

MINUTES FOR AECB Ltd.

Association for Environment Conscious Building Ltd. Company No 5336768

Place of Meeting: FOE Meeting Room, Birmingham,

Date and Time: 1st June 2007 at 10.00 am.

Directors present: Christine Armstrong (Treasurer), Paul Ellis, Nick Grant, Cath Hassell, Chris Herring (Chair), Neill Lewis, Chris Lord-Smith (Secretary to Board), Liz Reason, Sally Starbuck, Geoff Stow, Peter Wilkinson (Company Secretary), Peter Wilshaw

Others present: Andy Simmonds (Executive Officer)

97 Apologies: None

98 Approval of minutes

Approved. Subject to the following comments:

With regard to 93 of March minutes – Neill observed that the grant funding does not necessarily bring any income to the AECB as a whole and could be perceived as being 'paid' over to a small group.

Neil also noted that some decisions had been made during the preparation of the grant application without reference to the Board,. The subgroup appointed at this meeting was delegated by the Board to act on its behalf and report to quarterly meetings.

Sally also noted the need to make work packages available to membership where appropriate. Furthermore, to avail of Masters students/ interns who may express interest in environmental NGO work for the admin or technicalities to keep costs down.

Agreed: New Secretary to the board to issue draft minutes for comments, with decisions and action items clear (Auditors require record of the discussion points).

99 Matters arising: None

100 Financial Report.

See report circulated prior to meeting. Paul, Chris LS & Christine have met, accounts now on SAGE in departments, some comments on format but real difficulty is that Budget figures are not yet set up allocated to departments.

Chris LS agreed to continue to liaise with Sally H for the Board, and to be co-opted onto Finance subgroup, after stepping down as Board member at next AGM.. The Board would like to thank Chris LS and agreed to pay for his time and expenses .

A 10% increase in Membership was reported, which was thought to be possibly due to online subscription system.

101 EO Report

Andy presented a draft of his report to date and will circulate summary to board.

102 Sub Group Reports.

- a. AGM and conference 2007; see report circulated prior to meeting.
- b. Energy now superseded by CLP subgroup; see report circulated prior to meeting.
- c. Yearbook; No action deferred.
- d. Membership, listed membership subgroup's work is now completed and subgroup is to be wound up. Peter Wilshaw will continue to look into ways to develop and build membership.
- e. Web site; see report circulated prior to meeting.
- f. Personnel; Nothing to report.
- g. Sussed; see report circulated prior to meeting.
- h. PR nothing to report, see 105 below.
- i. Lobbying; see report circulated prior to meeting.

103 Dealing with requests for collaboration/conference support etc.

In future this would be dealt with by the PR sub group; emails sent out using the network system in addition to the newsletter would only come from EO, to be sent to Chris L-S or Tom to send out.

104 EO - consideration of duties associated with the post and renewal of contract

EO contract due for renewal in June, EO's AECB activities limited due to involvement with CLP, at present 12 hours split approximately 80% CLP and 20% AECB, although hours actually worked in excess, amounting to unpaid overtime. There was also additional consultancy work which would be purchased separately.

The hours and job description would be reviewed at September meeting in view of CLP funding.

Agreed: to renew contract and increase salary in line with inflation (2.5% for 2 years so 5% increase in salary)

105 Lobbying officer duties and contract

Cath felt that there was no further role for a lobbying officer as a separate position. It was agreed to retain the contract until the September, and Cath to liaise with Liz and Andy before making recommendations to that meeting. It was felt that the best approach might be to combine this role with that of the PR subgroup.

106 Revised membership subscriptions.

New membership rates were discussed and it was agreed to consult the AGM to ascertain acceptability to members before making a decision at the September meeting.

Full time student – £25.00, Supporter – £40.00 (both inclusive of VAT),

Listed member – £50.00, Small company (up to £100k TO) – £100.00, Medium company (£2m TO) – £150.00 and Large companies – £250.00. (all exclusive of VAT). The new rates if agreed, to be introduced from October 1st 2007.

107 Role of Personnel Sub-group

Subgroup to be separate from the CLP subgroup, but with same members. Duties agreed to be to oversee contracts and consultants working for AECB and CarbonLite Program (CLP) and to agree hours and duties.

108 Travelling expenses

Agreed should pay travel expenses at the normal rate of 40p per mile. Board members would use public transport where ever possible.

109 CarbonLite Business Plan, CLP Management Sub-group to present full financial plan for CLP with implications for AECB

See reports circulated prior to meeting. Financial budgets still not complete and will be circulated via finance sub group for approval immediately following this meeting.

110 CarbonLite business management and reporting

See 109 above.

111 Directors' remuneration and position of CLP Manager: CH & LR to report

Under the Mem and Arts of the Association there is a limit to what can be paid to Trustees of the Association of £5,000.00 per annum. Chris H reported that legal advice had been given by Wrigleys. In light of this Liz stepped down as a trustee to enable her to undertake management of the CLP. Her post to be re-designated as Director of the CLP.

112 Proposal to be put to AGM regarding maximum payment to Board members

No change to be proposed, so no action required (see 111 above)

113 Budgets for 2007-8

Figures needed for next Board Meeting to improve accuracy vs. projections for next year – send to Christine in advance of meeting.

114 Recruiting additional Board members

There are now 2 vacancies on the board. If unfilled at the AGM it was pointed out that members can put themselves forward and can be co-opted onto the Board at any time.

115 AOB

- a. At 2008 Ecobuild there is going to be a larger presence for the AECB specifically to promote members. Cath is negotiating with the organisers.
- b. Sussed has been asked to write a course for Disability Essex, sub group to investigate and report back to next meeting.

- c. Annual report. Neill reported that this had now been completed, and was on the web site.
- d. Free membership. A list was presented to show who received free membership of the AECB, Simmonds Mills to be removed from list and renew as normal.
- e. Sally Hall's Contract. It was agreed that Sally's salary should be increased to £500.00 a month in light of the additional work that she is undertaking.
- f. Sally S made proposal for inclusion of photos on web site, this is work in progress and a full proposal will be circulated in advance of next meeting and discussed.
- g. CPD lists on web site. Geoff to look into and present report for next meeting.

96 Date and venue of next meeting.

Friday 7th September 2007 at 10 am at the FOE Meeting Rooms, Birmingham.

Conclusion – the meeting ended at 6.30 pm.

Signed by Chair