

26 January 2004

meeting notes

MEETING DATE 21 January 2004

PROJECT 2003 Green Symposium

PURPOSE To structure the symposium and continue venue discussion

LOCATION Kirksey Office

NOTES BY Brian M. Malarkey, AIA

FILE 2.01 Meeting Notes
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PRESENT

Brian Malarkey
Ryan Horne
Dana Easley
David Flint
Kristian Ten Wolde
Shawn McFarland

DISTRIBUTION

All Present
Filo Castore

DISCUSSION

Joint Venturing:

We decided that there would be Hosts (listed in bold below) and Affiliates. The Hosts would be responsible for organizing the event, supplying speakers, marketing, and sending announcements out to their constituents. The affiliates would be asked simply to send announcements to their constituents and will receive name recognition on the marketing materials. The AIA will take care of registration and \$. The hosts would divide the proceeds up appropriately, with the AIA taking a larger share for providing the registration and \$ details.

AGC – Susan Nitka

USGBC – Christina Graham

HARC – Dana Easley

City of Houston – Issa Dadoush

CSI – Greg Roberts

ULI – Zane Segal

Gulf Coast Inst. – David Crossley

Shell Center for Sustainability

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U of H – Kaye Patterson
ASLA –Kevin Shandley?
American Planning Association
EIS - Clearlake

Contacts must still be made to potential affiliate organizations

Structure of event itself

The group worked on this and created the following structure...
The categories are not profession specific – possible mix of speakers for each session follows the Track Heading...we will limit it to no more than 3 speakers per session.

Day One

8:30-10:00 Continental Breakfast with speaker
10:30-12:00 Site – Planner, Landscape Arch, Civil, Contractor
12:00-1:00 Lunch
1:30-3:00 Building Systems – Architect, MEP
3:30-5:00 Construction – Contractor (EPA/AGC environment/construction guide), Architect, Owner/Operator, Construction Mgr., Codes
5:00-6:00 Network Reception

Day Two

8:30-10:00 Breakfast with speaker
10:30-12:00 – The Business Case – Marketing it, Selling it, Etc
12:00-1:00 Lunch
1:30-3:00- Green Services – Energy Modeling, Daylight Modeling, Commissioning
3:30-5:00 - LEED – Updates, 2.1, EB, etc.
5:00-6:00 – Network Reception

Potential additional speakers:

Bill White (keynote for one of the breakfasts)
AGC National President or EPA person (keynote who could be there for the EPA/Contractor thing)
Jeff Havril – TAMU Energy Resources Lab (energy modeling)

Related to structure

We discussed having a poster area for case studies, etc. – could be separate or with vendors
Vendors would be obligated to be at their tables from 12:00-6:00

Residential Content Versus Commercial

There was much discussion about including residential. We do not think we could create another track, however, could weave it into the current format – needs further discussion. One thought was to send out a “save the date” by email and have a check box for what content you would like to see...Commercial Content Only or Residential and Commercial Content. Dana with HARC volunteered to host the site that would manage the vote. Of course we need a firm date to do this!

Possible Date??

September 30-October 1 – Thursday/Friday

Venue Venue Venue!

Venue needs more time for research – Brian is sending a spreadsheet out with all the appropriate questions so that researchers can just “fill in the blanks” so we can compare apples to apples.

Harris County Dept. of Education – **Greg Roberts**

Humble Convention Center – **Susan Nitka**

Reliant Stadium (upstairs)– **Susan Nitka**

Minute Maid Park (upstairs)– **Dana Easley**

George R. Brown (upstairs) – **Brian Malarkey**

~~Chevron-Exaco Facilities – **Charles**~~

Radison Astrodome - **Heather**

The following criteria is to be considered question points for all the venues:

400 People – sit down

AV consultant/equipment “rules” (can you bring your own)

Table availability (rounds for sitting and tables for vendors)

Space availability for vendors

Power availability in vendor area

Proximity of vendor area to sessions

\$Rates / Food

Parking -ability, \$, amount

Action Items:

1. **Greg, Susan, Dana, Brian, Heather**, see venue homework – look for the spreadsheet to fill out
2. **Brian** to review Susan's budget and begin to create one for this event – needs info on venue to create this.
3. **Everyone** to recommend possible speakers/presenters and brainstorm locations
4. **Anyone** with the group at large that wants to be part of the steering committee please contact Brian at brianm@kirksey.com
5. **Everyone** Stay tuned for next meeting date – Agenda items will include venue, structure, extent of joint ventures.

CORRECTIONS

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.