

MINUTES FOR AECB Ltd.

Association for Environment Conscious Building Ltd. Company No 5336768

Place of Meeting: FOE Meeting Room, Birmingham,

Date and Time: 1st December 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, Sally Starbuck, Geoff Stow, Peter Wilkinson (Company Secretary),

Apologies: Peter Wilshaw

Others present: Andy Simmonds (Executive Officer)

74 Approval of minutes

1st September 2006

- a. 67e should have read "Pictures for web site. Web site sub group to prepare a request to put in Network for more pictures. Agreed Criteria for inclusion will be reviewed when possible."

Approved.

75 Matters arising

- a. 67a – Free membership, see report circulated by Chris H prior to meeting. Most free members have reciprocal arrangement, but board wants to know what are the benefits to AECB. Chris H will talk to Sally to see if some if not all can become paying members.
- b. 67c – Peter Wilkinson is working on existing contracts and will report to Personnel sub group
- c. 67e – Sally agreed to look at criteria for photos to be included on web site and make proposal to next meeting.
- d. 72d – No action yet, Chris H will report to next meeting.

76 Financial Report.

See report circulated prior to meeting.

77 EO Report

See reports circulated prior to meeting.

Andy also reported how much Sally H was doing in support of his work, and how valuable her contribution was to the success of his efforts specifically and the AECB in general.

78 Sub Group Reports.

- a. AGM and conference 2006; see report circulated prior to meeting. Provisional date of 6th July agreed and possible venue agreed as Manchester, subject to suitable facilities being available.
- b. Energy; see report circulated prior to meeting. Energy Sub group will recruit members of advisory body, with final draft to be circulated to trustees by end of January 2007 for comment and approval for a period of one week. This can then be adopted provided no Trustee wishes to veto the draft in which case will be held and discussed at next board meeting.

AJ Conference, Designing Energy Efficient Housing, asked for AECB endorsement, agreed subject to discount for members and a free stand. The Renewable Energy Association also asked for a similar endorsement, subject to same conditions.

- c. Yearbook; see report circulated prior to meeting. Subgroup recommended refund to costs as set out by letter from Creative Concerns, circulated prior to meeting. Board agreed.
- d. Listed membership; see report circulated prior to meeting. All trustees asked to provide Tom with personal details so that online card handling facility can be established. Tom will request information from those not yet having supplied it.
- e. Web Site; see report circulated prior to meeting.
- f. Personnel; see report circulated prior to meeting.
- g. Sussed; see report circulated prior to meeting.

- h. PR; see report circulated prior to meeting. Board has agreed that Cath has permission to negotiate with Eco Build to ensure proper representation of AECB and noted that the stand should not be moved.
- i. Publicity; see report circulated prior to meeting.

79 Chair's responsibilities. (Deferred to next meeting)

80 Company and board expenses. Proposal circulated prior to meeting agreed.

Agreed that in addition to board meeting expenses, reasonable travel expenses incurred travelling to AGM be reimbursed but not accommodation expenses.

81 Budgets. These were proposed and accepted subject to final adjustments. This showed a potential drawing on reserves of £13,370.00. There was a need to secure greater income through increased membership. It was also proposed to increase membership rates.

Chris L-S reported that from the beginning of the financial year in October the accounts would be done on Sage and that a copy of Line 50 had been purchased and he would meet with Sally H as soon as possible to set up the accounting software on her PC.

Peter Wilkinson proposed acceptance and Chris L-S seconded (Geoff abstained). Agreed that the budgets be accepted, Christine to circulate by email final budgets as amended at the meeting. Chris H will discuss with Sally H proposed increases to membership rates and present proposal to next meeting.

82 Priorities and funding (Deferred to next meeting)

83 Any Other Business

- a. Business plan. Paul agreed to lead development of Business Plan and will liaise with Chris H, Andy and Liz.

84 Date and venue of next meeting.

Friday 2nd March 2007 10 am at the FOE Meeting Rooms, Birmingham.

Conclusion – the meeting ended at 5.00 pm.

Signed by Chair