

2 January 2004

meeting notes

**MEETING DATE** 17 December, 2003

**PROJECT** 2003 Green Symposium

**PURPOSE** Symposium Venue, etc.

**LOCATION** AIA Office

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

**FILE** 2.01 Meeting Notes  
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**PRESENT**

Brian Malarkey  
Susan Nitka  
Dana Easley  
Charles West  
Greg Roberts  
Shawn McFarland

**DISTRIBUTION**

All Present  
Filo Castore

**DISCUSSION**

Most of the discussion centered upon Venue with the exception of the following items:

**Joint Venturing and their contacts:**

***Bold Italicized*** organizations and names have been contacted and/or are interested. Before **Brian** is to contact the other organizations a serious discussion needs to happen about how many and to what capacity these organizations are to participate. – for next meeting.

***AGC – Susan Nitka***

***CSI – Greg Roberts***

***USGBC – Christina Graham***

City of Houston – Issa Dadoush

***HARC – Dana Easley***

ULI – Zane Segal

Gulf Coast Inst. – David Crossley

Shell Center for Sustainability

U of H – Kaye Patterson

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### **Structure of event itself**

Other possible, more general session descriptions could be Site, Building, Construction, Services, LEED – We still need to define the tracks/sessions – next meeting

### **Possible Date??**

Other organizations events are as follows. **Everyone** is to send dates of possible conflicts to [Heather@aiahouston.org](mailto:Heather@aiahouston.org)

AGC – May 3-5

CSI - April 21

USGBC – Nov 10-12

Renewable Energy –Sept 24-25

Proposed Symposium Time: September/October

### **Venue Venue Venue!**

Venue became such an important subject in that we would be expecting a large crowd, space for eating, space for vendors, etc.

Susan Nitka was a valuable resource in that she had previously researched a similar venue (200 person) and realized the limitations/advantages of many venues. We have a proposed budget for that particular event we can use to inform our process.

Many venues were discussed and we narrowed it down to 6 for now (we can still entertain other options) – the name of the person who is in charge of gathering information about them is included.

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 Texaco Facilities – **Charles**

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

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400 People – sit down  
AV consultant/equipment “rules” (can you bring your own)  
2 Track possibility  
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. **Everyone** send dates of other events to Heather@aiahouston.org
2. **Greg, Susan, Dana, Brian,** Charles see venue homework – to be discussed at next meeting
3. **Brian** to review Susan’s budget and begin to create one for this event
4. **Everyone** to recommend possible speakers/presenters and brainstorm locations
5. **Anyone** with the group at large that wants to be part of the steering committee please contact Brian at [brianm@kirksey.com](mailto:brianm@kirksey.com)
6. **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.