

USGBCNF Education Committee



NORTH FLORIDA

MINUTES

03/22/2011

MEETING LOCATION: TLC

MEETING CALLED BY	Mark Gelfo – Education Committee Chair
TYPE OF MEETING	Monthly Committee Meeting
FACILITATOR	Mark Gelfo
NOTE TAKER	Mark Gelfo
TIMEKEEPER	Mark Gelfo
ATTENDEES AT THIS MEETING	Virtual Meeting – Update Notes Only Absent: , Mark Gelfo, Christine Eastman, Sarah Boren (via phone), Lisa Kore, Ellen Reed, Susan Cleveland A dair Owen Aaron Schreiber, , Joy Dorst, Kim Newhouse

USGBCNF Vision: Create a sustainable community in North Florida inspired by green building within a generation

USGBCNF Mission: Promote sustainable development and green building in N FL through open, collaborative education and leadership

USGBCNF Hedgehog:

- USGBCNF is deeply passionate about: Sustainable Buildings and Communities
- USGBCNF can be best in region at: Green Building Education
- USGBCNF’s resource engine is: Members, Volunteers, Community, Supporters and Green Buildings

USGBCNF 2010-2011 Chapter Goals:

- Advance Community Outreach: 100 presentations throughout the region
- Enhance Signature Events: All committees and chapter will support the following events to achieve target attendee numbers:
 - MASTER SPEAKER SERIES - 60 attendees (average)
 - GREEN RUN - 300 attendees
 - AWARDS GALA - 200 attendees
- Improve Communication
 - INTERNAL – comply 100% with monthly reporting requirements.
 - EXTERNAL – send 100 news releases on completed activities.
- Increase Membership - Grow by 10% overall but each Committee is challenged to bring in at least 23 new members
- Increase Revenue -- Develop and operate within a balanced budget

[TIME ALLOTTED]

GENERAL DISCUSSION

MARK GELFO

DISCUSSION	1. From Last Meeting: Idea for Informal “LEED Roundtable” with experienced LEED people to discuss and share experiences on LEED projects.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

[TIME ALLOTTED]

EDUCATION DELIVERY PARTNER WORKSHOPS

TEAM LEADER: CHRISTINE EASTMAN

DISCUSSION	1. Core Concepts Workshop scheduled for Friday May 13th 2. Location will be at CRCI 3. Sarah trying to coordinate Green Lodging Hotel blocks		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Coordinate details with Colleen for May 13th Delivery Partner Workshop	Chris Eastman		

[TIME ALLOTTED]

CREDENTIALING MAINTENANCE / CEUS

TEAM LEADER: JOY DORST

DISCUSSION	<ol style="list-style-type: none"> 1. Mark and Ellen have submitted 6 classes for CEUs; <ol style="list-style-type: none"> i) Two have been approved (Energy & LEED, Water & LEED – each 1 CE) ii) Three have been returned with comments (How to Do a LEED Project, 4.5 hours, LEED Specific). Comments have been responded to and resubmitted iii) One new session submitted (IEQ & LEED, 1.5 CEUs, LEED Specific) 2. CE Day Workshop <ol style="list-style-type: none"> i) Will be good for 8 CEUs, 6 of which will be LEED specific ii) Location: TLC iii) Cost: \$350 for USGBC Chapter Members, \$410 for non-members iv) Was targeted for April 15th, but moved to May 6th, due to Mark’s availability and to allow more time to advertise. v) Revised “Save the date” announcement will go in weekly announcements. vi) Need to revise save the date to website too. vii) Need to create flyer and get registration active 3. At last meeting, discussed possible policy for having outside presentations submitted through Chapter EPP for CEUs, <ol style="list-style-type: none"> i) Ellen drafted Continuing Education Agreement, See Attached 		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Sent out Save the Date for CE Day Workshop Revise Save the Date to Education Page on website Draft Flyer / Registration Active	Emily Crews Lisa Kore Mark Gelfo		

[TIME ALLOTTED]

BUILDING TOURS

TEAM LEADER: SUSAN CLEVELAND

DISCUSSION	<ol style="list-style-type: none"> 1. FROM LAST MEETING: Possible Tour Ideas and target dates: <ol style="list-style-type: none"> a. Breaking Ground – late March. Susan to talk to Mary. b. JU MSRI – possible April or May. Contact Dr. White. c. Re-tour of Aloft. d. CSX 550 Water St LEED CI - possibly in April or May. e. Gainesville Tour of Stadium – Chris has talked to Lane Manis, possible partnership with AIA Jax. Possibly May or June. f. JEA Plant, would need to be Members only – next year. 		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Confirm Dates for Tours Gainesville Tour revival	Susan Cleveland Chris Eastman		

[TIME ALLOTTED]

WEBINARS & WEBCASTS

TEAM LEADER: ELLEN REED

DISCUSSION	<ol style="list-style-type: none"> 1. CE Webcast – next Webcast is tomorrow. Topic is REGREEN. Homepro is sponsor 		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Emily to set up Registraion link for remaining classes and sent to Lisa Lisa to add links to website	Emily Crews Lisa Kore		

[TIME ALLOTTED]

STUDY GROUPS

TEAM LEADER: KIM NEWHOUSE

DISCUSSION	<ol style="list-style-type: none"> 1. Finished 3-Part “How to DO a LEED Project” workshop last month. Very successful. 		
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	2. No other Study Groups currently being planned	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED]

WEBSITE LIASON

TEAM LEADER: LISA KORE

DISCUSSION	1. Revise date for CE Day workshop on Education page	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Post these minutes to website Revise Save the Date for CE Day on Education Page on website	Lisa Kore	

10 Minutes

Regular Monthly Administrative/Housekeeping Items

Facilitator

NEEDS AND/OR EXPECTATIONS FROM OTHER COMMITTEES AND TEAMS	
COMMITTEE OR TEAM PERSONNEL CHANGES	
LIST OF UPCOMING EVENTS AND INTERNAL MEETINGS (INCLUDE DATE, TIME, LOCATION, ETC.)	Next Education Committee Meeting is scheduled for Tues 04/26/11. 7:30am.
THIS MONTH'S COMMITTEE DASHBOARD METRICS	
COMMITTEE & TEAM HIGHLIGHTS AND ACCOMPLISHMENTS WITHIN LAST MONTH ALONG (BASED ON COMMITTEE'S AND CHAPTER'S SP AND BEYOND)	
COMMITTEE BUDGET UPDATE	Total revenues this month: approx \$3000 from How to Do A LEED Project Classes. Total expenses this month: None

ROSTER-- ALL NAMES AND EMAILS OF MEMBERS OF COMMITTEE & TEAMS	<u>Name</u>	<u>Team / Title</u>	<u>Email</u>
	Mark Gelfo	Chair	mark.gelfo@tlc-eng.com
	Kim Newhouse	Study Group Team Leader	kimberly.newhouse@citi.com
	Christine Eastman	Education Delivery Partner Team Leader	c.eastman@unf.edu
	Lisa Kore	Website Liason	Lisa.Kore@rsandh.com
	Aaron Schreiber	Study Group Team	aschreiber@stellar.net
	Joy Dorst	CEU Team Leader	joy.dorst@gmail.com
	Ellen Reed	Webinar Team Leader	elroyreed@bellsouth.net
	Susan Cleveland	Building Tours Team Leader	susancleveland@comcast.net
	Adair Owen	Study Group Team	Adair@elkinsconstructors.com



NORTH FLORIDA

**EDUCATION COMMITTEE
CONTINUING EDUCATION AGREEMENT**

This agreement is between US Green Building Council North Florida Chapter Education committee and

(Continuing Education provider).

Chapter Committee agrees to:

- Utilize the Chapter's approved Education Provider status to submit Continuing Education provider's course curriculum for CE approval.
- Agree to allow Continuing Education provider to present the approved course curriculum to the North Florida chapter's member (3) times over the calendar year.
- Review curriculum submitted by Continuing Education providers prior to submission to USGBC for course approval to ensure material is in alignment with the needs of our chapter members.

Continuing Education provider agrees to:

- Submit relevant course curriculum that meets USGBC's Education Provider Program Requirements (which is located on the USGBC website for review).
- Submit ALL REQUIRED documentation as listed in the EPP Handbook to the Education Committee.
- Agree to present approved course curriculum to the North Florida chapter's members (3) times over the calendar year.
- Agree to a preliminary review by the chapter's Education Committee prior to submission to USGBC for course approval.
- Be a member in good standing of the North Florida Chapter.

USGBC NF Education Committee

Continuing Education Provider

Date

Date