

12 April 2004

meeting notes

MEETING DATE 22 March 2004

PROJECT Green Symposium 2005

PURPOSE Conference Call to discuss symposium

LOCATION Conference Call

NOTES BY Brian M. Malarkey, AIA

FILE 2.01 Meeting Notes
H:\AIA\meeting notes04.22.doc

PRESENT

Brian Malarkey
Fillipo Castore
Susan Nitka
Christina Graham

DISTRIBUTION

On Website

DISCUSSION

The following discussion items were sent to the participants on 3.15.04 – Conclusions for these issues are as follows:

VENUE

So far we only have information from George R. Brown

BUDGET

Using the George R. numbers the catering budget for two days is \$43,837. Add boarding, flights and food for speakers + \$5,000 at least (without speaker stipend) that is \$48,837...roughly \$50,000 – with 400 attendees that's \$122 per person break even without sponsors, vendors, etc. With 30 vendors at \$250 each and 8 \$1,000 sponsors that takes us down to a total of \$83 per person break even.

TIME/DATE

No Thursday/Friday is available any time in Sept/Oct. Wednesday/Thursday Oct. 6-7 is open and penciled in at the George R. I am getting nervous about a Fall attempt – I think it is pushing it unless we get more involvement.

ONE DAY OR TWO

Two days are expensive and will it be hard to get folks to attend both days? Is One intense day better?

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A QUICK LOOK AT THE LATEST FORMAT...

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~~

CONFERENCE CALL CONCLUSIONS:

- Conference will be pushed to the late winter, early spring – Feb/Mar
- This will give us more time to consider other venues – also better advertising (TSA convention in Fall, perfect example)
- The event will be one day only – more participation and less expensive
- The two day event will turn into two tracks. Since we were having tracks, a third track concentrating on residential was discussed.
- HARC, USGBC, and AGC will participate in an advisory capacity, providing information, contacts for speakers, and advertising to their memberships. AIA is the primary planner of the event and will handle registration, venue coordination, etc.
- Next meeting will concentrate on gathering speaker information/contacts –
Wednesday, April 27th – AIA Office

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.