

# 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> December 2007 at 10.00 am.

**Directors present:**, Christine Armstrong (Treasurer), Nick Grant, Chris Herring (Chairperson), Neill Lewis, Geoff Stow, Peter Wilkinson (Company Secretary & Secretary to Board), Peter Wilshaw.

**Apologies:** Paul Ellis, Cath Hassell & Sally Starbuck.

**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 were no declarations of interest raised.

Item nr.	Minutes	Action by:
133	<p><b>Approval of minutes from last meeting</b></p> <p>Minutes of the AECB Board meeting held on 7th September 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"> <li>1. Item 123b should have the letter 'I' removed and the number '126' inserted to read as highlighted:- <b>Energy: See item 126 (CarbonLite Programme (CLP)) below</b></li> <li>2. Item 126 under '<b>Consolidate relationship with CLP Advisory Board members</b>': third bullet point insert the following word as highlighted: <ul style="list-style-type: none"> <li>o No to formal accreditation of CLP '<b>early</b>' adopters.</li> </ul> </li> </ol>	
134	Matters arising from previous minutes	
	Item 127 of September minutes:- Treasurer requested clarification that <i>sub-group budgets</i> did not include the former 'Energy Budget' that was allocated to the CLP project in the last financial year, as this was a one off allocation. Possible financial allocations to the CLP to be considered in the future.	
135	<b>Financial Report:</b> Agenda item 10 brought forward to this item.	
	a Treasurer explained that the accounts (now carried out in Sage) are broken into departments, which will help define the sub-group and project budgets.	
	b Budgets are to be renegotiated each year in advance of the year end (presently 30 September). Budgets will not be automatically rolled over from one year to the next.	
	c Finance sub-group to explore extending financial year (or shortening) to run from April to March, to suit funding financial years to avoid overlap of funding. Sub-group to report back to board at next meeting.	Finance sub-group & Sally Hall

	d	<b>Proposal by Chris Herring:</b> That the unspent balance of the 2006-07 Energy Budget (14k), allocated to the CLP is to be the AECB's match funding contribution to the project from 2007-08 budget. <b>Seconded by P Wilkinson; unanimously carried.</b>	Finance Sub-group & Sally Hall
	e	Sage departments as set up are acceptable.	
	f	A request came from the treasurer for the AECB to up grade Sally Hall's computer and a budget of £1000 be allocated for Sally to purchase hardware, software & installation. Sally Hall to organise.	Sally Hall
136		<b>Executive Officer's (EO) report:</b> Written report received and accepted.	
	a	EO explained the PASS-NET programme (which the AECB successfully applied as UK representative partner), being a European network for low energy thinking, with a 3 year funded project (£13kpa), which started on 1 November 2007. The first meeting is scheduled for February 2008. EO to report on progress to the March board meeting.	Andy Simmonds
	b	EO is discussing membership of with one of the UK's large house builders who are interested in the CarbonLite Programme and the AECB's energy standards.	
	c	EO reported that the CLP was in the process of applying for the trademark status for the name 'AECB CarbonLite', taking professional advice. As the CarbonLite Programme is funded by the Carbon Trust the trademarked name will have shared ownership with between the Crown and the AECB (as with the CarbonLite work). The AECB will have the right to use the trademarked name.	CLP Team
137		<b>Sub-group reports:</b>	
	a	<b>AGM &amp; conference 2008</b> (sub-groups members; Christine Armstrong, Neill Lewis, Geoff Stow): written sub-group report received and noted.  Geoff Stow has had some feedback from membership. Birmingham Venue proposals to be pursued. Possible speakers Jürgen Schneider & Dr. Wolfgang Feist both of Passivhaus Institute. Possibly Dr. Feist as Key Note Speaker or similar high profile speaker.  Geoff Stow to ask Sally Starbuck to come on to this sub-group.	AGM & conference sub-group  Geoff Stow
	b	<b>Energy:</b> No Energy Sub-group formed as CLP now carry this brief.	
	c	<b>Year book:</b> Peter Wilkinson summarised Cath Hassell's verbal report on her behalf: Recommendation that the AECB drop the Year Book as members can use the website, which holds all the information the Year Book covered and communication with membership to be via PR sub-group and via website with Chairperson's and EO's input.	PR sub-group, Chairperson & EO
	d	<b>Membership:</b> (Peter Wilshaw) Written report had been received but not circulated prior to meeting. The report stated: The membership officer reports that he has attended the Llanidloes Greenfair, been encouraging membership to the organisation at various locations and requests that in order to avoid "double handling" at venues, information re other membership events and other membership issues be passed on to him for inclusion in log.	
	e	<b>Website:</b> No issues raised.	
	f	<b>Personnel:</b> No issues raised and no meetings held.	
	g	<b>CarbonLite Programme Management:</b> Sub-group written report received and circulated prior to meeting.  Nick Grant raised comparison of the AECB's Energy Standards with the Code	

	for Sustainable Homes. A discuss took place around the complex issues of how the AECB's Energy Standards can be compared with the Code. The CLP team are now looking into this as more requests have been received. CLP team to report back to next meeting with proposals.	CLP team
h	<p><b>SussEd:</b> No sub-group meetings held since last meeting. It was agreed to remove the SussEd information from the AECB website as it is now out of date, Chris Herring to action.</p> <p>Chris Herring reported that at a recent meeting with members of 'Build' (Huddersfield College initiative) some interest was raised in the AECB's Seecs course on practical build skills for low energy buildings. Chris Herring to pass contact details (Peter Wilkinson &amp; Geoff Stow) on to 'Build' contacts.</p>	<p>Chris Herring</p> <p>Chris Herring</p>
i	<p><b>Public Relations:</b> (sub-groups members; Christine Armstrong, Cath Hassell) Written report was circulated prior to he meeting. Christine Armstrong gave a summary of the report.</p> <p>Discussion of press release in advance of the AECB's AGM &amp; Annual Conference.</p> <p>AECB is to have a presence at 2008 Ecobuild. It was discussed whether to officially launch the CarbonLite Programme at this event in February 2008. Geoff Stow to liaise with PR sub-group.</p> <p><b>Proposal by Christine Armstrong:</b> To allocation £1320.00 from AECB reserves for the official CLP launch at Ecobuild. <b>Seconded by Chris Herring; proposal carried; 2 abstentions.</b></p> <p>It was agreed that the sub-group target which events/shows the AECB has a presence at.</p> <p>Correction of sub-group report: Bullet point 5, first item; £75k funding received is not for PR but for Pass-Net. <b>Is figure of £75k funding correct-Sally thinks it is not &amp; is more like £38k. Clarification needed.</b></p> <p>Feed back needed form board members for PR ideas.</p> <p><b>Proposal by Nick Grant:</b> To loan £3k from AECB funds against the Pass-Net &amp; Carbon Trust funding to enable full launch of the CLP, to be re-paid when Pass-Net funds are received. <b>Seconded: Geoff Stow; unanimous vote in favour.</b></p>	<p>PR sub-group</p> <p>Geoff Stow &amp; PR subgroup</p> <p>CLP team</p> <p>All of board</p> <p>CLP team</p>
138	<b>Lobbying:</b> Deferred to next meeting.	
139	<b>Annual Report:</b> Neill Lewis has undertaken to complete the Annual Report for 2006-07. He requested all sub-group annual reports for the said year to be sent to him for inclusion as soon as possible, in order that Sally Hall can send off the Annual Report, along with 2006-07 accounts, to Companies House before the end of December 2007.	All sub-groups & Neill Lewis
140	Agenda item 8 omitted.	
141	Agenda item 9 to be discussed in item 11.	
142	Agenda item 10 Budgets for 2007-08: Treasurer confirmed that 2007-08 sub-group budgets that had not been received prior to September 07 year end will be repeated as last year with a 5% increase.	

143	<p>Agenda item 11 Development of CarbonLite Programme.</p> <p>Reports received from: Liz Reason;</p> <ul style="list-style-type: none"> <li>o 'Collaboration Proposal' with Low Carbon Innovation Exchange;</li> <li>o CLP Team (updated list); CarbonLite buildings exchange-A crash course in how to deliver lean green buildings;</li> </ul> <p>from consultants Living Space Sciences;</p> <ul style="list-style-type: none"> <li>o Draft proposal for development of CLP;</li> <li>o AECB CarbonLite Training Financial Model;</li> <li>o Education &amp; Training-Business Options for the AECB CarbonLite Programme;</li> <li>o Market Review fo Training &amp; CPD Provision-Low Energy &amp; Carbon in Buildings.</li> </ul> <p>The reports were discussed and board requested following:</p> <ul style="list-style-type: none"> <li>o EO to receive expert advice to explore an independent model for the CLPs future and report back to board with alternatives and proposals. <b>Proposal by Chris Herring:</b> A budget of £1000.00 be allocated to develop these ideas for next meeting. <b>Seconded by Peter Wilkinson; majority in favour; 2 abstentions.</b></li> <li>o <b>Proposal by Chris Herring;</b> EO to explore Esmée Fairbairn Trust (EFF) funding for core AECB core development to expand AECB &amp; CLP and report back to next meeting. <b>Seconded by Peter Wilshaw; all in favour.</b></li> </ul>	<p>Andy Simmonds</p> <p>Andy Simmonds</p>
	<p><b>Any other business:</b> None</p>	
	<p><b>Date and venue of next meeting.</b></p> <p>Friday 7<sup>th</sup> March 2008 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 .....