

MINUTES 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: 7th March 2008 at 10.00 am.

Directors present:, Paul Ellis, Chris Herring (Chairperson), Geoff Stow, Peter Wilkinson (Company Secretary & Secretary to Board),

Apologies: Christine Armstrong (Treasurer), Nick Grant, Cath Hassell, Neill Lewis, Sally Starbuck & Peter Wilshaw..

Others present: Liz Reason (CarbonLite Project Manager) & Andy Simmonds (Executive Officer).

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 can not vote on the item and if ruled by the chair must leave the meeting during the discussions and voting.*

There was one declaration of interest raised:- Geoff Stow item 148a para.8.

Item nr.	Minutes	Action by:
144	<p>Approval of minutes from last meeting</p> <p>Minutes of the AECB Board meeting held on 7th December 2007 at the FOE, The Warehouse 54-57 Allison Street, Birmingham, B5 5TH having been previously circulated, were accepted as a true record, with the following clarification;</p> <ol style="list-style-type: none"> 1. Item 137g - For the record: - A discussion took place regarding the selection process of sub-contractors for the Carbon Lite Programme, following concerns expressed by a Board member. 2. Item 137a – Clarification: - Geoff Stow confirmed that Sally Starbuck is on the AGM & Conference 2008 sub-group. 3. Item 137i – Clarification:- Public Relations sub-group report, paragraph 6; Total Pass-Net project cost is £75k of which 50% is to be grant funded from the Pass-Net project. 	
145	Matters arising from previous minutes	
	<p>a Item 142 – Andy Simmonds requested clarification whether there remains an Energy sub-group along with an Energy Budget within the budgeted accounts. It was confirmed that the Energy sub-group no longer exists but it had previously been agreed that the former sub-group's outstanding balance can be allocated to the CLP as an AECB contribution.</p> <p>b It was agreed that clarification of budget process needed. Chris Herring to discuss with Sally Hall how best to provide quarterly sub-group financial reports if possible within SAGE accounting system. And how to support sub-groups with procedure and future budget setting, prior to end of year (September) meetings.</p>	Chris Herring & Sally Hall
146	Financial Report: AECB balance sheets to March 08 for Main Core, Carbon Lite Programme, Public Relations & Departmental accounts received and circulated.	
	a Paul Ellis reported that the break down of income via website (via WorldPay) is not clear. Treasurer to liaise with Tom Anderson (Webmaster).	Christine Armstrong & Tom Anderson

	b	It was agreed that the SussEd budget maybe used for future projects. To be looked at on a case by case basis.	
	c	Financial year end change:- Paul Ellis reported that the Finance sub-group recommend that the year end remain 30 th September at present but that this could be looked at in the future.	
147		Executive Officer's (EO) report: Written report received and accepted.	
	a	Correction:- Andy Simmonds clarified that item 6 of his report should state that the CLP trademarking budget agreed with CLP sub-group is £1500 not £3000.	
	b	A discussion was held on item 13 of EO's report regarding Pete Warm's proposal for AECB's Carbon Lite Programme to set up a PHPP expert group on the CLP website, as a closed discussion forum for AECB members participating in the AECB Passivhaus programme. The group could meet once a year and disseminate the groups information to the public. Chris Herring proposed that EO pursue initiative with Pete Warm; Seconded by Geoff Stow and unanimous carried.	Andy Simmonds
148		Sub-group reports: It was agreed to remove the following sub-groups as standing items on the agenda; Energy, Year book & Lobbying.	Peter Wilkinson
	a	AGM & conference 2008 (sub-groups members; Christine Armstrong, Neill Lewis, and Geoff Stow): Written report received. Geoff Stow updated events confirming that:- The sub-group have book Norwich's University of East Anglia conference suite for the 2008 AECB annual conference & AGM. The dates are Friday 13 th & Saturday 14 th June 2008. 10 accommodation rooms have been pre-booked at the University for Thursday night & 20 rooms for Friday night. 20 other accommodation rooms are available at £42.00/night for board and speakers/workshop presenters. Preceding the conference, on Thursday 12 th June 2008, will be a Carbon Lite Day, where CPD course ' Energy in Buildings ' is to be held. The sub-group is to target up to 200 delegates (180 paying), including people form other networks. Delegate cost to be £170.21 plus VAT (£29.79) totalling £200.00 with no reductions for early bookings. Geoff Stow and partner Julia are to deal with this year's bookings. Sally Hall to prepare contract for Geoff & Julia based on previous year's payment.	AGM & conference sub-group AGM & conference sub-group Sally Hall
	b	Energy: Energy sub-group to be removed as a standing agenda item.	Peter Wilkinson
	c	Year book: Year book sub-group to be removed as a standing agenda item.	Peter Wilkinson
	d	Membership: (Peter Wilshaw) No written report had been received. Geoff Stow reported that only 3 new members had actually joined at the recent Eco Build event at Earls Court, London. However, there was a lot of interest and Geoff felt that there would be many more signing up in the future as a result of the AECB's presence at the event.	
	e	Website: (Nick Grant & Chris Herring) No written report. Discussion about future website contracts for design, construction and day to day running/maintenance were discussed. Liz Reason and Andy Simmonds to put a proposal to the next meeting.	Liz Reason & Andy Simmonds
	f	Personnel: (Paul Ellis, Chris Herring & Peter Wilkinson) No written report. No issues to report.	

	g	<p>Carbon Lite Programme Management: (Paul Ellis, Chris Herring & Peter Wilkinson) No written sub-group report as sub-group has had no meetings since last board meeting. CLP team written report received.</p> <p>Chris Herring reported that the CLP profile is increasing and the official CLP launch at Eco Build was a great success.</p> <p>Re CLP Team written report;</p> <p>Item 16:- Liz Reason expressed need to source an organisation to host the pilot course. Liz to approach the following; Birmingham City Council, Kirklees Council (West Yorkshire), Access Housing Association & Midland Heart Housing Association, with a mind for these organisations to adopt the CLP.</p> <p>Item 10:- Following withdrawal of Peter Rickaby Associates as training partners, Liz Reason reported that new training partner Passivhuis Platform (PHP) from Belgium, had delivered a two day course 21 & 22 February 2008, which was a great success. PHP have been asked to submit a revised programme for another course at the end of June/early July 2008.</p> <p>Sub-group reported that the financial position of the CLP was presently healthy and that the courses and sales of PHPP is bring in revenue.</p> <p>A Board request was made for the CLP team to make a presentation at the next board meeting 7th June 2008.</p> <p>Reference to above minute 144-1 regarding CLP contract arrangements:- Sub-contractor selection process to be discussed with CLP team and CLP Management sub-group.</p> <p>Sub-group to discuss CLP officers positions and financial management for the future of the programme</p>	<p>CLP team</p> <p>CLP team</p> <p>CLP Management sub-group</p>
	h	<p>SussEd: No sub-group meetings held since last meeting.</p> <p>Peter Wilkinson reported that the SussEd finances stand at £3551.00 credit. It was agreed that some of these monies could be used for the CLP purposes if and when needed.</p>	
	i	<p>Public Relations: (sub-groups members; Christine Armstrong, Cath Hassell) Written report received from Geoff Stow re Eco Build and circulated. Christine Armstrong & Cath Hassell absent.</p> <p>There was a discussion on Eco Build and the positive feed back for the stand (manned by Geoff Stow). It was proposed that at next year's event, the AECB create a members area (AECB Pavilion), with the possibility of AECB models of construction details. Chris Herring to discuss with Christine Armstrong & Cath Hassel.</p>	Chris Herring
	h	<p>Lobbying: It was agreed to remove Lobbying as a standing agenda item.</p>	Peter Wilkinson
149		<p>Agenda item 7</p> <p>Local Groups Report: (Joanna Saady) No written report received but verbal report given by Andy Simmonds from Jo.</p> <p>There is a good level of activity with a number of local AECB groups up and down the UK in particular areas.</p> <p>Jo is to prepare a model agenda for local AECB groups and circulate.</p> <p>A discussion was held around the need for someone to co-ordinate various local groups to stimulate them.</p> <p>The board recorded a vote of thanks to Jo Saady for her work with the local</p>	Jo Saady

		groups.	
150	a	<p>AECB Development: (Chris Herring, Paul Ellis & Andy Simmonds to report)</p> <p>A sub-group has been set up to look at AECB & CLP organisational development and managing the process of any possible future change. Sub-group members to be Paul Ellis, Chris Herring, Geoff Stow and Andy Simmonds.</p> <p>A budget has been set not to exceed £3k (to come from the CLP budget of £5k for next years Carbon Trust bid). This will allow consultancy expertise to be bought in.</p>	Paul Ellis, Chris Herring, Geoff Stow & Andy Simmonds
	b	<p>A discussion was held on the pros & cons of setting up a limited company for the CLP. Initial start-up funding for staffing etc. is to be sourced from Esmee Fairburn Fund (or similar). Liz Reason to work with Paul Ellis, to put a proposal together with a business plan for the 6th June 2008 board meeting for consideration. A number of board members with strategic expertise in training could be sought to represent the AECB's controlling interest in a new company.</p>	Liz Reason & Paul Ellis
151		Agenda item 9 omitted as discussed under previous items 144 & 146.	
152		Agenda item 10 omitted as discussed under previous items 150.	
153		<p>Colne Valley Training Centre report;</p> <p>Chris Herring reported that a 'brain storming session' had been arranged in Slaithwaite (West Yorkshire) on Thursday 20th March 2008 to further discuss what form the training centre may take. Peter Wilkinson on behalf of AECB is to attend the event in addition to Chris Herring as scheme champion.</p>	Peter Wilkinson & Chris Herring
154		Agenda item 12 omitted as discussed under previous item 150b above.	
155	a	<p>Proposal for improving current AECB communications arrangements.</p> <p>Andy Simmonds put forward a proposal to open up communications with the AECB data base, with a potential of 3500 individuals and organisations who subscribe to the AECB's emailed 'Network' and that would potentially wish to communicate on technical issues. This would provide an effective communication line direct with the membership and interested parties in the AECB's issues. Steps would need to be taken to prevent SPAM problems. 'Constant Contact' is an email communications facilitator that can contact technically without creating SPAM problems.</p>	
	b	<p>It was resolved that Chris Herring discusses issues with AECB & Network data bases and explore logistics with Tom Anderson (AECB webmaster) for a PDF bulletin.</p>	Chris Herring
	c	<p>Tidying up of the AECB website was discussed and Liz Reason and Andy Simmonds agreed to liaise with Tom Anderson to carry this out.</p>	Liz Reason & Andy Simmonds
156	a	<p>Any other business:</p> <p>SEDA (Scottish Environmental Design Association) future collaboration.</p> <p>To be left in abeyance.</p>	
	b	<p>UKGBC (UK Green Building Council) AGM.</p> <p>Liz Reason is to attend their AGM on behalf of the AECB, next week.</p>	Liz Reason
		<p>Date and venue of next meeting.</p> <p>Friday 6th June 2008 10:00 am at the FOE, The Warehouse 54-57 Allison Street, Birmingham, B5 5TH.</p> <p>Conclusion – the meeting ended at 5.00 pm.</p>	

Signed by Chair

Date