

**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:** 3rd December 2010 at 10.00 am

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

**Others present:** Andy Simmonds [AECB Chief Executive Officer], Kate DeSelincourt

**Apologies:** Christine Armstrong, Mischa Hewitt, 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:
328	A <b>Approval of minutes from the meeting on 3<sup>rd</sup> September 2010</b> The Minutes of the AECB Board meeting held on 3 <sup>rd</sup> September 2010 at Friends of the Earth Offices, Birmingham, were accepted as an accurate record of the proceedings, <i>Proposed, Chris Herring. Seconded, Peter Wilkinson. Carried unanimously</i>	
329	<b>Matters arising from minutes of 3<sup>rd</sup> September 2010, Agenda item 3</b>	
162b	Investigation into a general policy of contract procurement for AECB members & external consultants is still ongoing. Andy Simmonds undertook to submit a proposal to the Board for a decision at the meeting in April 2011	Andy Simmonds
252	Chris Herring undertook to arrange for Board members and staff to have AECB e-mail addresses. Neill Lewis reminded the Board that AECB addresses were only absolutely necessary when communicating with outside bodies	Chris Herring
284F	Water Standard – Andy Simmonds reported that Kate de Selincourt was seeking case studies to illustrate use of the Standard for marketing	Andy Simmonds Kate de Selincourt
284I	Gold Guidance - Promotion of the Guidance is included in the Business Development report	
C	Unemployed Members – Emma continues to operate a procedure, as previously agreed by the Board, to offer reduced membership fees to those unemployed or under-employed	
305B	The strategy for developing the Regional Groups network was has been incorporated into the Business Development report	
309B	Peter Wilkinson reported that SussEd bank account had yet to be closed	Peter Wilkinson
315D	Sally Hall had circulated details of the unauthorised direct debit payment made from the AECB Co-operative Bank account. The Bank had refunded the money and encouraged AECB to continue to be vigilant	
315F	Budgets had been agreed and circulated	
316B	Nick Grant reported that the simplification of the Silver Standard was in hand, to be circulated prior to the January meeting.	Nick Grant
316E	Andy Simmonds agreed to post the “Less is More” report on the Board forum for discussion by end December	Andy Simmonds
320A	Co-ordination of regional groups was included in the Business Development report	
324A	It was agreed that any images used in marketing should not be identifiable as belonging to particular projects	

	327A	Neill Lewis confirmed that the Annual Report had been published	
	327C	Andy Simmonds confirmed that the WARM Agreement had been signed	
	327F	Geoff Stow reported that his proposals for the Edward Walker Legacy had been circulated but had not been taken up. This matter is dealt with later.	
330		<b>Finance Report: Agenda item 4</b> The AECB Report & Financial Statements for the year ended 30 September 2010 was circulated prior to the Meeting	
	A	The report was discussed and it was agreed that the following statement be added: <i>The Board notes that significant work in progress accrued against the PassNet project to the value of circa £11,000 has been carried out in this financial year. Subject to this statement being added, the accounts were accepted. Proposed, Peter Wilkinson. Seconded, Chris Herring. Passed unanimously</i>	
	B	The Board offered a vote of thanks to Sally Hall for her work in preparing the accounts.	
331		<b>Chief Executive Officer's [CEO] report: Agenda item 5</b> The CEO's Report had not been circulated prior to the Meeting so Andy Simmonds presented a verbal report to the Board. The report is attached.	
332		<b>Sub-group reports: Agenda item 7</b> The sub-group reports had been circulated prior to the meeting	
	A	Neill Lewis expressed an interest in attending meetings of the Bristol Group to offer support and to encourage them to form affiliations with like-minded organisations	Neill Lewis
333		<b>Conference &amp; AGM 2010 and 2011</b>	
	A	Geoff Stow reported that there had been a healthy profit from the 2010 Conference although the final sum was not yet available due to some outstanding invoices.	
	B	Geoff Stow reported that the feedback questionnaire results had been posted on the website	
	C	Following a discussion on the substantial financial contribution made by the conference, it was generally considered that it should not be treated primarily as a money-making event and that subsidiary events could be arranged for that purpose	
	D	The Board offered a vote of thanks to Geoff Stow for his work in organising the conference	
	E	2011 Conference and AGM – Geoff Stow reported that, following enquiries into possible sites, Nottingham University had offered an interesting and cost-effective venue. He agreed to submit a budget for the event to the next meeting. <i>Proposal: That the 2011 Conference and AGM be held at Nottingham University Friday 16<sup>th</sup> and Saturday 17<sup>th</sup> September. Proposed, Geoff Stow. Seconded, Neill Lewis. Carried unanimously</i>	Geoff Stow
	F	The current conference sub-group comprises Geoff Stow and Neill Lewis. They agreed to consider how Regional Groups could become actively involved with the organisation of future conferences	Geoff Stow Neill Lewis
334		<b>Membership &amp; Regional Groups</b>	
	A	The Regional Groups report was noted but not discussed in detail due to the absence of Jo Saady	

<b>335</b>		<b>Web site</b>	
	A	The Web site report was noted	
	B	Kate de Selincourt confirmed that the specification was in progress and a proposal, with costs and funding proposals would be presented to the January meeting	Chris Herring Kate de Selincourt Nick Grant
<b>336</b>		<b>Personnel</b>	
	A	Chris Herring confirmed that Adam Smith had resigned his position to take up a post with another organisation	
<b>337</b>		<b>Passivhaus Trust [PT]</b>	
	A	Chris Herring reported that PT currently had 50 members including 15 Founder Members.	
	B	Chris Herring reported that the Certifiers Group had nominated a representative to serve on the PT board, as invited. Although not directly relevant to this nomination, it was noted that the nominee was a BRE employee. Chris explained as background that there had been discussions with BRE regarding the relationship with PT, and that work was being undertaken to develop a memorandum of understanding between the two parties.	
<b>338</b>		<b>PR/Marketing</b>	
	A	Geoff Stow reported that EcoBuild would be held on 1 <sup>st</sup> to 3 <sup>rd</sup> March and asked for volunteers to help on the stand. Suggestions for the stand included: A map showing the locations of Regional Groups A plan showing the locations of members' stands at the exhibition Details of members speaking at the exhibition Demonstration models	
	B	Geoff Stow suggested that an AECB Facebook group page be set up. The benefits of such a page were discussed and generally accepted and Geoff Stow undertook to set up a trial page in order to make a proposal for formal consideration at the January meeting	Geoff Stow
<b>339</b>		<b>Business Development</b>	
	A	Andy Simmonds' draft report was incomplete due to the need to make an application for EU funding on behalf of PT, which had been accepted by Chris Herring.	
	B	The Board discussed the contents of the report and made preliminary comments. Andy Simmonds agreed to complete the report for circulation prior to the January meeting	Andy Simmonds
<b>340</b>		<b>Research</b>	
	A	There were no matters to report	
<b>341</b>		<b>Annual Report</b>	
		Neill Lewis suggested that the Annual Report should be produced at the end of the current year instead of a year in arrears. This was accepted and Neill Lewis agreed to give the Board a deadline for submission of contributions	Neill Lewis
<b>342</b>		<b>Biomass</b>	
		Sally Hall's e-mail of 22 <sup>nd</sup> September regarding the biomass report was referred to the Research Sub group for a response	Research Sub group

<b>343</b>		<b>Sub groups - structure and staffing</b>	
		The Board reviewed the current sub groups together with their membership and a revised list was agreed as follows FINANCE – Christine Armstrong, Peter Wilkinson, Sally Hall WEB SITE – Nick Grant, Chris Herring PR/MARKETING – Christine Armstrong, Geoff Stow MEMBERSHIP - Peter Wilshaw LOCAL GROUPS - Jo Saady, Peter Wilshaw, Debbie Mauer PERSONNEL –Chris Herring, Peter Wilkinson BUSINESS DEVELOPMENT - Chris Herring, Peter Wilkinson RESEARCH – Nick Grant, Neill Lewis, Kate de Selincourt, Jo Saady CONFERENCE – Neill Lewis, Geoff Stow	
<b>344</b>		<b>Prospective new board member</b>	
		Andy Simmonds proposed a member for co-option on to the Board. Chris Herring undertook to contact the member with the suggestion that the member attend the January meeting as an observer and to give a short presentation to introduce himself	Chris Herring
<b>345</b>		<b>Networking groups from other organisations</b>	
		It was noted that some regional groups were holding joint events with other organisations and considered to be of mutual benefit and that co-operation at regional level should be encouraged	
<b>346</b>		<b>Any Other Business: Agenda Item 8</b>	
	A	Outstanding Invoices Chris Herring made the Board aware of two disputed invoices for services against the Passivhaus Trust from Reasons to be Cheerful, which were being dealt with by the Trust.	
	B	Policy for seeking grant funding for projects <i>Minute TBC</i>	
	C	Edward Walker Legacy Geoff Stow reported that his proposals for use of the money had not received the support of Board members and so it was decided that Peter Wilshaw would contact Mischa Hewitt to produce an alternative proposal for consideration at the January meeting. Criteria would be: To raise the profile of AECB; To recognise Edward Walker’s name; To maximise the value, with top-up funding from other sources; To occur annually; Not to be a competitive award; To reflect Edward’s support of education	Peter Wilshaw
	D	Political Developments Following a brief discussion, inspired by the Board’s declared support for the St Pancras Group, it was agreed that the AECB could not adopt fixed policies because standards were continually changing. However, it was agreed that AECB should clearly state its position on any issue receiving its support.	
		<b>Date and venue of meetings in 2011.</b> 28 <sup>th</sup> January 1 <sup>st</sup> April 3 <sup>rd</sup> June 2 <sup>nd</sup> September 2 <sup>nd</sup> December Each meeting to take place on a Friday, starting at 10:00 am at the FoE offices, The Warehouse 54-57 Allison Street, Birmingham, B5 5TH [full Board meeting]  An additional meeting would be held during the conference 16 <sup>th</sup> /17 <sup>th</sup> September  Conclusion – the meeting ended at 5.00 pm.	
		<b>Circulation</b> All Board Members Andy Simmonds, Sally Hall, Kate de Selincourt	

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