

Members:

Samir Traboulsi - Chair
Rima Sorour Al-Housseiny
Ronald Ghaoui
Rabih Shehayeb
Rayan Kammoun
Guy Khoury

Present :

ST
RSH
RG
RSH
RK
GK

This confirms and records our interpretation of the discussions which occurred and our understanding reached during the meeting. Unless notified in writing seven days of the date below, we will assume that the following interpretation or description is complete and accurate.
Prepared by: Rima Sorour

Agenda

- A Members introduction.
- B Work Plan.

Ref	Action	By Whom
	Meeting Started at 4:00 p.m., the following issues were discussed:	
A	Chair; Welcomed new committee members. Briefed on LGBC's activities and the objectives of E&A committee. Explained about responsibilities towards marketing ARZ building rating system.	
	Members; Shared their vision for the future work of the committee.	
B	All agreed to set a plan for the next 6 months, with the available resources. 1- How to cope with next steps to promote LGBC & ARZ. 2- Prepare presentations to have uniformity according to: a. Type of activity. b. Define audience. c. Define topic.	
C	All will be invited to attend an AUB awareness session in Jan 16, 2012. Next meeting, Friday 13th, 2012 @ 4:00 pm. Meeting ended at 5:30 p.m.	

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