



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: September 2nd 4:00 PM – 5:00 PM 6

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

NEXT MEETING DATE & TIME: September 23rd 4:00 PM – 5:00 PM VIA CONFERENCE CALL

MEETING AGENDA:

1. Identify volunteer for Meeting Minutes
2. Open discussion
 - a. Website Restructure
 - b. Website Updates
 - c. Newsletter Templates
 - d. Point of contact for the website calendar and events
 - e. Facebook interaction and link to the website.
3. Tasks and responsibility for Website and Communication
4. LEEDership Dinner Marketing package

MEETING MINUTES:

1. Ian and Bridget to provide weekly emails to GreenComm with regards to any website content that either requires attention or updating.
2. Align GreenComm with PR's contacts. PR has established a relationship with all other committees; we should use this connection as our conduit to get updates and information to be posted on the website.
3. Adel to prepare an event / article template to be used by USGBC-CF committees to request addition of events to the website. Priority should be identified with the submission of the item to GreenComm for scheduling. No item shall be provided less than 3 business days from due date.
4. GreenComm to be responsible for website update at least in the beginning process until the main restructure is established. Training for shall be provided at a later date for Committee Members.
5. Separate email has been established for socialmedia@usgbc-cf.org and will be handled by egb@usgbc-cf.org. This email will for Facebook, LinkedIn and other social media outlets.
6. GreenComm to update website restructure responsibilities for implementation by requesting content material from board members.
7. Banner for LEEDership Dinner started 2 weeks ago by Adel Shalaby and sent to the board for review. Currently Paul's creative director is working on the banner.
8. Bridget is maintaining the Facebook page for the USGBC-CF and the EGB. Alexa Stone is providing pictures and updates to the USGBC-CF Chapter page.