

3 December 2003

meeting notes

MEETING DATE 20 November 2003

PROJECT 2003 Green Symposium

PURPOSE To form a steering committee and discuss the structure of the event

LOCATION Kirksey Office

NOTES BY Brian M. Malarkey, AIA

FILE 2.01 Meeting Notes
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PRESENT

Brian Malarkey

Patrick Pirtle

Charles West

Amanda Tullos

Christina Graham

Stephen Jovicich

DISTRIBUTION

All Present

Filo Castore

DISCUSSION

A Possible schedule was discussed at follows...

Symposium

Late Summer/Early Fall

Possible schedule:

2 Days

Day One

8:30-10:00 Breakfast with speaker

10:30-12:00 Architecture

12:00-1:00 Lunch

1:30-3:00 Civil

3:30-5:00 Landscape Architecture

5:00-6:00 Network

Day Two

8:30-10:00 Breakfast with speaker

10:30-12:00 MEP

12:00-1:00 Lunch

1:30-3:00 Contractor

Meeting Notes pg. 2
3 December 2003

3:30-5:00 Commissioning
5:00-6:00 Network

Modeled after the USGBC conference, it was discussed that each session would have 2 or 3 presenters with different perspectives.

Possible presenters discussed as follows:

A good mix of local and national presenters...try to look local for expertise
Kevin Shanley – SWA (landscape - Houston)
Peter Pfeifer
Jacobs/Vaughn (contractors - Houston)
SpawGlass (contractor- Houston)
Gail Vittori (The Center for Maximum Potential Building Systems – Austin)

The event should be a joint venture with the following organizations:

AGC, USGBC, CSI
Other possible collaborations include City of Houston, Shell Center for Sustainability, U of H, Utilities, Metro

Date of the event was discussed as follows:

Possibly April as part of Arch. Month (a bit soon)
Dates to be aware of: TSA convention in October, USGBC day 2nd week in May,
The RUDAT in March, Shell Center for Sust. Symposium

Possible Locations

U of H – Hilton
Rice
Needs more discussion!

Other Items Discussed:

Information should be at an intermediate level (on average) – and perhaps we should have an “overview” presentation before the event.

Presentations should include how to sell/market green

Everyone present expressed a desire to be a part of the steering committee (Stephen J. said he would help as much as he could) If others from the group at large want to be involved, email Brian

ACTION ITEMS:

1. **Filo** to “pitch” the symposium to the board for approval
2. There was good discussion about specific topics we wanted the speakers to present under each category – **Brian** to set up the next meeting to specifically outline this.
3. **Brian** to check AIA calendar for upcoming events, as well as other organization events
4. **Christina** to contact CSI for possible collaboration
5. **Brian** to contact AGC for possible collaboration
6. **Everyone** to recommend possible speakers/presenters and brainstorm locations
7. **Anyone** with the group at large that wants to be part of the steering committee please contact Brian at brianm@kirksey.com
8. **Next possible meeting date, Wednesday, December 17th Noon at the AIA office - Please respond back if this works for the group.**

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.