

**MINUTES OF MEETING FOR AECB Ltd.**

**Association for Environment Conscious Building Ltd. Company No 5336768**

**Place of Meeting:** Friends of the Earth Offices, 54-57 Allison Street, Birmingham B5 5TH

**Date and Time:** 7<sup>th</sup> May 2010 at 10.00am

**Directors present:** Chris Herring [Chairperson], Christine Armstrong, Nick Grant, Neill Lewis [Secretary to Board], Jo Saady, Geoff Stow, Peter Wilkinson [Company Secretary & Treasurer], Peter Wilshaw

**Others present:** Andy Simmonds [AECB Chief Executive Officer] Adam Smith [AECB Business Development Manager]

**Apologies:** Jo Saady

**Declaration of interest:** *All members were reminded that they should state at the beginning of the meeting any declarations of interest for any of the agenda items. Once stated the member cannot vote on the item and if ruled by the chair must leave the meeting during the discussions and voting*

Item nr.	Minutes	Action by:
280	A Approval of minutes from the meeting on 5 <sup>th</sup> February 2010 The Minutes of the AECB Board meeting held on 5 <sup>th</sup> February 2010 at FoE, 54-57 Allison Street, Birmingham, were accepted as an accurate record of the proceedings. <i>Proposed Chris Herring, Seconded Peter Wilkinson Carried unanimously</i>	
	B Approval of minutes from the meeting on 26 <sup>th</sup> March 2010 The Minutes of the AECB Board meeting held on 26 <sup>th</sup> March 2010 at FoE, 54-57 Allison Street, Birmingham, were accepted as an accurate record of the proceedings. <i>Proposed Chris Herring, Seconded Peter Wilkinson Carried unanimously</i>	
281	<b>Matters arising from minutes of 5<sup>th</sup> February 2010 Agenda item 3</b>	
	162b Adam Smith and Peter Wilshaw will put to the Board a proposal for a general policy of contract procurement for AECB members & external consultants by the meeting in June 2010	Peter Wilshaw Adam Smith
	217b Adam Smith and Peter Wilshaw will investigate a procedure for the use of direct debit payment of membership fees is still on-going	Peter Wilshaw Adam Smith
	238 <i>Proposal: No further action be taken to change the name of the Association Proposed: Neill Lewis; Seconded: Peter Wilkinson. Carried unanimously</i>	
	240b Geoff Stow is preparing to collate meeting attendees' mileage when claims are made. Chris Herring encouraged members to record their mileage and submit these even if no claim is being made in order to present an accurate record	
	240c Recruitment of members onto sub-groups is to be deferred pending a review of the structure of the Association	
	252 Adam Smith undertook to pursue the issue of AECB e-mail addresses for Board members and staff to be used for all AECB business.  <i>Proposal: Board members will sign themselves as Trustee, AECB in accordance with the M&amp;A Proposed: Peter Wilkinson; Seconded: Christine Armstrong. Carried Unanimously.</i>	Adam Smith

	258D	Finance Officer Chris Herring's discussion with an AECB member who is a retired accountant and willing to volunteer for the finance sub group is ongoing	Chris Herring
	271A	Adam Smith undertook to explore a reciprocal arrangement for publicising training courses with The Green Register	Adam Smith
	273	Adam Smith undertook to circulate his Competition Analysis template for comment	Adam Smith
	274 A&B	Existing Homes Alliance and Strathclyde University Discussed under EO's report	
	274C	Clarification: The Board noted that there are a number of members offering PH certification. Discounted certification schemes are to be explored	
<b>282</b>		<b>Matters arising from minutes of 26<sup>th</sup> March 2010 Agenda item 3</b>	
	276A	Peter Wilkinson reported that correspondence regarding Liz Reason's contract as Managing Director of PBT was being dealt with by solicitors Hill Hoffstetter	
	278B	See 258D above	
<b>283</b>		<b>Finance Report: Agenda item 4</b> The AECB Financial Report was circulated prior to the Meeting	
	A	The Finance Sub-group undertook to bring the simplified format of report to the June meeting. Income from courses would be itemised	Finance Sub-group
<b>284</b>		<b>Chief Executive Officer's (CEO) report: Agenda item 5</b> The CEO's report was not circulated prior to the Meeting – see Item below	
	A	Regular staff meetings were held in Hereford with telephone conferences in between. Neill Lewis asked for the meetings to be timed so that they did not delay reporting to the Board.	Andy Simmonds
	B	Business Development & Governance	
	C	Renewable Heat Incentive Paper – A paper has been issued	
	D	Demand Reduction Paper – A paper is planned for issue end June	Andy Simmonds
	E	Silver Standard – The revised standard is being prepared for issue to the members for comment	Andy Simmonds
	F	Water Standard – A press release will be issued	Andy Simmonds
	G	PassNet – PassNet commitments are ongoing	
	H	Low Energy Database - Andy Simmonds undertook to circulate a link to the database for information. A meeting is to be held with the Technology Strategy Board [TSB] on 11th May with a view to formally launching the database end May	Andy Simmonds
	I	Gold Guidance - Andy Simmonds reported that feedback from members had now been collated and is overwhelmingly very positive. Plans were underway to sell the Guidance to the general public. Neill Lewis suggested that inclusion of a certification process would make the guide more relevant.	
<b>285</b>		<b>Business Development Manager's [BDM] Report: Agenda item 6</b> The BDM's report was circulated prior to the Meeting	
	A	The report was noted. Chris Herring pointed out that the Esmee Fairbairn offer of a grant of £5,000 towards membership database improvement was available and was relevant to Adam Smith's work. Adam Smith agreed to pursue this.	Adam Smith

<b>286</b>		<b>Sub-group reports: Agenda item 7</b>	
		Conference 2010, Website, SussEd and Public Relations reports were circulated prior to the meeting  Business Development Personnel, Passivhaus Trust and PassNet, reports were not issued due to demands created by organising the Passivhaus Trust. This applied to the CEO report.	
<b>287</b>		<b>Conference &amp; AGM 2010</b>	
	A	The report was noted.	
	B	Geoff Stow reassured the Board that facilities for the event at CAT were in place and the only minor concern was overnight accommodation. It was agreed that the eco-cabins should be offered to delegates and that local B&B were plentiful	
<b>288</b>		<b>Membership &amp; Regional Groups</b>	
	A	Discussions about the issuing of membership cards was ongoing	Peter Wilshaw Christine Armstrong
	B	Peter Wilshaw reported that Regional Groups news was regularly featured in Network	
	C	Jo Saady is still to contact a prospective volunteer member to agree how they could assist with Subgroup activities	Jo Saady
<b>289</b>		<b>Web site</b>	
	A	The report was noted.	
<b>290</b>		<b>Personnel</b>	
	A	There were no issues to discuss	
<b>291</b>		<b>Passivhaus Trust and PassNet</b>	
	A	Jon Bootland has been appointed as Chief Executive of Passivhaus Trust for two days per week, for the medium term	
	B	Passivhaus Trust is being funded from the £9,000 grant from AECB. An application for a loan of £40,000 is about to be submitted to the Ecology Building Society.	PT Sub-group
<b>292</b>		<b>SussEd</b>	
	A	The report was noted	
<b>293</b>		<b>PR/Marketing</b>	
	A	The report was noted	
	B	Communications – The report was noted and discussed. It was agreed that the proposals to improve the webmaster's effectiveness be implemented.	
	C	<i>Proposal: that Kate de Selincourt time be increased from two to four days per month, to include website development plus wider communications (internal and external) activities related to website and newsletter Proposed: Chris Herring. Seconded: Christine Armstrong. Carried unanimously</i>	
	D	Peter Wilkinson undertook to investigate the tax and national insurance implications of Kate de Selincourt's employment	Peter Wilkinson
<b>294</b>		<b>Business Development</b>	
	A	There was no report	
<b>295</b>		<b>Research</b>	

<b>296</b>		<b>Any Other Business: Agenda Item 8</b>	
	A	Chartered Institute of Architectural Technologists [CIAT] Peter Wilkinson, Andy Simmonds and Adam Smith were delegated to meet with the CIAT Technical Research Sub-group to discuss their proposals for collaboration with AECB	Peter Wilkinson Andy Simmonds Adam Smith
	B	<b>Warm AECB Training Proposal</b> The report was noted and discussed <i>Proposal: That the Warm training proposal be adopted in principle and that Andy Simmonds (???) be delegated to negotiate the details</i> <i>Proposed: Neill Lewis. Seconded: Geoff Stow. Carried unanimously</i>	Peter Wilkinson Andy Simmonds SallyHall
<b>297</b>		<b>Date and venue of next meeting.</b> Thursday 1 July, 10:00 am at the FoE offices, The Warehouse 54-57 Allison Street, Birmingham, B5 5TH  Conclusion – the meeting ended at 5.10 pm.	
		<b>Circulation</b> All Board Members Andy Simmonds, Adam Smith, Sally Hall, Kate de Selincourt	

Signed by Chair ..... Date .....