

MINUTES OF MEETING FOR AECB Ltd.

Association for Environment Conscious Building Ltd. Company No 5336768

Place of Meeting: Friends of the Earth, The Warehouse, 54-57 Allison Street, Birmingham, B5 5TH

Date and Time: 8th May 2009 at 10.00 am.

Directors present: Paul Ellis, Nick Grant, Chris Herring [Chairperson], Neill Lewis [Secretary to Board],

Jo Saady, Geoff Stow, Peter Wilkinson [Company Secretary & Treasurer] Peter Wilshaw

Apologies: Christine Armstrong

Others present: Andy Simmonds [AECB Executive Officer], Liz Reason [CarbonLite Project Manager]

Declaration of interest: *All members are 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:
215	Approval of minutes from meeting 20 th February 2009 The Minutes of the AECB Board meeting held on 9 th November 2008 at FoE, The Warehouse 54-57 Allison Street, Birmingham, B5 5TH Were accepted as an accurate record of the proceedings. <i>Proposed Chris Herring, Seconded Peter Wilkinson Carried unanimously</i>	
216	Matters arising from previous minutes Agenda item 3	
	162b Investigation into a general policy of contract procurement for AECB members & external consultants, including the nature of the contracts themselves, is proceeding, based on Lancashire County Council procedures. This will be the responsibility of the Personnel Sub-group.	Peter Wilkinson
	186a Peter Wilkinson will investigate remote [on-line] back-up procedures for financial records for increased security.	Peter Wilkinson
	202c Peter Wilkinson will ask Sally Hall to follow up the lack of payments from Ecotricity: If back-payments are not forthcoming or if there is no income due, Ecotricity will be removed from the web page. The Phone Co-op link has inadvertently been removed from the web page. Peter Wilshaw will arrange for the link to be reinstated and will discuss with The Phone Co-op a means of identifying new customers as AECB members to ensure correct payment of the commission.	Peter Wilkinson Peter Wilshaw
	203a CARBON TRUST NETWORKS –Andy Simmonds agreed to consult with the Carbon Trust regarding the implications of producing income from CarbonLite courses and sales of Gold Standard guidance, but this has not yet been actioned.	Andy Simmonds
	203d A formal contract for Liz Reason to continue working on the CarbonLite Centre, Pass-Net and lobbying is still to be prepared.	Personnel Subgroup
	203e “Liz Reason intend to employ Maxine Narborough for work on Pass-Net” should read “AECB intend to employ Maxine Narborough.....”	
	212c Information about Charitable Incorporated Organisation status has been assembled but there has not been enough time to formulate an opinion on its suitability, therefore a motion will not be put to the AGM proposing that an application be made to the Charities Commission. Peter Wilshaw and Andy Simmonds will continue to work with Sally Hall on this issue.	Peter Wilshaw Andy Simmonds Sally Hall
216	213a Nick Grant reported that large files could not be easily up-loaded onto the web site for downloading by Board members. Geoff Stow agreed to work with Nick Grant and Neill Lewis to develop a system of posting reports onto Google Groups as an alternative.	Geoff Stow, Nick Grant Neill Lewis

217		Financial Report: Agenda item 4	
		The AECB Financial Reports, May 09 were circulated prior to the Meeting	
	a	Reference to "CLP" should read " Carbon Trust"	
	b	Peter Wilshaw's investigation into the introduction of direct debit payment of membership fees is in progress.	Peter Wilshaw & Sally Hall
218		Executive Officer's (EO) report: Agenda item 5	
		The EO's Report was circulated prior to the meeting	
	a	The anonymous complaint to Esmee Fairbairn trust, largely incorrect and misdirected, cannot be responded to because of its anonymity. Chris Herring stressed that adequate scope existed to deal with genuine complaints if the complainant were known. Andy Simmonds will distribute copies of the complaint to Board members for information.	Andy Simmonds
	b	Jo Saady and Neill Lewis will produce a standard PowerPoint presentation which can be used as an introduction to the AECB or incorporated into specific presentations as required.	Jo Saady & Neill Lewis
219		Sub-group reports: Agenda item 6	
		Conference 2009, PR/Marketing, Membership and Regional Groups [Regional Groups section], Web site and CarbonLite reports were circulated prior to the Meeting	
219	a	Conference & AGM 2009	
	A	As at 8 th May 95 delegates [72 paying] delegates, including 4 students had registered POST MEETING NOTE: At 1 st June there were 149 attending over the 2 days, 112 paying	Chris Herring
	b	Chris Herring offered to approach his contact, Owen, to video record and broadcast the Conference	Liz Reason
	c	It was generally agreed that the fee of £500 per exhibitor for a table display might be discouraging exhibitors. Karen Purvis would be asked to re-issue invitations to exhibitors at a discounted price, offering display space instead of tables. Exhibitors felt that access to the public was not considered to be an asset. The issue of costs for exhibitors would be reviewed following this conference to set an acceptable level for future events.	
	d	Geoff Stow offered to manage the AGM	Geoff Stow
	e	Time would be allowed for a short meeting after the AGM for the new Board to choose Chair, secretary and treasurer.	
219	b	Membership & Regional Groups:	
	a	Peter Wilshaw reported that membership was increasing at 10 per cent per year, in line with predictions	
	b	It was felt that the volume of payment of fees by Direct Debit would not be sufficient to meet the Co-op Banks criteria. Further work in this area would be the responsibility of the Business Development Manager, when appointed.	
	c	Jo Saady reported that there were currently 8 Regional groups.	
	d	Jo Saady stated that she would have a regular entry in Network announcing meetings.	
	e	Chris Herring pointed out that Jo Saady had access to the Membership budget for expense claims for travel etc. in connection with regional groups work	

	c	Web site Kate de Selincourt has been appointed to be responsible for web site content. Her hierarchy of activity would be The Homepage Reconstruct/re-route links "About" page, mission statement, history Removing dead ends Regional Groups area News Projects/gallery content Structure	Chris Herring Nick Grant
	d	Personnel Nothing to report	
	e	CarbonLite The report was noted	
	f	SussEd Nothing to report	
	g	PR/Marketing The report was noted	
220		Board Membership: Agenda item 7	
	a	Chris Herring asked if there were any particular points that he should bring to the attention of prospective Board members prior to elections at the AGM. After a brief discussion it was agreed that Chris had sufficient experience of Board responsibilities to field any queries from candidates without formal prompts.	
	b	It was agreed that, in the absence of any Board member with appropriate financial skills, it was acceptable for the Finance Officer to be a non-Board member.	
221		AECB representation on the Low Energy Architecture Group of the World Renewable Energy Congress [WREC]	
		The relevance of the AECB internationally was discussed and it was agreed that emphasis should be on the UK and links to Passivhaus, therefore The AECB would not seek membership of WREC <i>Proposed, Chris Herring; Secoded, Geoff Stow. Carried unanimously</i>	
222		CLP Development: Agenda item 9	
	a	The CarbonLite Report was circulated prior to the meeting. The report was noted. Liz Reason gave a PowerPoint presentation based on the novelty record of the meeting on 16 April to discuss the joint venture organisation	
	b	Liz Reason undertook to extract items of work from CLP activities relevant to the Pass-Net requirement for match funding. It was felt that sufficient work had been done to meet the Pass-Net criteria.	Liz Reason
	c	Because of the apparent confusion over AECB's commitments to Pass-Net, Paul Ellis emphasised the need to establish procedures for entering into similar commitments in future. Contracts would be scrutinised by the Company Secretary and sufficient resources identified to manage projects. <i>Proposed, Paul Ellis; Secoded, Peter Wilkinson. Carried unanimously</i>	

223		AECB Development Plan: Agenda item 10	
	a	The AECB Business Development Report was circulated prior to the meeting	
	b	A close-out report has been submitted to The Esmee Fairbairn Foundation [EFF]. It is hoped that, when this is accepted EFF will agree to fund the post of Business Development Officer [BDO]. Work on the job description for the BDO has been suspended pending this decision.	
224		UKGBC Representation: Agenda item 11	
	a	Chris Herring informed the Board that he had accepted Fran Bradshaw's offer to seek membership of the UKGBC Development Group as a representative of the AECB. He suggested that a Board member be responsible for liaison with her if she was accepted onto the Development Group.	
225		Gold and Passivhaus Details: Agenda item 12	
	a	Andy Simmonds reported that he had not yet received a decision from the Carbon Trust on producing income from CarbonLite courses and sales of Gold Standard guidance.	Andy Simmonds
	b	Chris Herring felt it desirable to re-visit the discussion on the sale of guidance, following which it was agreed that details should be made available for download without charge by members, to be launched at the annual conference. <i>Propose, Chris Herring, Seconded Neill Lewis Passed 8 votes for, 2 abstentions</i>	
	c	Andy Simmonds undertook to investigate the viability of publishing printed copies of the guidance.	Andy Simmonds
226		Any Other Business: Agenda item 13	
		There was no other business	
227		Date and venue of next meetings. Friday 12 th June 2009, following the AGM, to appoint officers Friday 4 th September 2009, 10:00 am at the FoE offices, The Warehouse 54-57 Allison Street, Birmingham, B5 5TH. Conclusion – the meeting ended at 5.00 pm.	
		Circulation All Board Members Andy Simmonds, Sally Hall, Liz Reason	

Signed by Chair Date