

# 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:** 7<sup>th</sup> September 2007 at 10.00 am.

**Directors present:**, Paul Ellis, Nick Grant, Cath Hassell (acting Chair), (Chair), Neill Lewis, Geoff Stow, Peter Wilkinson (Company Secretary & Secretary to Board).

**Apologies:**, Christine Armstrong (Treasurer), Chris Herring (Chair), Andy Simmonds (Executive Officer), Sally Starbuck & Peter Wilshaw.

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

Paul Ellis declared an interest in agenda item 13.

Item nr.	Minutes	Action by:
119	<p><b>Approval of last meeting's minutes</b></p> <p>Minutes of the AECB Board meeting held on 30<sup>th</sup> June 2007 at The River Green Centre Durham, having been previously circulated, were accepted as a true record.</p> <p><b>It was noted that the date of the AECB Board meeting minutes held on 1<sup>st</sup> June 2007 was incorrect and that it had subsequently been altered to read correct.</b></p>	
120	Matters arising from previous minutes	
104	<b>Confirmation</b> that Executive Officer's (EO) salary has been increased as agreed. However due to absence of EO at today's meeting, discussion of time allocation to be deferred to next meeting.	
115	b. SussEd sub-group written report states that the sub-group requires further resources to be in a position to take on additional projects.	
115	d. <b>Confirmation</b> that there are just 3 AECB free memberships;- Chris Baines (AECB President), Chris Day (Life member), & Grosvenor – by mutual agreement (telephone answering service provider).	
115	e. <b>Confirmation</b> of staff salary increases.	
115	f. No report from Sally Starbuck re' progress with member's web photo's. Sally absent from meeting. To be deferred to next meeting.	Sally Starbuck
115	g. Geoff Stow reported that putting attendees of AECB SussEd courses on the website was proving problematic and proposed the idea be dropped. <b>Agreed.</b>	
121	<b>Financial Report:</b> Financial reports received and noted. In the absence of the treasurer, Paul Ellis gave an overview and the accounts, which were accepted by the meeting.	

	a	Cath Hassell request that departments within the accounts be marked up at top of sheet if possible (within limits of the Sage package) or alternatively a list of the codings so board members can identify clearly which document relates to which department. And that each sub-group have sight of the sub-group's budget/accounts they sit on only for each meeting and that board members not on a particular sub-group do not receive copies of accounts. Only if this is practicable.	Sally Hall, Christine Armstrong
	b	Paul Ellis noted that some items in sales were actually 'other income'.	Sally Hall
	c	Profit for this year to date is £20,766.21. Expected year end profit to be circa £24k.	
122		<b>Executive Officer's report:</b> Written report received prior to meeting. However the report lacks specific points other than CarbonLite Programme activities. Personnel sub-group & EO to look at a more structured format for reporting to the board.	Personnel sub-group & Andy Simmonds
123		<b>Sub-group reports:</b>	
	a	<b>AGM &amp; conference 2007;</b> Written report received and circulated. Not all figures in for the AGM accounts to date but a small loss is anticipated. Next year's conference venue was discussed. Sub-group to put together firm proposals of venues that can cater for the event and that will be in a guaranteed position for delivery. Sub-group to look in to late May or early June dates rather than end of July 2008 & to book CAT's WISE building for 2009.	AGM & conference sub-group
	b	<b>Energy: See item 'I' (CarbonLite Programme) below</b>	
	c	<b>Year book:</b> Discussions on whether Year Book should be repeated in future years/bi-annually and if so who should produce it. The publication could be produced by another organisation on behalf of AECB as long as AECB had editorial control over articles and advertising. <b>Proposal by Nick Grant:</b> Sub-group to look at options for the future for next meeting. <b>Seconded: Peter Wilkinson. Majority decision, no amendments.</b>	Year Book sub-group
	d	<b>Membership:</b> In view of membership secretary, Peter Wilshaw's absence, no report and written report submitted. Membership development progress to be addressed at next meeting.	Peter Wilshaw
	e	<b>Website:</b> No formal sub-group meetings were held in the period since June '07 but on going work on the website continues. It was reported by Nick Grant that members business referrals have increased, generating new business for those members who have created business profiles on the site and hence the site is proving to be a tangible member benefit. Member Mark Siddell is working on an index of all past forum postings to ease navigation of forum users through the increasing forum subjects.	
	f	<b>Personnel:</b> The sub-group had had two telephone conference meetings in the period, combined with the CLP Management meetings, however no issues had arisen other than Peter Wilkinson confirmed that the employees' salary increases had been applied from the 1 June 2007 in accordance with minutes 104 & 115e. The meeting requested the sub-group look at the Executive Officers hours (presently 12hrs/week) and to report back to the next meeting their findings & recommendations.  It was agreed that the Personnel sub-group would look at the logistics of altering membership date for all members to date 1 January, to ease the work load on Sally Hall and stream line the process. Also sub-group to look at business members authenticating annual turnover to ensure members are in the correct membership fee category. Sub-group to liaise with Sally Hall & Peter Wilshaw.	Personnel sub-group  Personnel sub-group

	<p><b>g</b> <b>CarbonLite Programme Management:</b> Written minutes of two sub-group meetings were presented to the meeting. Paul Ellis confirmed that the CarbonLite Programme (CLP) is on track and within budget and that monthly meetings with the CLP management team continued and were constructive. The internal accounting system set up in accordance with the Carbon Trust's requirements, is complicated, with many detailed spread sheets that tracks the funding &amp; expenditure. It was agreed to put the spread sheets up on the CLP section of the website for board members to scrutinise.</p>	CLP team
	<p><b>h</b> <b>SussEd:</b> Written report presented to the meeting. No courses have been run or organised since the last meeting. Coming out of the AECB's annual conference, Geoff Stow has identified a need for presentation training for any AECB event. Out-sourcing presenter training is very expensive but Geoff Stow suggested a company that carries out this service for charities for around £900.00 for ten people. GS to look into this further.</p>	Geoff Stow
	<p><b>i</b> <b>Public Relations:</b> Written report was presented to the meeting. Cath Hassell gave a summary of the report, and explained that an offer had been received from Green Building Store for the services of their marketing department, which would be charged at cost only. This was gratefully accepted and the proposed budget set for the coming year (£960.00 basic costs &amp; £570.00 additional costs) was agreed.</p> <p>Possible stand for Interbuild at Birmingham next year, Liz Reason has a contact for Interbuild.</p> <p>AECB trade stand at EcoBuild exhibition 28-29th February 2008 is arranged with increased stand size of 4x4m or 6x3m. It is intended to display AECB members work. Cath Hassell is to ask event organisers if Liz Reason can speak about the AECB's energy standards. There is to be a 'Green Shoots' area for which trade stands will cost £500.00 plus VAT &amp; is targeted at new or small cutting edge companies/business'.</p>	<p>PR sub-group</p> <p>Liz Reason</p> <p>Cath Hassell</p>
124	<p><b>Lobbying:</b> No lobbying has been done since last meeting as all efforts have been put into CLP.</p>	
125	<p><b>CarbonLite Business Plan:</b> As item 123g above. Future of CLP post April 2008 was discussed. Executive Officer is to look carefully into this in more detail and report back to future meet.</p>	Andy Simmonds
126	<p><b>CarbonLite Programme management report:</b> Liz Reason tabled a written report which was noted. Liz confirmed that David Olivier is the main lead consultant on the energy Standards. It was agreed that the introduction to the AECB's Energy Standards would be placed on the public area of the AECB website for free access to the public.</p> <p>It was also agreed that the standards will be free only to AECB members via the website. The cost of sales of the standards was discussed and the CLP team to bring full, thought through proposals of same to future meeting.</p> <p>Liz Reason presented short, medium &amp; long term strategies for the CLP.</p> <p><b>Short term:</b> How water can be included into the CLP; How the non domestic sector can be included into the CLP; Energy Standards accreditation; Energy Efficiency Partnership-the above 4nr.points need to be discussed and expanded on in the short term. Relationship forged with:-GreenSpec commissioned to prepare development information for industry; Leeds Metropolitan University, who have a wealth of knowledge on energy &amp; air tightness. Both are working with the CLP team and delivering presentations.</p>	<p>CLP team</p> <p>CLP team</p>

	<p><b>Medium term:</b> Training:- Looking at On-line learning tools for business to business; Where does CLP &amp; SussEd fit post April 2008-to be discussed; Advertising Energy Standards-suitable mediums for maximum effect.</p> <p><b>Long term:</b> Target large high profile companies; Housing Associations; Planners, Building Control Officers, TCPA, RICS etc.</p> <p><b>Consolidate relationship with CLP Advisory Board members:</b></p> <p>Discussion took place &amp; Liz Reason to take away &amp; work on the following issues:</p> <ul style="list-style-type: none"> <li>o That the CLP develops further areas of non domestic and raised PR profile of this.</li> <li>o Greenspec-explore issues of partnering.</li> <li>o No to formal accreditation of CLP adopters.</li> <li>o Yes to energy efficiency partnership links.</li> <li>o Yes to links with Leeds Metropolitan University.</li> </ul>	CLP team
127	<p><b>Sub-group budgets:</b> Public Relations (PR) budget for 2007 -08 was received and accepted. No other revised budgets were received. All other budgets to be as last year.</p>	Christine Armstrong
128	<p><b>Prospective new board members:</b> Due to the reduced number of board members present it was agreed that the Chair (Chris Herring) contact those interested and canvas people with specific skills, which are lacking on the board to broaden the expertise of the board. Chair to contact those who have expressed an interest in joining the board.</p>	Chris Herring
129	<p><b>Business development strategy:</b> Paul Ellis reported that to provide professional advice on the AECB's future strategy, funding would need to be sought. It was proposed from the sub-group that the AECB approach The Cranfield Trust for this specific funding for which the trust specialises in providing grants for.</p>	Paul Ellis & Chris Herring
130	<p><b>Member complaint:</b> A complaint has been received from a member against the AECB's Executive Officer, Andy Simmonds for abuse of his position as an AECB employee while working on other business. The Personnel Sub-group had dealt with the complaint and Chris Herring had responded to all correspondence. Chris Herring had submitted all correspondence and a summary report for the Board's consideration. It was agreed that nothing in the documents presented by the complainant showed Andy Simmonds had abused his position or acted with any impropriety. Chair was requested to communicate this decision to the complainant in writing. It was also agreed that the Chair should remind all AECB staff and sub contractors of the vigilance needed in avoiding any conflict between AECB work and personal.</p>	Chris Herring
131	<p><b>Any other business:</b> AECB membership of the UK Green Building Council (UK GBC) was discussed and following on from the debate at the annual conference &amp; AGM, it was agreed to accept reciprocal membership. It was agreed in principle that should the AECB be invited to sit on the UK GBC board or on an advisory panel, then we would be willing to do so. Chris Herring to discuss with UK GBC.</p>	Sally Hall (membership) Chris Herring
118	<p><b>Date and venue of next meeting.</b></p> <p>Friday 7<sup>th</sup> December 2007 10:00 am at the FOE, The Warehouse 54-57 Allison Street, Birmingham, B5 5TH.</p> <p><b>Conclusion – the meeting ended at 5.00 pm.</b></p>	

Signed by Chair .....

Date .....