



U.S. Green Building Council – Central Florida

GreenComm Committee

PHYSICAL LOCATION: ADC office space located at 945 N. Pennsylvania Ave, Winter Park, FL 32789

CONFERENCE LINE: Dial in Number: 712-432-0600, The Participant Access Code is: 282924#

DATE & TIME: August 12th 6:00 PM – 7:00 PM

ATTENDEES: Paul Nutcher (Director) | Adel Shalaby (Chair) | Ian LaHaiff | Bridget Dunn

NEXT MEETING DATE & TIME: September 2nd 6:00 PM – 7:00 PM

MEETING AGENDA:

1. Identify volunteer for Meeting Minutes
2. Review GreenComm's new goals:
 - a. Maintain and update the website to provide ongoing, accurate and current chapter messaging.
 - b. Develop and upgrade the website to provide new capabilities for chapter communication and visibility.
 - c. Be a central repository for news events concerning sustainable practices, efforts and initiatives in Central Florida (Work closely with the PR Committee).
3. Review last meeting's minutes
4. Open discussion
 - a. Website Restructure
 - b. Website Updates
 - c. Newsletter Templates
 - d. Committees website page design template

MEETING MINUTES:

1. Adel Shalaby shall be preparing the meeting minutes for the GreenComm Committee.
2. Modify the Committee's goals to encompass Communication with all Central Florida Committees.
3. Discussed the Website restructure, Paul to present to the board the proposed restructure of the website to meet the targeted goals for the Chapter. Additionally, request funding for the Committee since it has been split into PR and GreenComm.
4. Adel to work on the remaining tasks (see CF-WEBSITE-STRUCTURE.pdf) for the website on the test website (www.ashalaby.com/usgbc-cf)
5. Ian to work on preparing a template page for Committee Directors to prepare the write up that will go on the website.
6. Bridget will be the moderator for the Chapter's FaceBook page.