

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: 5th September 2008 at 10.00 am.

Directors present: Christine Armstrong, Paul Ellis, Nick Grant, Chris Herring [Chairperson], Neill Lewis [Secretary to Board], Jo Saady, Peter Wilkinson [Company Secretary & Treasurer]

Apologies: Geoff Stow, 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 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:
170	<p>Approval of minutes from meeting 6TH June 2008</p> <p>The Minutes of the AECB Board meeting held on 6th June 2008 at the FoE, The Warehouse 54-57 Allison Street, Birmingham, B5 5TH were not available and so discussion was based on Peter Wilkinson's notes from that meeting</p> <p>The Minutes would be distributed as soon as they were available</p>	Peter Wilkinson
171	<p>Matters arising from previous minutes Agenda item 3</p>	
162a	<p>AECB - Water Guidance: Nick Grant has started work on the Guide using funding of £2,000 from Leeds Metropolitan University [Leeds Met]; therefore the funds from the SussEd account are no longer required for this</p>	Nick Grant
162b	<p>A general policy of contract procurement for AECB members & external consultants is to be investigated</p>	Peter Wilkinson & Sally Hall
164b	<p>Membership: There has been no progress with preparation of a budget</p> <p>POST-MEETING NOTE: Peter Wilshaw submitted a budget and report after the meeting, copy attached</p>	
164c	<p>Website: Removal of old out of date material is in progress</p>	Nick Grant & Chris Herring
164f	<p>SussEd: This item will be removed from the Agenda until further notice due to current inactivity</p>	
166	<p>Member Complaint: No progress has been made regarding a member's complaint about 'carbon off-setting' claims. A letter to the member concerned will be drafted</p>	Andy Simmonds & Chris Herring
172	<p>Financial Report: Agenda item 4</p>	
	<p>AECB Financial Reports to September were circulated prior to the Meeting</p>	
a	<p>The reports indicated a small increase in income from membership fees and the trend was upwards</p>	
b	<p>It was felt that a membership snapshot in the Annual report would be useful</p>	Chris Herring & Sally Hall

172	c	The Report showed a net profit of £48, 926.80. It was agreed that the next report should include levels of reserves and that the Board would re-consider the minimum level of reserves.	Peter Wilkinson
	d	The Treasurer reported that he had produced the break down of subsistence in accounts previously requested by Cath Hassell	
	e	PR/Marketing projections were distributed prior to the meeting Sub-Groups agreed to submit budgets by 19 th September, as follows: Website, Membership, Business Development, CLP	Sub-group members
	f	Peter Wilkinson offered to review with Sally Hall any outstanding commitments which would affect budgeting	Peter Wilkinson & Sally Hall
173		Executive Officer's (EO) report: Agenda item 5	
		Due to Andy's Sabbatical until September, there was no report	
174		Sub-group reports: Agenda item 6	
	a	AGM & Conference 2009, PR/Marketing, CarbonLite reports were circulated prior to the Meeting	
	b	AGM & Conference: As no firm arrangements had been made it was agreed that the Board would make a decision at the November meeting based on proposals from Liz Reason and Karen Purvis for a venue in Oxford and from Jo Saady and Mischa Hewitt for Brighton.	Liz Reason & Karen Purvis Jo Saady & Mischa Hewitt
		The preferred dates were last two weeks in June/first week in July; the theme would be refurbishment; Wolfgang Feist would be invited to be guest speaker	
		Member Tahir had reported that he wished to obtain sponsorship of a number of student places. This was accepted in principle, to a maximum of 20 places. Neill Lewis would liaise with Tahir to agree the details.	Neill Lewis
		The report for the 2008 Conference was not available due to Geoff Stow's unavailability but would be issued on his return, before the next meeting. POST-MEETING NOTE: The report has subsequently been issued to Board members	
	c	PR/Marketing: Liz Reason's supplementary report on forthcoming events had been circulated prior to the Meeting	
		Ecobuild: Jo Saady offered to arrange for furniture to be provided for the AECB stand; Ten volunteers and a co-ordinator would be required to staff the stand; Jo Saady agreed to investigate whether this could be provided by the Local Group.	Jo Saady Jo Saady
		Passivhaus Conference 2009: Liz reported that she was in negotiations with possible partners for the conference, the next meeting for which was 30 th September.	Liz Reason
	d	Personnel: The item on the agenda regarding Sally Hall's salary should have referred to the clause in Sally's contract allowing her a budget of £3,000 to employ casual assistance with admin. duties. The Board agreed that Sally should proceed at her discretion and that the arrangement would be reviewed at the September 2009 Board meeting.	Sally Hall
	e	Local Groups: No Written report had been submitted. Jo Saady reported that local groups continued to be active.	

174	f	<p>Membership: Chris Herring undertook to post a notice on the board asking for views on the frequency and means of communicating with members.</p> <p>Liz Reason suggested a dedicated CarbonLite newsletter</p>	Chris Herring
	g	<p>Constitution Of Sub-Groups:</p> <p>FINANCE – Christine Armstrong, Paul Ellis, Peter Wilkinson</p> <p>Chris Lord Smith had resigned from the sub-group and the Board extended their thanks for his work, particularly in the introduction of SAGE</p> <p>Chris Herring stated that the EO should participate in finance meetings, telephone conferences etc.</p> <p>WEB SITE – Nick Grant, Chris Herring</p> <p>Nick and Chris reported that they were no longer able to participate in the sub-group activities and would put an alternative proposal to the November meeting</p> <p>PR/MARKETING – Christine Armstrong, Cath Hassell, Geoff Stow</p> <p>MEMBERSHIP & LOCAL GROUPS Jo Saady, Peter Wilshaw</p> <p>It was agreed that these sub-groups should combine as their functions overlapped</p> <p>Jo Saady – Local Groups Co-ordinator</p> <p>Peter Wilshaw – Membership Co-ordinator</p> <p>PERSONNEL – Paul Ellis, Chris Herring, Peter Wilkinson</p> <p>CARBONLITE - Paul Ellis, Chris Herring, Peter Wilkinson</p> <p>SUSSED – Neill Lewis, Geoff Stow, Peter Wilkinson</p> <p>CONFERENCE AND AGM 2009 – Neill Lewis, Jo Saady, Geoff Stow</p>	<p>Andy Simmonds</p> <p>Nick Grant & Chris Herring</p>
175		<p>Local Groups report: Agenda item 7</p> <p>See 174e above</p>	
176		<p>AGM – Sponsorship: Agenda item 8</p> <p>See 174b above</p>	
177		<p>UK Green Building Council: Agenda item 9</p> <p>Neill Lewis reported that members Fran Bradshaw & Zana Dean attended UKGBC seminars and had offered to submit reports to the Board, which Neill had accepted. Two reports had been issued to date and were available for perusal.</p>	
178		<p>Southern Development - Funding Proposal: Agenda item 10</p> <p>Jo Saady reported that member Mischa Hewitt wished to apply for EU funding to run CarbonLite courses in the AECB name in the South East. The Board agreed on the understanding that the application be vetted by the EO before submission.</p>	Jo Saady and Andy Simmonds
179		<p>Additional Board Meeting in October: Agenda item 11</p> <p>Chris Herring reported that he had suggested an addition meeting to discuss AECB development proposals but it was agreed that this would be unnecessary as the item could be discussed at the November meeting [see 180b below]</p>	

180		Any Other Business	
	a	Annual Report Chris Herring asked Peter Wilkinson to produce a record of Board Members' attendance at meetings for inclusion in the Annual report	Peter Wilkinson
	b	Board meetings for 2008/2009 Future meetings would be held at FoE offices on 7 th November 2008- 6 th February 2009 8 th May 2009 4 th September 2009 6 th November 2009	
	c	Association Name Chris Herring proposed that any changes in the Association name should be considered as part of the forthcoming re-structuring programme and that suggestions could be sought via the Local Groups network at the appropriate time.	
	d	Charitable Status: Omitted in error from the Agenda A discussion took place on Sally Hall's Report on Registering AECB as a Charity, circulated before the meeting. The recommendations in Sally's report were accepted in principle, in particular that the most appropriate type of charity would be as a Charitable Incorporated Organisation. The Board concluded that further work would need to be undertaken with a view to registering the AECB as a charity before approaching the members.	
	e	The Notes on the Conference Workshop held to gain members' views on the Board and what they expected from the Board were circulated before the meeting for information. A copy has been posted on the forum for general comment.	
181		Date and venue of next meeting. Friday 7 th November 2008, 10:00 am at the FoE offices, The Warehouse 54-57 Allison Street, Birmingham, B5 5TH. Conclusion – the meeting ended at 4.45 pm. Circulation: All Board Members Andy Simmonds, Sally Hall, Liz Reason	

Signed by Chair Date