

MINUTES OF PECT BOARD MEETING

Held on 26-03-08 at 6pm
At the Green House



Present: Ken McKay (Chair), Mike Holland, Chris Gerrard, Andrew Heeler, Trevor Gibson, Nick Sandford, Steve Magenis

In attendance: Hugh Cripps, Lisa Taylor (minuter), Clare Watters

		<u>Action</u>
1	Apologies Ian Ripley, Rachel Huxley	
2	Minutes of the Previous Meeting (27 th February 2008)	
2.1	The Board reviewed the previous meeting minutes and agreed they were true and correct.	
2.2	Matters Arising	
2.2.1	KMK met with NA and BP regarding ideas for updating the website. KMK to bring ideas forward at the next meeting. If any Board Members have input, please forward to NA and/or BP.	KMK Board
2.2.2	PECT's 15 year anniversary – if the Board has any ideas for marketing or celebrating please pass them to HC.	Board
2.2.3	ESTACA Update – We have verbal confirmation of a 6 month extension. Written confirmation should have been received but has not as yet. The KPI's are 40,000 customers contacted and 56,000 L.T.C. over six months. The budget is £383,317 plus a £10,000 performance bonus. Bidding for the contact has begun. We will have the bid finalised by 30 th April, an interview will follow in three to four weeks and we should know if we have been successful by mid-June.	
2.2.4	6.1 The professional indemnity insurance has been extended to £2,000,000 cover.	
2.2.5	6.2 The Get a Green Grip bag has been adjusted to reflect the Environment Capital ambition.	
3	BeMS rebranding	
3.1	CW hosted a presentation on the company and financial objectives of BeMS. The objectives are to become financially self-sufficient with a monthly income of at least £8,000. To achieve this, the goal is to obtain five memberships per month of different values plus one training event. Based on the current situation, they will need to aim for 8 meetings per month. Leads will come from word of mouth, website, seminars/events, networking, mail outs and follow up. BeMS plans to improve the website with a pro-sales approach rather than informational. The goal is to launch in May depending on the finalisation of branding. Board Members can contact CW for a hard or emailed copy of the presentation.	Board
3.2	The new name and logo were agreed by the Board. "Business Envestors". CW to verify that the other business Envestors does not have the same colour scheme. CW suggested an aim for launch of May. AH suggested a launch to coincide with the ACCA event and for CW to liaise with NA regarding marketing and press.	CW
3.3	The board recognise and thank KMK and MH for their input and expertise in the input and decision making process.	

4	TG arrived @ 6.29pm Finances	
4.1	Management accounts Positive comments on the current numbers compared with the beginning of the year.	
4.2	Forecast for income to PECT core HC explained that the remainder of greener futures fund can only be spend as Category D. The north bank is being resurfaced and we are auditing the green wheel. We will be able to take a management fee and there are opportunities to bid for more category D projects.	
	It was pointed out that the Management fee for the 1 st phase vs. 2 nd phase numbers were incorrect. RH to amend.	RH
5	Staffing Marketing Assistant Mark Moody's last day is 28 th March. He has been replaced by Hollie Pope who started on 25 th March. Adam Pearson, Energy Advisor, has been replaced by Graeme Stafford.	
	It was suggested that an updated staff roster (including photos) be sent to the board.	LT
6	Health & Safety HC informed the board that this was the annual review of health and safety policies as part of good governance procedures.	
	AH suggested a no mobile phone/no hands free for all staff driving on company business. SM and TG to forward their company policies to LT to incorporate into PECT's current policy.	SM/TG
7	PCL Budget There is a surplus of approximately £25,000. HC to amend "surplus/profit"). The board are impressed with the project and recognise and thank MR for his role in this remarkable success. It is suggested that more effort be put into forming a team for PCL and encouraging MR to share responsibility and knowledge. HC to research gift aid for the next meeting. It was discussed what would best be done with the gift aided money and decided the board should discuss at the next meeting.	HC Board
8	NS arrived @ 7.13pm Get A Green Grip Campaign PECT committed £7,000 for the campaign and would be producing 5,000 carrier bags. Hereward FM and Queensgate are interested in participating and can have bags printed with their own branding. The bags should be launched in April at the Town Hall and at the Green Festival. PECT is researching competitions involving the bag to get people interested. NA is working on press for the event.	
9	Any Other Business	
9.1	NS pointed out a company members meeting should be organised.	HC
9.2	It was discussed that PCL needs another board member. Questions regarding whether that board member can be a PECT company member. AH to research legal issues and advise.	
10	Date of Next Meeting 30 th April – Apologies: KMK, MH, NS 28 th May 25 th June – Apologies AH 30 th July 24 th September 28 th October 26 th November – May need to be rescheduled due to AGM Meeting 17 th December	

