attachment) 	Deferred to next meeting	No action required.

AGENDA ITEM	Presentation /discussion	Recommendation/ action
Staffing Rebalance	Block presented proposed strategic plan addressing chapter staffing best practices and the growing needs of NJ Chapter. Proposal was presented to board to realign chapter support positions that would address both tactical and strategic aspects of chapter functions. Current tasks were reviewed, two redesigned job functions were discussed and job descriptions reviewed. Wild Apricot transition was also discussed. Discussion confidential.	Motion to accept new strategic plan for 2011 for staffing and authorizing ED to implement plan. Topinka motioned, 2 nd by Donnelly. Moved unanimously.
New Business:	Donnelly suggested new sponsorship level of Philanthropic. Hazel presented marketing ideas to obtain 1000 members. Cross promoting branch events.	Action: Board members should send testimonial – why should someone join the chapter and benefits.
Adjourn. NEXT MEETING: Thursday May 12, 5:00, The Palace in Somerset. To be confirmed	Meeting adjourned.	Mark your calendars

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