

**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 September 2010 at 10.00 am

**Directors present:** Christine Armstrong, Nick Grant, Chris Herring [Chairperson], 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]

**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:
298	A <b>Approval of minutes from the meeting on 1st July 2010</b> The Minutes of the AECB Board meeting held on 1st July 2010 at RIBA, Margaret Street, Birmingham, were accepted as an accurate record of the proceedings, Proposed Peter Wilkinson, Seconded Peter Wilshaw. Carried unanimously	
299	<b>Matters arising from minutes of 1st July 2010, Agenda item 3</b>	
162b	Investigation into a general policy of contract procurement for AECB members & external consultants is still ongoing. Andy Simmonds, in consultation with Peter Wilshaw and Adam Smith, will make a final proposal to the Board for a decision at the meeting in December 2010	Andy Simmonds Peter Wilshaw Adam Smith
217b	Adam Smith reported that payment of membership fees by direct debit was not viable. It was agreed to promote renewal of membership via the website and review this again in twelve months' time.	
252	Adam Smith reported that lack of IT resources had prevented him from arranging for Board members and staff to have AECB e-mail addresses. Chris Herring and Nick Grant undertook to investigate this.	Chris Herring <b>Nick Grant</b>
271A	Andy Simmonds reported that the marketing of CLP courses would be reviewed in the context of the website re-design	
284D 284E	Demand Reduction Paper and Silver Standard are dealt with in CEO's report below	
284F	Water Standard – Andy Simmonds reported that arrangements for marketing the standard were ongoing. Nick Grant reported widespread interest outside of the AECB in the standard	Andy Simmonds Adam Smith
284I	Gold Guidance - Adam Smith undertook to promote the guidance via the web site home page Adam Smith also undertook to prepare printed copies and A3 size laminated copies for the conference	Adam Smith
288A	Membership cards - Following a discussion on the merits of membership cards, the Board agreed that this should be shelved in the medium term	
B	Peter Wilshaw reported that Regional Groups news was regularly featured in Network	
291B	Passivhaus Trust - An application for a loan of £40,000 has been approved by the Ecology Building Society	
293D	Peter Wilkinson reported that the current arrangement for Kate de Selincourt's tax and national insurance was acceptable to the HM Revenue and Customs	
296A	Chartered Institute of Architectural Technologists [CIAT] proposals for collaboration with AECB are discussed in the BDM's report below	

300	A	Finance Report - The new report format was discussed under the current Finance Report below	
301		Matters arising from the CEO's Report were discussed under the current report below	
302	B	Business Plan – Andy Simmonds has still to circulate the Business Plan and will encourage members and staff to make more frequent reference to it when discussing policy	Andy Simmonds
	C	Unemployed Members – Adam Smith agreed to arrange for Sally to send him requests from unemployed and underemployed members for reduced membership fee. Adam Smith agreed to ask Emma to highlight the offer of reduced membership fees to those not renewing membership	Adam Smith
305	B	The strategy for developing the Regional Groups network was ongoing. Andy Simmonds, Adam Smith and Jo Saady agreed to ensure that a presentation would be made to the next meeting	Andy Simmonds Adam Smith Jo Saady
309	B	Peter Wilkinson reported that SussEd was in the process of being wound up	Peter Wilkinson
315		<b>Finance Report: Agenda item 4</b> The AECB Financial Report was circulated prior to the Meeting	
	A	Present Balance, current account                   £56,870.17 Present Balance, Ecology BS account           £52,420.00 CarbonLite account                                   £17,613.00 SussEd account                                        £3,578.00 TOTAL   £130,481.17	
	B	Line 17- No payment has been received for this year from Esme Fairbairn Foundation	
	C	Line 23 – Building Society interest is outstanding	
	D	Peter Wilkinson undertook to report fully to the next meeting on an unauthorised direct debit payment made from the AECB Co-operative Bank account	Peter Wilkinson
	E	Ecology Building Society Loan to Passivhaus Trust - Chris Herring read a statement from EBS confirming that AECB had no liability for the loan to PT.	
	F	Budgets No drafts have been received. It was agreed that a meeting would be held at 3.00pm on Thursday 30 <sup>th</sup> September at WISE to set budgets; draft budgets must be submitted to the treasurer by 17 <sup>th</sup> September.	The Board
316		<b>Chief Executive Officer's [CEO] report: Agenda item 5</b> The CEO's Report was circulated immediately prior to the Meeting	
	A	As Board members had not had sufficient time to read the report, Andy Simmonds highlighted the most significant issues:	
	B	Nick Grant is taking forward the simplification of the Silver Standard. Andy Simmonds and Nick Grant will put forward a proposal to the Board for the December meeting	Andy Simmonds Nick Grant
	C	The PassNet project was due to be completed at end December; there were no plans for a follow-up.	
	D	The Retrofit for the Future database was on line and members were being encouraged to enter details of projects.	

	E	Andy Simmonds agreed to post the "Less is More" report on the Board forum for discussion	Andy Simmonds
<b>317</b>		<b>Business Development Manager's [BDM] Report: Agenda item 6</b> The BDM's Report was circulated immediately prior to the Meeting	
	A	The Board felt that there was not sufficient substance in the BDM report on the Business Plan for meaningful discussion and Adam Smith was asked to submit a fuller report to the meeting to be held on 30 <sup>th</sup> September	Adam Smith
<b>318</b>		<b>Sub-group reports: Agenda item 7</b> No reports were circulated prior to the meeting	
<b>319</b>		<b>Conference &amp; AGM 2010</b>	
	A	100 places had been booked [total 180 places available] so that all costs were covered Speakers had been confirmed Board members and staff were asked to confirm accommodation requirements with Karen [Twin room £70 per night at WISE] Board – travel only would be paid Staff – accommodation and travel would be paid Contributors - accommodation and travel would be paid Keith and Sally would be attending	Board and Staff
<b>320</b>		<b>Membership &amp; Regional Groups</b>	
	A	Jo Saady reported that co-ordination of the groups was shared among Jo Saady, Adam Smith, Sally Hall and Kate de Selincourt: it was felt that this was too diverse and that discussions were in hand on the best means of providing a single point of contact	Jo Saady
<b>321</b>		<b>Web site</b>	
	A	Chris Herring reported that work was on-going and a full report would be submitted to the next meeting	Chris Herring Nick Grant
<b>322</b>		<b>Personnel</b>	
	A	There were no matters to report	
<b>323</b>		<b>Passivhaus Trust [PT]</b>	
	A	Chris Herring reported that PT was running independently of AECB. £45,000 had been raised from Founder Members. Memorandum and Articles were still to be finalised: there was no intention to have a commercial agreement as AECB was the controlling member of the Company. The Trust would be officially launched at the Islington Passivhaus Conference on 11 <sup>th</sup> October	
<b>324</b>		<b>PR/Marketing</b>	
	A	The PR/Marketing had agreed on a graphic designer to handle all of AECB work and Christine Armstrong and Andy Simmonds were collating a library of eco images for future use.	Christine Armstrong Andy Simmonds
<b>325</b>		<b>Business Development</b>	
	A	There were no matters to report	
<b>326</b>		<b>Research</b>	
	A	There were no matters to report	
<b>327</b>		<b>Any Other Business: Agenda Item 8</b>	
	A	Annual Report Neill Lewis reported that the Annual Report was complete but for CEO report and the Accounts. Andy Simmonds and Peter Wilkinson agreed to submit their contributions	Andy Simmonds Peter Wilkinson
	B	Discounts on Passivhaus certificates Andy Simmonds reported that WARM would not be required to offer discounts in return for AECB funding	
	C	WARM Agreement Sally Hall had prepared an agreement between AECB and WARM for provision of	Chris Herring

		training courses. Chris Herring and Andy Simmonds undertook to finalise the wording and issue it for signature. <i>Proposed that the Agreement be accepted subject to finalisation of the wording</i> <i>Proposed Chris Herring; Seconded Nick Grant. Carried Unanimously</i>	Andy Simmonds
	D	Chris Herring tabled a draft Notice of Special Resolutions to be proposed at the AGM regarding changes to the Articles of Association: Article 13.5 – Relating to written resolutions Article 12.5 – Relating to term of office for Trustees <i>Proposal: That the Notice be submitted to the AGM</i> <i>Proposed Geoff Stowe; Seconded Jo Saady. Carried 7votes for, 1 abstention</i>	
	E	It was agreed that AECB would support a letter from the St. Pancras Group calling on the Government to improve Building Regulations	
	F	Edward Walker Legacy Geoff Stow undertook to put forward two proposals for use of the money, for consideration by the Board	Geoff Stow
		<b>Date and venue of next meetings.</b>  Thursday 30th September 2010, 3.00pm at WISE, Machynlleth [budgets and BDM report]  Saturday 2 <sup>nd</sup> October 2010, 5.00pm at WISE, Machynlleth [election of officers]  Friday 5 <sup>th</sup> December, 10:00 am at the FoE offices, The Warehouse 54-57 Allison Street, Birmingham, B5 5TH [full Board meeting]  Conclusion – the meeting ended at 5.00 pm.	
		<b>Circulation</b> All Board Members Andy Simmonds, Adam Smith, Sally Hall, Kate de Selincourt	

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