

18 November 2004

meeting notes

**MEETING DATE** 15 November 2004

**PROJECT** Green Symposium 2005

**PURPOSE** Progress

**LOCATION** AIA Office

**NOTES BY** Brian M. Malarkey, AIA

**FILE** 2.01 Agenda

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**PRESENT**

**DISTRIBUTION**

Symposium Committee and Website

**SPEAKERS - ADELE**

Most of the speakers are confirmed

Commercial Track:

- Site and Urban Design
- Building Systems from Design to Construction
- Construction and Occupancy

Residential Track:

- Residential Green Building Programs
- Designing and Building the Green Home
- Green at Home

Tools Track:

- The Business Case
- Green Tools and Services
- Commercial Green Building Programs

The Government sessions will be in the afternoon to accommodate the City folk.

**Brian** writing a request for the Mayor to attend as well as accommodations for City employees and council members.

**WEBSITE - FILO**

Gulfcoastgreen.org

Registration form needs completion – **Brian** to complete for Monday, 22 November.

**Filo** reported the emails for individuals will be set up by the end of the week.

Registration will be on-line unless we see a snag – **Filo** to coordinate with Archimage.

We will have early, mid and late registration fees.

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**SPONSORS - ANICA**

Brian and **Anica** met last week, **Brian** authoring an into letter (email) that would include the flyer, day at a glance, and agreement form for sponsorship.

We need volunteers for sponsorship committee – **Charles and Tom** volunteered, thanks!

**EXHIBITORS - KATHLEEN LILES, CSI**

CSI will take over this function

We need to coordinate with George R. Brown.

**VOLUNTEER/DAY-OF CHAIR - APRIL RICE**

Got lots of good ideas from GreenBuild

**ADVERTISING - WE NEED A VOLUNTEER!**

Press Release – being approved, list sent to AIA for release

Job includes keeping in touch with all our partner groups, sending updates, keeping them informed, and managing the press releases.

**EVENT BROCHURE - WE NEED A VOLUNTEER!**

We need a design, someone to input information, coordinate with printer, etc.

**Filo and Charles** are asking around

**BUDGET - BRIAN**

Ongoing

**STUDENT SHOW**

U of H and Rice on board...**Anica and Andres** coordinating UH, and **Adele** coordinating Rice

**MISC.**

**Filo** reported that Austin wants to be involved, we will start including them in the loop.

**Brian** to create a project schedule

**CORRECTIONS**

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Any attendee who wishes to provide additional information or corrections to this record shall provide written comments to Brian M. Malarkey, AIA of Kirksey within one week of receipt of this record.