HPBC EXECUTIVE COMMITTEE NOVEMBER MEETING
October 10, 2008

Attendees
Get W. Moy, PE (GM), Chair
Steve Mawn (SM), Vice-Chair
Claire Ramspeck, PE (CR), Secretary
William Hoyt (WH)
Tom Frost, AIA, (TF)

Staff
Sophia Greenbaum (SG), SBIC Staff

Upcoming Dates
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPBCCC Briefing on Schools</td>
<td>October 21, 2008</td>
</tr>
<tr>
<td>Executive Committee Meetings</td>
<td>November 5, 2008</td>
</tr>
<tr>
<td>HPBC Meeting at Ecobuild</td>
<td>December 9, 2008</td>
</tr>
</tbody>
</table>

Minutes

1. High-Performance Building Congressional Caucus Coalition Briefing (HPBCCC)
   - The last HPBCCC briefing was held on September 10th and covered High-Performance Buildings after disasters. The speakers specifically addressed the new PLUS security rating system and the VA’s initiative to design and construct buildings that can maintain continued operations for at least four days after a disaster.
   - The next briefing is being lead by EESI, SBIC, and the USGBC and will focus on high-performance, green schools and how legislators can get them in their districts. Speakers include Deane Evans of the New Jersey Institute of Technology, Anja Caldwell previously of Montgomery County Schools, and Lloyd Horwich of the House Committee on Education and Labor. The briefing will be held on October 21st at 2:00 p.m. in Rayburn 2168.

2. HPBC as a Clearinghouse
   - GM presented the idea that the HPBC could serve as a clearinghouse of information on HP buildings. We are in the process of harmonizing codes and standards, should we attempt to harmonize or at least track initiatives? When we learn about HP initiatives do we stay in touch with these organizations or do we track them?
   - If the group positions itself as a clearinghouse for other programs, we will have a better opportunity to get the word out about our own work. The goal is not to undermine the work being done by other groups but to ensure that industry members are not working at cross purposes.
   - Action Item: EK, SG, and GM will craft a letter to like-minded organizations including the following: a short preface intro/remind about NIBS/HPBC; a description of our activities to date; summary information about the meetings with agencies and organizations; and, a note about our interest in taking the initiative and the opportunity to
be the communication media/clearinghouse for information on HP buildings. Staff will circulate this letter among the Executive Committee before distribution.

3. Membership Meeting
   • SG presented a draft agenda based on the discussions that took place during the last Executive Committee meeting. She stated that she was concerned that too little time was allocated to ‘Next Steps’ and that we might lose the audience if we try to look at the action plan at the end of the day.
   • The Committee discussed the following as a new outline for the day:
     o Registration & Breakfast
     o Welcome
     o Keynote Speaker, potentially from HPBCC
     o Desired Outcome of the Meeting
     o Review of HPBC Charter (including a Summary of the Congressional Briefing and Recommendations from Phase I Assessment in place of Phase I Reports)
     o Phase II Scope and Progress Reports (with a focus on what your committee is pursuing and why it’s important)
     o Luncheon Speaker: Kevin Kampschroer (at FEDCon)
     o Panel Presentation from Federal Building Owners (what are their HP goals)
     o Funding Report
     o Wrap-up and Next Steps (end meeting at 4:00 pm)
   • The group discussed ways to make the presentations and progress reports more interactive. Each moderator should act as a facilitator and look for new committee members to join their groups.
   • HPBC members should be invited to contribute news or materials for the meeting binder so that they also have an opportunity to share their initiatives.

4. Progress Reports
   • Environmentally Preferable Products (SM)
     o Kirsten Richie of Gensler is involved with this initiative at ASTM. Alison Kinn-Bennett expressed an interest in lending a hand
     o GM mentioned that he will be meeting with Alison on October 21st to catch up on what we have been working on since the Congressional briefing.
     o The EPP task group is open to new participants.
   • Cost (GM)
     o The group has been having bi-weekly conference calls.
     o They are trying to established better definitions of the benefits of HP buildings, especially in the case of occupant productivity and are addressing two questions: What needs to be done to provide a better, more formal structure for tools and resources that measure these benefits and what standard organization needs to be involved? And, can occupant productivity be measured?
   • Energy Use (CR)
     o ASHRAE has two new projects underway in this area, but they are not developing a new standard. Instead these projects are handbooks, which are peer-reviewed
publications (not standards). The first is the development of Building Performance Protocols, which will review and evaluate existing standards. The second is Standard 90.1 Building Energy Benchmark. Standard 90.1 is a minimum, but this could be a springboard for HP buildings.

- CR is seeking feedback and participation from the HPBC. She will use these two projects as the basis for her presentation.

  - Lighting (BH)
    - NEMA is doing a lot of work internally, and their group is funded through next year. BH will draw in general members from the HPBC as appropriate.
    - NEMA’s approach has been to catalogue what is existing in the marketplace and set baselines for performance.
    - BH has a large percentage of this time dedicated to the standard development work at NEMA.

5. HPBC Budget & Funding
- EK and GM have visited the Army, Navy, and Air Force, all of whom are enthusiastic about the HPBC and have committed to provide funding and resources. GM and EK have sought $25,000 to $50,000 worth of support for administrative needs. The groups are amenable to this amount, but need to determine where the money can be pulled from. Some of them will require specific deliverables.
- William Holley of GSA is taking the funding request to his management.
- Other prospects include the VA and the DHS.

6. Next Meeting
- Since Alison Kinn-Bennett has left the Executive Committee, a new representative from the HPBC may be appointed by the chair with the consensus of the balance of the Executive Committee. This subject will be on the agenda for the November meeting.
- The funding and dues structure will need to be discussed and resolved during the next Executive Committee meeting in order to make we are all in consensus before the membership meeting.

Adjourn.