

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: 6th November 2009 at 10.00am

Directors present: 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],
Liz Reason [Managing Director, Passivhaus Buildings],
Adam Smith [AECB Business Development Manager] –Part-time

Apologies: Christine Armstrong, Paul Ellis, Nick Grant,

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:
242	Approval of minutes from the meeting on 4 th September 2009 The Minutes of the AECB Board meeting held on 4 th September 2009 at FoE, 54-57 Allison Street, Birmingham, were accepted as an accurate record of the proceedings. <i>Proposed Chris Herring, Seconded Peter Wilkinson Carried unanimously</i>	
243	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, will be taken up with the BDM	Peter Wilkinson Paul Ellis Andy Simmonds Adam Smith
202c	Links to Ecotricity and the Phone Co-op appear on the website alternately. Peter Wilshaw will investigate whether the Ecotricity link should remain	Peter Wilshaw
217b	Christine Armstrong and Paul Ellis will liaise with Adam Smith on the use of direct debit payment of membership fees	Christine Armstrong Paul Ellis Adam Smith
225c	Andy Simmonds reported that there was no demand for printed copies of the Gold and Silver guidance	
236	Peter Wilkinson reported that he had received no response from the Graysons concerning their possible involvement with EcoBuild presentations	
238	The Business Development Sub-group will put a notice in Network and on the web site informing members that the <i>old</i> AECB logo is no longer available for new users and that existing use is to be gradually phased out. The cost of changing the name at Companies' House is still to be investigated	Business Development Sub-group
240b	The Guardian10:10 challenge is inappropriate for the AECB as an organisation because it has no physical presence. As travel is the AECB's biggest contribution to its carbon footprint Geoff Stow was appointed to monitor travel by Board members and staff. The Conference Sub-group will put in place measures to record the impact of travel to the conference for 2010 as a baseline for achieving reductions in following years. Neill Lewis will amend the expenses claim form to facilitate monitoring. Peter Wilshaw was appointed to promote the challenge among the membership.	Geoff Stow Conference Sub-group Neill Lewis Peter Wilshaw
240c	Chris Herring agreed to liaise with Sally Hall on the skills questionnaire to be sent to members who express an interest in working on any of the subgroups.	Chris Herring

244		Financial Report: Agenda item 4 The AECB Financial Reports, November 09 were circulated prior to the Meeting	
	a	Profit was reported as £36,286.38	
	b	"AGM Income" should read "Conference Income"	
	c	It was noted that the reports were not in the best format for reporting to the Board but a more adequate form would require Management Accounting which was dependent on appointment of a Finance Officer.	
	d	The Board recorded a vote of thanks to Sally Hall for her continuing efforts in preparing the financial reports.	
245		Chief Executive Officer's (CEO) report: Agenda item 5 The CEO's report was circulated prior to the Meeting	
	a	Proposal: To establish a research Sub-group with a budget and authority to decide which direction future research should take. <i>Proposed, Peter Wilkinson; Seconded Peter Wilshaw.</i> <i>Carried 5votes in favour to 1 vote against</i> Members of the Sub-group: Chris Herring, Neill Lewis, Jo Saady, Adam Smith	
246		Sub-group reports: Agenda item 6	
		Conference 2010, Regional Groups, Personnel Management, CarbonLite Management, SussEd , PR/Marketing, Business Development and CarbonLite reports were circulated prior to the Meeting	
246	A	Conference & AGM 2010	
	a	The Board expressed agreement with the proposals submitted in the Sub-group report.	
	b	Liz Reason reported that, since the report had been issued Woburn Abbey had been secured as a venue for the evening event.	
	c	It was agreed that the evening meal would be developed into the Association's 21 st birthday party with an appropriate guest speaker. Special guests would also be invited to mark the occasion.	Conference Sub-group
246	B	Membership & Regional Groups	
	a	Peter Wilshaw reported a 2 per cent. increase in membership	
	b	Jo Saady reported that there would be a special New Year issue of Network promoting Regional Groups.	
	c	The e-mail database was discussed under Web Site, below.	
	d	Jo Saady is still to contact member Claire Thomas to agree how Claire could assist with Subgroup activities	Jo Saady
246	C	Web site	
	a	No report had been issued	
	b	Chris Herring reported that a new program was being written to cause the photographs of members' projects on the front page to rotate	Web site Sub-group
	c	The Sub-group proposed an increase in hours of Kate de Selincourt by 100% and Dan Lindop by 50% for work on the web site, subject to budget approval.	
	d	Kate de Selincourt's draft Communications Manual would be posted on the Web site for comment	Web site Sub-group
	e	Chris Herring reported that current database was not capable of efficiently meeting all of the demands placed on it and therefore Paul Ellis and colleagues at the Ecology Building Society were investigating alternatives including upgrading the present database and dedicated membership databases.	Paul Ellis

	f	Jo Saady offered to oversee a student who would make telephone contact with every member to ensure their records were current and accurate. Proposal: To make available a budget of £500 for this work. <i>Proposed, Chris Herring; Seconded Peter Wilkinson. Carried Unanimously</i>	Jo Saady
246	D	Personnel	
		The report was noted	
246	E	Passivhaus Buildings	
	a	Chris Herring reported that the Memorandum and Articles had been signed and the Passivhaus Buildings Trust [PBT] had been established; Passivhaus Buildings Association [PBA] would be established within a few weeks.	
	b	The Passivhaus Buildings Trust first board meeting was held on 5 th November The Collaboration Agreement [qualifying the Memorandum and Articles with circumstances when AECB would intervene in running of the Trust] had been agreed by PBT and was due for discussion by the AECB Passivhaus Buildings sub group.	
	c	To be discussed: Commercial Agreement [financial arrangements] Transition Agreement [transfer of moneys due to the AECB]	
246	F	SussEd	
	a	No progress has been made on plans to change the name of SussEd.	PR/Marketing subgroup
	b	The expenses noted in the report had been included in error.	
246	G	PR/Marketing	
	a	EcoBuild 2010 The AECB will have a stand 20sqm in area plus the fringe venue for one day Members would be offered discounted entrance fees in exchange for time spent on the AECB stand It was noted that BRE would also be arranging Passivhaus workshops	
	b	The Sub-group expressed their thanks to Cath Hassel for her work on the Sub-group	
246	H	Business Development	
		The report was noted	
247		Buisness Development Officer: Agenda item 7	
		The Board welcomed Adam Smith. The Board agreed that Adam's title would be Business Development Manager	
248		Reports and Items for the Agenda: Agenda item 8	
		Neill Lewis asked everyone to make every effort to submit reports and items by the Friday before each meeting so they can be collated and issued over the weekend, in time for the meeting and without disrupting Neill's business.	Board Meeting Attendees
249		Charitable Status: Agenda item 9	
		Discussion was deferred until such time as charitable status might be desirable. The Board expressed its appreciation to Sally Hall for her investigations into the issue.	
250		Personnel Contracts and Salaries: Agenda item 10	
		Liz Reason and Andy Simmonds left the meeting while the report was discussed. The recommendations in the report were accepted by the Board. <i>Proposed, Peter Wilshaw; Seconded, Geoff Stow. Carried unanimously</i>	
251		Budgets for 2009/2010: Agenda item 11	
		Peter Wilkinson explained that the Budgets were based on the best available data and did not account for transfer of funds between AECB and PHB or course income. The budgets can be revised when further costs are known.	
		The budgets reports indicates a deficit of £33,300	
		Proposal: That the budgets for 2009/2010 be accepted	

		<i>Proposed, Chris Herring; Seconded, Jo Saady. Carried Unanimously</i>	
252		Representing the AECB: Agenda item 12	
		The Board agreed that Board members and staff should have an AECB e-mail address to be used for all AECB business. Chris Herring to speak to Webmaster to arrange email addresses for those without them, and circulate	Chris Herring
		It was agreed that Christine Armstrong would be asked to: Circulate a preferred signature style with guidance on how to incorporate it into e-mail. Circulate the current letterhead with guidance on how to incorporate a reply address and the preferred signature style.	Christine Armstrong
253		Use of AECB logo: Agenda item 13	
		Discussed under Matters Arising	
254		Any Other Business: Agenda item 14	
	a	Greenspec Andy Simmonds will discuss with Greenspec their proposals for incorporating construction details into the specification system.	Andy Simmonds
	b	Petition calling for a televised debate on climate change, Colin Challen MP Chris Herring undertook to sign and return a copy of the petition on behalf of the AECB	Chris Herring
	c	Gerhardt Bissell's Complaint against Green Building Store [GBS] Chris Herring declared an interest as a director of Green Building Store and left the meeting while the complaint was discussed. It was agreed that Peter Wilkinson would reply to Mr. Bissell's complaint to the effect the AECB would review GBS membership in the light of any judicial decision on the matter.	Peter Wilkinson
	d	AECB 21 st Birthday in 2010 It was agreed that the birthday should be used as a publicity opportunity and that the Conference evening meal would be adopted as the formal 21 st birthday party to which Keith and Sally Hall would be sent special invitations	PR/Marketing Sub-group Conference Sub-group
255		Date and venue of 2010 meetings. Fridays, 10:00 am at the FoE offices, The Warehouse 54-57 Allison Street, Birmingham, B5 5TH On 5 th February, 7 th May, 3 rd September, 5 th November Adam Smith and Liz Reason would attend on an ad hoc basis Conclusion – the meeting ended at 5.05 pm.	
		Circulation All Board Members Andy Simmonds, Adam Smith, Sally Hall, Liz Reason	

Signed by Chair

Date