

MINUTES OF PECT BOARD MEETING

Held on 18-06-08 at 6pm
At the Green House



Present: Mike Holland, Nick Sandford, Trevor Gibson, Andrew Heeler, Ken McKay, Chris Gerrard

In attendance: Hugh Cripps, Rachel Huxley, Lisa Taylor (minute taker)

	<u>Action</u>
1 Apologies Steve Magenis, Ian Ripley	
2 Minutes of the Previous Meeting (28 May 2008) The Board reviewed the minutes of the previous meeting and agreed they were true and correct. KMK signed.	
2.1 Matters Arising	
2.1.1 AH filed the incorporation of greenenergyswitch.com ltd and expects confirmation next week.	AH
6.15 Chris Gerrard arrived.	
2.1.2 HC provided an update on meetings with Eman re GES.com. HC met with Eman on Monday and is expecting a costed proposal for the next stage of the GES website. They are working on the commercialisation of the map to find Eco suppliers and the like.	
4 Finance	
4.1 The Board approved the finances.	
6 Staffing	
6.1 Green Festival Coordinator Sunit Karia left PECT at the end of his contract .	
7 Projects	
7.1 ESTACA - the bid was submitted for Lot 1 in the North and Lot 2 in the South. Ashley, Alex and Brad from MK gave a presentation to EST at the start of the month. We hope to hear if we are the preferred bidder next month.	
7.2 Business Envestors – Will be launched when the web site is complete and up and running (expected at the end of July)	
7.3 SSC – Have a bid application in with the Big Lottery. We should know in August.	
7.3.1 SSC is working on a variety of smaller projects including working with the Greater Dogsthorpe Partnership to provide solar lighting for parks, Green Wheel surveys and textile recycling with the City Council.	
7.4 Green Festival – Was a huge success in terms of media coverage. Over the event 5,000 bags were handed out. We are working on the next stage of the GGG campaign and have interest from an advertising firm to pay for a GGG billboard and the Farmer's Market is interested in the bags.	
7.4.1 KMck suggested having more bags printed.	
7.5 Access to Nature - an English Nature grant application approx £100,000 per year over three years. We have been successful in getting through the first round and will now have to submit a full bid.	
7.6 BMRC – Report should be finished next week. Next step is in finding a location and funding	
7.7 Eco-Construction – bid to Interreg in by October.	
7.8 National Express Green Station for Peterborough – TG informed the Board a decision was eminent.	

8	Eastex Community Interest Company	The Steering Group of Eastex want to form a Community Interest Company. The board received a draft of the proposed Arts and Mems for consideration. AH to review the proposal and discuss with HC.	HC KMCK
6.55 Nick Sandford arrived			
9	PECT Website		
9.1	Objectives of the website were submitted and reviewed. The Board want to implement targets to be reported back to the Board including monthly traffic and hits to the site.		
9.2	NS disagreed with PECT using the wording "Peterborough is the UK's Environment Capital" rather than aspiring to be..... NS asked that the Company Members be consulted. MH seconded. The Board agreed that the matter would be taken to the Company Members meeting for consultation and a vote would take place at the next Board Meeting. This issue will be included on the Agenda as a formal item for both meetings.		
9.3	PECT's 15 th Anniversary – the list of ideas was submitted to the board. The board agreed to a budget of £15,000 for the event. It was suggested that it be left to PECT staff to vote on the top 5 ideas.		
9.4	Annual Report – RH outlined ideas for the annual report, including having a seed on the final page or paper with wild flower seeds imbedded.		
9.5	AGM – The Board received a list of speakers that had been contacted and the Board agreed that Dick Strawbridge and a Scrap Heap Challenge would be the best choice.		
10	Outdoor Classroom		
10.1	RH provided the Board with the financial figures and timescales for the Outdoor Classroom project.		
3	Feedback From Company Members Meeting		
3.1	7 Company Members attended the last meeting and provided ideas for the 15th Anniversary.		
5	Board KPI's		
5.1	HC presented the proposed KPI's for the Board. The Board agreed to the following:		
<ul style="list-style-type: none"> • 75% attendance rate • 90% acknowledgement rate • Meetings will be cancelled or rescheduled if less than 3 members will attend • Members will provide funding leads and participate in supporting PECT events • Item 4. Remove "KPI" • Item 5. Delete 			
5.1.1	SM suggested that it is the responsibility of the Chairman to ensure KPI's are being met and to meet with individual Board members if they are not. The Chairman agreed.		
5.1.2	It was suggested that the Board add an additional member. It was agreed that new members should receive an induction with PECT staff to learn about the what we do and what projects we are working on.		
11	Any Other Business		
11.1	Greener Futures – CG commented that his wife, a teacher, had a great experience with Greener Futures.		
11.2	It was suggested that all Board documents be sent in one pdf file, with only the agenda as a separate item.		
			LT

- 11.3 Accommodation – HC has viewed several properties. The preferred property is Crescent House, which would mean an increase in rent of more than treble.
- 11.4 DEFRA – KMck summarised the impressions DEFRA had of our efforts, which were very positive.
- 11 **Confirm Date of Next Meeting**
23rd July
24th September
22nd October
26th November – May need to be rescheduled due to AGM Meeting
17th December