



MINUTES

GBI Consensus Body - Call #1
 Webinar/Teleconference
 December 20, 2019 from 12:00 to 1:30 p.m. ET

NOTE ALL TIMES ARE EASTERN TIME

Consensus Body Members in Attendance

Full Name	Organization	12/20/2019
Gregg Bergmiller	The S/L/A/M Collaborative	X
Allan Bilka	International Code Council	X
Benjamin Bojda	Dominion Environmental Consultants NV, Inc	X
Jeff Bradley	American Wood Council	X
Karen Butler	EPA	X
Virgil Campaneria	Gurri Matute PA	X
Michael Cudahy	PPFA - PPEF	X
Chris Dixon	Morrison Hershfield	X
David Eldridge	Grumman/Butkus Associates	X
Josh Jacobs	UL	X
Luke Johnson	American Institute of Steel Construction	X
Gary Keclik	Keclik Associates Ltd.	Absent
Charles Kibert	University of Florida	X
Michael Lehman (Chair)	Chair	X
Tim Miller	Sidock Group Inc	X
James O'Brien	Independent Environmental Consultant	X
Jane Rohde	JSR Associates, Inc., The Vinyl Institute / Resilient Floor Covering Institute	X
Kirk Sander	National Waste and Recycling Association	X
Gord Shymko	G. F. Shymko & Associates Inc.	X
Stephen Szoke	American Concrete Institute	X
Angela Tin	American Lung Association	X
Doug Tucker	Mitsubishi Electric US, Inc.	X

Interested Parties in Attendance

Full Name	Organization	12/20/2019
Larry Eisenberg	Ovus Partners 360	X
Nathan Elliott	EA Architecture & Design, Inc.	X
Julia Farber	Legrand, North and Central America	X
Michael Gardner	M Gardner Services, LLC	X
Emily Lorenz	Independent Consulting Engineer	X
Cambria McLeod	Kohler Company	X

Mike Temple	Irrigation Association	X
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Chair/Staff in Attendance

Full Name	Organization	12/20/2019
Vicki Worden	President & CEO, GBI	X
Emily Marx	Secretariat, GBI	X
Megan Baker	Staff, GBI	X
Kate Callahan	Staff, GBI	X
Sara Rademacher	Staff, GBI	X
Micah Thomas	Staff, GBI	X
Adam Wellen	Staff, GBI	X

Welcome and Roll Call

Chair Michael Lehman welcomed everyone to the meeting. Secretariat Emily Marx took roll call to establish quorum, reviewed the GBI Anti-Trust Policy, Code of Conduct policy and notified participants that the call was being recorded for the purpose of preparing minutes. No objections or concerns were raised.

Administrative Items

Lehman spoke of the exciting aspect of Continuous Maintenance and being able to quickly and efficiently update the Standard. Lehman also reviewed the agenda. Vicki Worden reminded everyone on the voting process of Robert’s Rules of Order noting that the majority of votes require calling for a motion, second, discussion, all in favor say aye, all opposed same sign or nay, and any abstain.

[NOTE: GBI’s practice is to record affirmative votes on a motion by counting participants hands raised electronically and often by name to alleviate confusion. The total vote count of those in favor is recorded in the minutes as a number. For those voting against a motion, the secretariat counts hands raised and notes negative voters’ names in the minutes. Any abstaining voters also are counted and names are recorded in the minutes. It may not be necessary to call for abstaining voters on votes to approve the agenda or on adjournment.]

MOTION: A Motion was made, seconded, and carried unanimously to approve the Agenda as presented.

Code of Conduct Training

Vicki Worden gave a brief overview of the history of GBI’s ANSI process and discussed how the current standard is being used in the marketplace. Worden shared the pilot program success, based on use of the 3rd public comment version of the now finalized and revised standard, and of the important information that was collected, including some that resulted in public comments. It was noted that GBI’s procedures were updated in 2019 to streamline GBI’s ANSI processes and allow the Chairs more structure and control during the meetings. The Code of Conduct policy was reviewed and updated based on experiences during the prior ANSI process. There are two sections of the policy containing Acceptable and Unacceptable Behavior. Worden reviewed examples of unacceptable behavior that could warrant enforcement of the Code of Conduct policy. She also defined the term dominance and listed examples of how behavior could evoke dominance during a meeting.

Worden reviewed the Enforcement of GBI’s Code of Conduct document, including the three strikes policy and the three levels of removal. Worden gave examples of behavior that would warrant warnings of removal. It was noted that there was a frequently asked questions (FAQ) segment of the document. Worden asked members to review the document and requested suggestions on any changes. Worden noted that the recently formed GBI Standards Committee, which oversees GBI’s ANSI process, will be asked to approve the final Enforcement of GBI’s Code of Conduct policy.

There was discussion of using the Questions/Chat feature in GoToWebinar to notify staff of information that is not intended to interrupt a speaker. Worden reminded members that the best way to be involved in a discussion is to raise

your hand in GoToWebinar and wait to be called on. It was suggested that a practice session of the rules could be useful for members to ensure everyone is comfortable with the format. It was also noted that the rules could be difficult to comply with during an active discussion of a Subcommittee or Task Group. Worden stated that some smaller meetings could be a bit less formal due to less people participating on the call, but ultimately, it is the discretion of the Chair to determine speaking time limits. Worden agreed that there will be training for Subcommittee and Task Group Chairs on Roberts Rules of Order and also how to handle active debate that involves Chairs and Vice Chairs participation.

Public Comment Breakdown by Assessment Area

Marx reviewed the public comment breakdown by each assessment area. It was noted that nearly half of all of the 156 comments were editorial (70), while 2 comments were general and the remaining substantive. A third of all comments were for the Energy assessment area while the remaining areas had between 11-24 comments each.

Subcommittee/Task Group Creation

Lehman reviewed the current list of subcommittees and task groups. Additional task groups may be created in the next few weeks, by Subcommittee Chairs depending on the comments received and the needs of the subcommittees.

Public Participation

At this point anyone participating in the meeting who was not on the Consensus Body or on GBI staff were invited to indicate if they had a question or comment. No one indicated an interest in making a comment and no discussion occurred.

New Business

There was no new business.

Review Schedule

Marx reviewed the schedule for 2020 and noted that an updated standard is on schedule to be published in the spring of 2021. Marx informed members that some of the subcommittee rosters have been approved by their chairs and members have begun to be notified and sent doodle polls for their first meeting during the first three full weeks of January. The Consensus Body, Task Groups, and Subcommittees will be meeting on a bi-monthly schedule.

Action Items

GBI staff will include a Roberts Rules of Order cheat sheet with the next meeting's materials and plan to conduct training as needed.

GBI staff will send out a doodle poll for the first two full weeks of January to determine the best date and time for the next meeting.

MOTION: The motion was made, seconded, and carried unanimously to adjourn.

Meeting adjourned at 1:38 PM EST.