HPBC EXECUTIVE COMMITTEE DECEMBER MEETING
December 2, 2008

Attendees
Get W. Moy, PE (GM), Chair
Steve Mawn (SM), Vice-Chair
Claire Ramspeck, PE (CR), Secretary
Rich Walker (RW), Treasurer
William Hoyt (WH)
Michael Stark (MS)
Dave Collins (DC)

Staff
Earle Kennett (EK), NIBS Staff
Sophia Greenbaum (SG), SBIC Staff

Minutes

1. Planning for the Annual Meeting
   • GM welcomed participants and explained the purpose of the meeting was to review any
     loose ends before the annual meeting.
   • EK said that 53 people are registered to attend the meeting on the 9th, but he expects
     closer to 60 to attend. From a council participation perspective we are on track. AIA
     may not be able to participate since the meeting is in the middle of the Board week.
   • Jim Turner will provide a welcome and introduction at the beginning of the meeting.
   • GM will use his opening, which is scheduled for 15 minutes, as a refresher and an update.
   • EK would also like to mention the HPBCCC briefings.

2. Membership Dues
   • The Ex Comm. discussed addressing the subject of dues earlier or later in the day.
     Considering the number of people attending, these are the dedicated core participants,
     and bringing up the dues part is appropriate during CR’s portion of the agenda.
   • EK: will have an operating budget, charter and bylaws for distribution.

3. Progress Reports
   • Each report should be planned for five minutes to allow time for the identification of
     future committees and finding leaders for the committees.
   • It was suggested that copies of the presentation be available in person or online after the
     event.

Upcoming Dates
HPBC Meeting at Ecobuild December 9, 2008 9:00 – 5:00 PM
4. **Federal Panel**
   - Panel attendees are confirmed for NavFac, GSA, VA, and the Army.

5. **EPA Participation**
   - EPA is concerned about participating because they are developing green building initiatives, and they have a regulatory role. AKB would like to consider a liaison effort instead. This should be a discussion at the next ExComm meeting then, invite her into next meeting.

6. **Recruiting Volunteers**
   - During the meeting we would like to populate the additional committees that aren’t currently being chaired.
   - SM suggested listing potential committees on a screen and typing up the names of who would like to volunteer live.

Adjourn.