

**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:** 20<sup>th</sup> February 2009 at 10.00 am.

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

**Apologies:** Paul Ellis, Jo Saady, **Liz Reason [CarbonLite Project Manager];**

**Others present:** Andy Simmonds [AECB 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 cannot vote on the item and if ruled by the chair must leave the meeting during the discussions and voting.*

<b>Item nr.</b>	<b>Minutes</b>	<b>Action by:</b>
<b>200</b>	Approval of minutes from meeting 9th November 2008 The Minutes of the AECB Board meeting held on 9 <sup>th</sup> November 2008 at FoE, The Warehouse 54-57 Allison Street, Birmingham, B5 5TH Were accepted as an accurate record of the proceedings. <i>Proposed Chris Herring Seconded Peter Wilkinson Carried unanimously</i>	
<b>201</b>	<b>Matters arising from previous minutes Agenda item 3</b>	
	162b Investigation into a general policy of contract procurement for AECB members & external consultants is still in progress	Peter Wilkinson & Sally Hall
	164c Website: Removal of old out of date material has not yet been completed	Nick Grant & Chris Herring
	186a Peter Wilkinson confirmed that Sally Hall had adequate back-up procedures for financial reports.	
	188c Jo Saady will circulate the Regional Groups' starter pack for information.	Jo Saady
<b>202</b>	<b>Financial Report: Agenda item 4</b>	
	The final AECB Report and Financial Statement 2008 and the AECB Financial Report, Feb 09 were circulated prior to the Meeting	
	a Peter Wilkinson reported that there is a turn-over of members although income from membership fees is increasing. b Currently membership fees can be paid on line, by standing order or by cheque. Peter Wilshaw undertook to re-investigate with Sally Hall the introduction of direct debit payment of membership fees. c Peter Wilkinson will discuss with Sally Hall the issues behind falling income from The Phone Co-op affiliation and why there appears to be no income from Ecotricity  <i>Proposed, Chris Herring; Seconded, Peter Wilkinson. Carried unanimously.</i>	Peter Wilshaw & Sally Hall  Peter Wilkinson & Sally Hall

<b>203</b>		<b>Executive Officer's (EO) report: Agenda item 5</b>	
		The EO's Report was circulated prior to the meeting	
	a	CARBON TRUST NETWORKS – Following a discussion of the Carbon Trust's conditions regarding generating income from publicly funded projects, Andy Simmonds agreed to consult with the Carbon Trust regarding the implications of producing income from CarbonLite courses and sales of Gold Standard guidance.	Andy Simmonds
	b	WATER REPORT – The Board agreed that the water standard should remain separate from the Energy Standards to allow flexibility in application  <i>Proposed Chris Herring Seconded Geoff Stow Carried unanimously</i>	
	c	Referring to minute 197a a six month extension of the funding for Liz Reason as CarbonLite Director was approved.	
	d	The Personnel Subgroup will prepare a formal contract for Liz to continue working on the CarbonLite Centre, Pass-Net and lobbying until October 2009. A further sum of £7,500 plus £1,500 for expenses will be made available for her for this period.	Personnel Subgroup
	e	It was noted that Liz Reason intended to employ Maxine Narborough for work on Pass-Net but that as this would be funded from the agreed budget, no Board approval was necessary.	
<b>204</b>		<b>Sub-group reports: Agenda item 6</b>	
		Conference 2009, PR/Marketing, Membership and Regional Groups [Regional Groups section], Web site, CarbonLite and SussEd reports were circulated prior to the Meeting	
	a	<b>Conference &amp; AGM 2009</b>	
	a	The Board commended Karen Purvis on the Programme layout and agreed that it be published with the proposed photographs of Oxford Brookes and Wolfgang Feist inserted.	
	b	Geoff Stow undertook to investigate how the Conference or parts could be video recorded and broadcast.	Geoff Stow
	c	Student Attendance It was proposed that subsidised student places be limited to ten and that students should contribute something towards the cost of a place. The approach to Arup for funding had been unsuccessful: Peter Wilshaw offered to fund ten student places [£1,000]  <i>Proposed Peter Wilshaw Seconded Neill Lewis Carried unanimously</i>	
	b	<b>Membership &amp; Regional Groups:</b>	
		The Regional Groups report was noted and the Web site Subgroup undertook to study the comments on the web site	Website Subgroup
	c	<b>Web site</b>	
		The Web site Subgroup propose to continue to administer the web site and to appoint Kate Selincourt to be responsible for content. Kate's contact details would be circulated so that material for the web site could be sent directly to her.  Tom would employ someone to do coding under his supervision.  The Board discussed the desirability of making ad hoc appointments and concluded that it was permissible on the grounds of expediency.  <i>Proposed Chris Herring Seconded Peter Wilshaw Carried with one abstention</i>	Chris Herring Nick Grant

	d	<b>Personnel</b>	
		Nothing to report	
	e	<b>CarbonLite</b>	
		The report was noted	
	f	<b>SussEd</b>	
		The SussEd Subgroup are concentrating on inclusion of eco building principles into existing college curricula rather than instigating new courses. It was felt that this would be more productive given current resources and feasible based on Alan Wellings experience and contacts.  <i>Proposed Geoff stow Secoded, Neill Lewis Carried unanimously</i>  Andy Simmonds will contact Liz Reason to supply Powerpoint slides for the SussEd presentation at EcoBuild	SussEd Subgroup  Andy Simmonds
	g	<b>PR/Marketing</b>	
		The PR/Marketing Subgroup are concentrating on the AECB presence at EcoBuild.	
<b>205</b>		<b>Annual Report: Agenda item 7</b>	
		Peter Wilkinson explained that AECB is obliged to prepare an Annual Report but that there was no requirement to publish it outside of the Association. It was proposed that all parties would submit a very brief summary of the year's activities for the Chairperson to prepare a single page report each year, to be circulated with the notification of the AGM.  <i>Proposed, Peter Wilkinson; Secoded, Chris Herring. Carried unanimously.</i>	Chris Herring
<b>206</b>		<b>Web Site: Agenda item 8</b>	
		Discussed under Subgroup Reports, Minute 204c	
<b>207</b>		<b>EcoBuild: Agenda item 9</b>	
		Board members will send suitable photographs for the display. Board members will give Geoff Stow details of when they will be available to help on the stand Andy Simmonds will provide illustrations of his house renovation	The Board and Andy Simmonds
<b>208</b>		<b>SussEd: Agenda item 10</b>	
		Discussed under Subgroup Reports, Minute 204f	
<b>209</b>		<b>Budgets: Agenda item 11</b>	
		The AECB agreed budget 08-09 revised 7.11.08 was circulated prior to the meeting. This was the budget prepared for the November meeting and revised following subsequent discussion.  The Board expressed thanks to the current and previous treasurers and to Sally Hall for preparation of the budgets, often under difficult circumstances.  <i>Proposed, Chris Herring; Secoded, Geoff Stow. Carried unanimously</i>	
<b>210</b>		<b>CLP Development: Agenda item 12</b>	
		The CarbonLite Report dated 28 <sup>th</sup> January was circulated prior to the meeting. The report was noted. Related items were discussed under EO Report, Minutes 203c & d	

<b>211</b>		<b>AECB Development Plan: Agenda item 13</b>	
	a	The AECB Business Development Report was circulated prior to the meeting	
	b	The Esmee Fairbairn Foundation [EFF] initially offered to fund the Research Officer post for 3 years, at £15,000 pa. After further discussion between Paul Ellis and the EFF, they have now agreed to fund Andy Simmonds existing post up to £15,000 pa, while he is EO, and transfer this to funding Research Officer post, should this be implemented. This would free up funds for the appointment of a Business Development Officer.	<i>Peter Wilshaw &amp; Personnel Subgroup</i>
	c		
	d	It was suggested that the title of Business Development Officer [BDO] would better describe the duties intended to be carried out by the Membership Officer. Peter Wilshaw agreed to draft a job description for the BDO, to be developed by the Personnel Subgroup.	
	e	Following further discussion with the EFF, the Foundation offered to fund a membership database together with analysis and training in its application to a value of up to £5000.	
		It was proposed that the EFF funding offers be accepted and that steps be taken to appoint a Business Development Officer.  <i>Proposed, Chris Herring; Seconded, Christine Armstrong Carried unanimously</i>	
<b>212</b>		<b>Charitable Status, Agenda item 14</b>	
	a	Sally Hall's report was circulated prior to the meeting	
	b	Based on the findings in the report, the Board was of the opinion that the aim of demonstrating the Association's independence might be achieved through its promotion as a not-for-profit independent organisation.	
	c	Peter Wilshaw was appointed to co-ordinate further investigation into the desirability of charitable status: Geoff Stow would consider funding implications; Sally Hall to obtain more information about Charitable Incorporated Organisation status; Paul Ellis would consult Daniel at EFF. If the findings favoured charitable status a motion would be put to the AGM proposing that an application be made to the Charities Commission.  <i>Proposed, Chris Herring; Seconded, Geoff Stow. Carried unanimously</i>	Peter Wilshaw Geoff Stow Sally Hall Paul Ellis

<b>213</b>		<b>Any other business: Agenda item 15</b>	
	a	<p><b>CIRCULATION OF SUBGROUP REPORTS</b></p> <p>In order to improve the circulation of reports in preparation for Board meetings it was agreed that a system of posting them on the web site be adopted. The secretary would remain responsible for expediting the issue of reports and ensuring that they were current.</p> <p>Nick Grant undertook to consider how large files could be up-loaded.</p> <p>Geoff Stow offered to investigate Google Groups as an alternative.</p>	Nick Grant Geoff Stow
	b	<p><b>NETWORK</b></p> <p>Peter Wilkinson offered to discuss with Chris Lord Smith how the content and regularity of issue could be improved and how Network could be developed as a method of communication with members.</p>	Peter Wilkinson
	c	<p><b>KNAUFF FUNDING</b></p> <p>Discussions between the AECB and Knauff Insulation Ld (check) are proceeding concerning sponsorship of the AECB 2009 Conference.</p> <p>Knauff have previously donated insulation materials for Andy Simmonds' own Passivhaus refurbishment Project (he is the owner of the property being refurbished) and have also made an offer of substantial discounts for a project managed by Neill Lewis (Neill Lewis is the architect for this project).</p> <p>This is brought to the Board's attention in the interest of openness and transparency.</p>	
<b>214</b>		<p><b>Date and venue of next meeting.</b></p> <p>Friday 8<sup>th</sup> May 2009, 10:00 am at the FoE offices, The Warehouse 54-57 Allison Street, Birmingham, B5 5TH.</p> <p>Conclusion – the meeting ended at 4.45 pm.</p>	
		<p><b>Circulation</b></p> <p>All Board Members Andy Simmonds, Sally Hall, Liz Reason</p>	

Signed by Chair ..... Date .....