

MINUTES OF MEETING FOR AECB Ltd.
Association for Environment Conscious Building Ltd.
Company No 5336768



Location	University of Birmingham
Date of Meeting	16th September 2016

Agenda item 1

Trustees Present:	Sub-groups	Trustees Apologies:	Sub-groups
Peter Wilkinson [PWilk] Company Secretary and Chair	(HR & BD)	Mischa Hewitt [MH]	(F)
Mark Siddall [MS] Secretary to Board		Peter Wilshaw [PW]	
Julia Bennett [JB]			
Phil Newbold [PN]			
Nidhi Shah [NS]			
Paul Jennings [PJ]	(F)		
Chris Herring [CH]			
Gary Wilburn [GW]			
Paul Bourgeois [PB]	(F)		
Fran Bradshaw [FB] Vice Chair	(HR & BD)		

Others Present:

Andy Simmonds [AS] AECB Chief Executive Officer
 Geoff Stow [GS] (CE)

Others Apologies:

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:
794	Agenda item 2: Appointment of Officers & Sub-group Chairs	
1	Peter Wilkinson [PWilk] Company Secretary Proposed JB; Seconded PJ; All in favour.	
2	Peter Wilkinson [PWilk] Chair Proposed JB; Second PB; All in favour.	
3	Mark Siddall [MS] Secretary to Board Proposed PWilk Seconded GW. All in favour.	
4	Paul Jennings [PJ] treasurer Proposed JB; Seconded NS; All in favour	
5	Fran Bradshaw [FB] Vice Chair Proposed PJ; Seconded JB; All in favour.	
6	All members of the board reappointed.	
7	PJ (Treasurer) to chair Finance sub-group.	
8	FB (Vice Chair) to Chair Personnel Sub-group.	
	Agenda item 3: Approval of the minutes from Board meetings	

795		The Minutes of the AECB Board meeting held on 4 th August 2016 were accepted as an accurate record of the proceedings subject to the amendments noted below. Proposed: PJ Second CH	
796		Agenda item 4: Matters arising from previous minutes	
	1	Minute 781, 782, 783: In error. The trustees would appear to have had copies of the Financial Report in Dropbox.	
	2	Minute 779 Seconded by Gary Wilburn, (not Gary Wishaw)	
797		Declarations of interest	
	1	CH declared an interest in CLR as Project Manager for CLR, Camila Goven is an employee of Green Building Store.	
	2	MJS Acting as AECB Silver contact & is a tutor on the CLP Passivhaus course.	
798		Agenda item 5: Finance (F)	
	1	Finance Officer's report received with thanks. Treasurer reported that finances are in a slightly better position than expected by the end of year close.	
	2	The Board request the Finance sub-group develop and execute a plan for moving the financial year end to relieve pressure on officers preparing the next year's budget leading up to the September meeting and to bring the year end nearer the AGM to more relevant. It was agreed to give the Finance sub-group the delegated power action a 'year end change' following sub-group meeting & recommendation of the Company's accountants. Proposed: P Wilk; Second PB; All in favour. The board's preference if for the financial year end to be synchronised with the end of the calendar year.	PJ & SH
799		Agenda item 6: CEO Report	
	1	CEO's written report was reviewed & noted. Thanks to Andy, Sally & Emma for their contributions to the report.	
	2	AS tabled 3 scenarios for the budget.	
	3	The board unanimously accepted the proposed budget tabled in Column F (V2). Proposed PJ; Seconded CH; All in favour.	As & SH
	4	The board unanimously agreed that the reserve should be increased from £20,000 to £25,000 to reflect increased contractual liabilities. Proposed PJ; Seconded CH; All in favour.	AS & SH
800		Agenda item 7: Sub-group Reports	

	1	Sub-group Reports: Note; it was agreed to rationalise the number of sub-groups reporting back to the Board, due to a number of activities now run by the Association's executive, namely Membership; Marketing & Communications; Conference & Events. These former sub-groups to have a nominated Board member responsible for overseeing these activities. Active sub-groups to be retained with Board members are Finance, Human Resources (formerly Personnel) & Board Development-these sub-groups requiring nominated Board members to work with the Association's Executive (where appropriate).	
	2	Finance (F): Sub-group Chair PJ & MH & PB. Item covered in agenda item 6 above.	
	3	Human Resources (HR) Sub-group Chair FB Sub-group Chair FB + Board Chair. FB gave a brief verbal report of staff development.	
	4	Board Development (BD) Sub-group Chair FB Sub-group Chair FB + Board Chair. FB gave a brief verbal up-date on the Board Development work to-date.	
	5	Conference & Events. Conference The board would like to thank the former sub-group and support, with particular recognition of Conference organiser Karen Purvis.	
801		Agenda item 8: Retrofit Academy: CH confirmed that Retrofit Academy reports that the demand for retrofit is low. Retrofit Academy ties into university Retrofit Coordinator degree level training.	
802		Agenda item 9: Technical & CarbonLite Retrofit (T&CLR) AS presented an overview of the CLR report from Camila Govan (CLR Project Manager) as part of COE's report.	
803		Agenda item 11: AECB Action Plan 2016-19 The meeting broke up into two groups to discuss specific actions for the AECB to develop over the next 3 years. Groups fed back raised points for action & an updated Business Plan was suggested. AS to develop the ideas forming out of this session & it was agreed that AS to use these & incorporate & develop them into a draft AECB Business Plan along with P Wilk for tabling at the next Board meeting in December 2016.	AS & P Wilk
804		Any Other Business	
	1	UK Refurbishment Alliance: CH noted that a secretariat is required to perform a coordinating role. Sponsorship is required to support this executive function.	

	2	BSI Retrofit Task Group: CH invited by Peter Rickaby (Chair). The aim is to establish a framework for standards. CH has flagged up the need for risk assessment as a core consideration of the group.	
	3	Temple Media A contract has now been agreed with Temple Media to provide 5 editions of Passive House+ to members. To be sent to all AECB members. The Board delegated responsibility for agreeing the contract to AS, subject to the board having the opportunity to review the document within the next 5 working days.	AS
	4	AECB Easca: AS to travel to Ireland in order to liaise with Easca with the intention of facilitating the merging of Easca with the AECB.	AS
	5	AECB Silver CH to explore the opportunity of AECB Silver certification being delivered through a third party and aligning online registration processes.	CH
		Date and venue for the next meeting	
		Friday Dec 2nd 2016, 2016 Location: Birmingham Venue: TBC 10am to 5pm	SH & MS
		Subsequent meeting dates: Friday March 3rd 2017 Location: London Venue: TBC 10am to 5pm Friday June 2nd 2017 Location: Birmingham Venue: TBC 10am to 5pm Friday September 1st 2017 Location: London Venue: TBC 10am to 5pm	MS

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