

USGBCNF MAC Committee Meeting



NORTH FLORIDA

MINUTES

8/24/10

8:40-10:00 AM

TLC JACKSONVILLE OFFICE

MEETING CALLED BY	Emily Crews Carrier, Chair
TYPE OF MEETING	Monthly Committee Meeting
FACILITATOR	Emily Crews Carrier
NOTE TAKER	Emily Crews Carrier
TIMEKEEPER	Emily Crews Carrier
ATTENDEES AT THIS MEETING	Emily Crews Carrier, Kim Jowers, Tom Gentry (via phone), Sarah Boren

Agenda topics

20 MINUTES

WEBSITE

TOM GENTRY

DISCUSSION	<ol style="list-style-type: none"> 1. Membership Directory. Tom and Sarah will meet this Friday (8/27) to discuss breaking from USGBC National and what it means for MACC. Tom has created a form for member list in Memberclicks. Sarah wants to have multiple levels of membership (i.e., community member [-\$25], student and EP members at a discount, and professional members who will get more benefits). Sarah will give Tom a breakdown of the structure and benefits per each membership level. She would like to have a searchable database for the professional members. Tom said there is no way to separate the other member levels from the professional members. That may be OK though, because the community members will have fewer fields to input. Each member will be able to update their own profile on our website. Profiles have project experience listed, whether you're a LEED AP, categories of industry, category, specialties and a 250-word description. It will find your registration information for previous events (Memberclicks) and put it on your membership profile so you'll have a record for CEUs, taxes or reimbursement. It will allow members to be able to vote and survey through the website. We will now be able to do emails through Memberclicks using a template. Emily now has the CS5 suite but needs Tom's help in understanding how to use DreamWeaver to create new templates for weekly emails. Members will automatically be listed in firm profile. If your membership expires, the profile gets removed. We will also have the capability of creating badges from Memberclicks. 2. Green Business Directory (idevspot.com) separate on-line searchable database – could give members free listing. Also Environmental Yellow Pages. Sarah has info and will forward to Tom and Emily. 3. Emily and Kim will try to identify contacts for LEED Certified projects and send them the LEED Certified project profiles template in InDesign and Word. Once the contacts have completed the forms, we can create pdfs and post them to the website. 4. Each committee should have a website liaison who routinely checks the website and notifies MACC of any needed changes. Is anybody listening? **Echo** 5. Committee Chairs need to start posting committee minutes under their committee's webpage (on sidebar) each month. They should also post when/where their monthly chapter meetings will be held to encourage more member participation. Emily can help with directions if necessary.
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CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
See above in bold		

2 MINUTES

COMMUNITY EVENTS

GURPREET SANIA MISRA (EXCUSED ABSENCE)

DISCUSSION	<ol style="list-style-type: none"> 1. Attendees discussed the fact that the budget for community events had been moved or removed from the main budget. Sarah will address. Our goal was to attend a minimum of four tradeshow/expos. Sarah has had good success in soliciting for volunteers using LinkedIn and Facebook. 2. Sania is researching potential low cost/no cost/high value venues to attend.
CONCLUSIONS	

COMMITTEES AND TEAMS	<p>changes to MACC – may need to be a part of MACC website team. Is anybody listening?</p> <ul style="list-style-type: none"> ii) Committee Chairs need to start posting committee minutes under their committee's webpage (on sidebar) each month. They should also post when/where their monthly chapter meetings will be held to encourage more member participation. Emily can help with directions if necessary. iii) We still need input from Board, committees, members (articles, RFPs, best practices [LEED case studies?]) for newsletter/social media iv) Steering Committee Chairs need to start using the flyer template to create their own flyers (located on Extranet). MACC will be responsible for making sure the final flyer meets quality standards. Flyers need to be completed a minimum of 2 weeks in advance of the program/event. v) Awards Committee – Need date so MACC can help with graphic needs, etc. vi) All chairs notify MACC Chair if they present to a group or have a news worthy press release to submit vii) Need Programs schedule so we can create 2010-2011 calendar. Will be helpful for Sponsorship Committee needs.
COMMITTEE OR TEAM PERSONNEL CHANGES	<ol style="list-style-type: none"> 1. Inka Finley, Auld & White, PR Team Leader
LIST OF UPCOMING EVENTS AND INTERNAL MEETINGS (INCLUDE DATE, TIME, LOCATION, ETC.)	<ol style="list-style-type: none"> 2. MAC Committee Meeting, September 28, 2010; 8:30 AM; TLC Engineering for Architecture's Office 3. Newsletter Content Deadline: October 7, 2010 4. Newsletter Issue Date: October 22, 2010 5. Content for Tuesday Announcements to Emily by end of day Thursday 6. Silent PowerPoint content to Emily by Tuesday before master speakers luncheon
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)	<ol style="list-style-type: none"> 1. Continued refinements and updates to website to keep it current 2. Major headway on Memberclicks member directory 3. Sent weekly announcements 4. Completed draft strategic plan for committee and individual team leaders 5. Sent out Summer newsletter 6. Created flyer for September LEED Study Group, posted to website, added registration, sent out media notice, added to LinkedIn and Jax Business Journal Calendar Online 7. Created flyer for Nassau County September Program, posted to website, added to LinkedIn 8. Deleted and added email addresses to Lyris
COMMITTEE BUDGET UPDATE	<p>Total revenues this month: \$0 Total expenses this month: \$0</p>
ROSTER-- ALL NAMES AND EMAILS OF MEMBERS OF COMMITTEE & TEAMS	<p>Emily Crews Carrier, Chair, Emily.carrier@tlc-eng.com Tom Gentry, Website Team Leader, tomg@ttvarch.com Kim Jowers, Marketing Materials Team Leader, kimberly.jowers@tlc-eng.com Gurpreet Sania Misra, Community Events Team Leader, umsohalg@hotmail.com Inka Finley, PR Team Leader, ifinley@auld-white.com Nihal Abdulahad, As-needed committee resource, Awards Committee Liaison nihal.abdulahad@gmail.com Sarah Boren, Executive Director, sarahboren@usgbcnf.org</p>

CEU and Volunteer Hours Tracking Form Per Committee

Volunteer Name	Jul-10			Aug-10			Sep-10			Oct-10			Nov-10			Dec-10		
	Attendance	Hours	Sig Help	Attendance	Hours	Sig Help	Attendance	Hours	Sig Help	Attendance	Hours	Sig Help	Attendance	Hours	Sig Help	Attendance	Hours	Sig Help
Emily Crews Carrier	No Meeting	8																
Tom Gentry																		
Kim Jowers		2																
Gurpreet Sania Misra																		
Inka Finley		0																
Nihal Abdulhad		0																
Sarah Boren																		

Volunteer Name	Jan-11			Feb-11			Mar-11			Apr-11			May-11			Jun-11		
	Attendance	Hours	Sig Help	Attendance	Hours	Sig Help	Attendance	Hours	Sig Help	Attendance	Hours	Sig Help	Attendance	Hours	Sig Help	Attendance	Hours	Sig Help
Emily Crews Carrier																		
Tom Gentry																		
Lauren Lue																		
Kim Jowers																		
Hap Almy																		
Julie Hargrove																		
Sheryl Vaughn																		
Nihal Abdulhad																		
Sarah Boren																		

Volunteer Name	Significant help on at least one of Committee's goals in 10-11

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