

MINUTES FOR AECB Ltd.

Association for Environment Conscious Building Ltd. Company No 5336768

Place of Meeting: Midlands Institute, Birmingham,

Date and Time: 2nd June 2006 at 10.00 am.

Directors present: Christine Armstrong (Treasurer), Paul Ellis, Nick Grant, Cath Hassell, Chris Herring (Chair), Neill Lewis, Chris Lord-Smith (Secretary to Board), Liz Reason, Geoff Stowe, Peter Wilkinson (Company Secretary).

Apologies: Sally Starbuck

Others present: Andy Simmonds (Executive Officer)

49 Approval of minutes

3rd March 2006

Approved. No comments

50 Matters arising

- a. (35a) No action had been taken to establish who had free membership of the AECB etc. **Deferred to next meeting**
- b. (35d), No action yet, **Chris H to contact Penny Poyser**
- c. (35f) Contracts of employment deferred to next meeting.
- d. (39d) No information on yearbook budget, deferred to next meeting.
- e. (38) Phone service, now costing £60.00 per month, but no VAT, a call log is available for those interested from Sally Hall.

51 Financial Report.

Christine presented a simplified set of management accounts. Sally Hall to be asked to only send expenditure report to Christine.

Agreed to set up a finance sub group, Members are Christine and Paul.

52 EO Report

Full report circulated prior to meeting.

Agreed that Andy should only circulate a single page summary for committee, to be attached to minutes.

53 Sub Group Reports.

- a. AGM and conference 2006; See report circulated to committee. Christine reported that bookings were slow and that it needed more promotion. Chris L-S to do a special Network. Cath will organise raffle. Liz Chris H and Andy to do a welcome to the conference, with a brief overview of AECB activities and campaigns.
- b. Listed membership; see report circulated earlier.
- c. Web Site; see report circulated earlier.
- d. Yearbook; see report circulated earlier.
- e. Sussed; see report circulated earlier.
- f. Personnel; see report circulated earlier. E.O. contract renewal, this had been due in April, renewed for 12 months from 1st June 2006, under the same terms as before. Pay review, performance and objectives to be discussed at next meeting.
- g. PR and Publicity; see report circulated earlier. The fact sheets are under revision and would cover new build and refurbishment. Also agreed to publish and amalgamation of both which has been produced for yearbook. Must be peer reviewed and Andy would check for consistency of message. Agreed a budget of £1,350.00. Also there was a need for new display boards, agreed in principle and a budget of £750.00 was set for these. Branding was also important and a budget of £250.00 was set for this purpose. Guidance was sought on the selling of books and BFF. The board are happy to sell books and BFF and other literature on a sale or return basis.

54 Matters to report

- a. BFF Contract renewal. In line with a proposal from Green Building Press, it was agreed that the contract should be renewed for a further 2-year period, at same rates, any increases due to printing or postage inflation to be at cost.
- b. National Centre for Sustainable Construction Skills; Chris reported that this was still under development.
- c. Lobbying report; see report circulated earlier. Cath asked for clear guidance.
- d. AECB branding – See 53f above.
- e. SEP; AECB official position is focused on minimising CO2 emissions, Cath to make the distinction between the official position and personal opinion.
- f. Energy Campaign; Liz and Andy reported on campaign to date, see report circulated earlier. They asked for guidance on funding from the Esme Fairburn Trust. Board agreed in principle that an application for funding be prepared, Draft to be circulated. They also asked if the Carbon Lite Program should be developed as a member benefit. This would need funding and an appeal should be made to help fund it, to be on next meeting agenda.

The board approved external sponsorship of CPD courses, as well as approaching other organisations to promote the AECB message. Also approved in principle the organisation of other conferences, and to explore collaboration with other shows (e.g. EcoBuild). **Cath to explore.**

- g. Trustees contracts Chris L-S reported that a maximum remuneration figure needed to be agreed annually by the agm. It would seem sensible for the Board to put forward a figure at the agm. Constitution states that no more than half of the Trustees can be subject to any contract with the Company in any financial year and then only up the maximum amount agreed for that year. Agreed that the maximum payable to a trustee under a contract for supply of goods or services to the AECB should be £5,000.00 for next financial year.

55 AECB support for planning Applications

Board discussed this and it was agreed that the AECB could not offer support for planning application under any circumstances.

56 Commission for late adverts

This had been discussed at meeting in March but was not minuted. Cath was under impression that she had been awarded a 20% commission for any late adverts she procured for the yearbook. She asked if this could be agreed at the meeting retrospectively and it was agreed that a commission of 20% could be paid by majority vote.

57 The future of Sussed

Board discussed this, agreed to keep ticking over at present, and to concentrate on small things. The CPD courses should be run again but in different areas.

58 The Green Building Council and its implications for the AECB

Liz has agreed to be on steering group. The AECB welcomes the GBC, and hopes to be represented.

59 Understanding our members and how best to include them

No action taken, deferred to next meeting.

60 Local Groups

Joanna Saady, is setting up a local AECB group in her area, this was welcomed and it was hoped that more groups would be established.

61 Any Other Business

- a. Generation Homes. The AECB had been asked to become partners, Board agreed that it should.
- b. AECB had been asked if it would allow banner advertising on the website. Website subgroup to look into. There should be an appeal for more photos in the newsletter.
- c. Wikipedia entry. There has been a small entry set up, Paul agreed to monitor.
- d. Micropower Council. AECB to join as free members.

62 Date and venue of next meeting.

Friday 1st September 2006 10 am at the FOE Meeting Rooms, Birmingham.

Conclusion – the meeting ended at 5.00 pm.

Signed by Chair