

**CoreNet Global UK**  
**MINUTES OF BOARD MEETING**  
**held on Wednesday 19 April 2006**

Richard Paver	BP	President
Susie Gray	Land Securities Trillium	Past President
Robin Harris	Como Group	Deputy President/VP Programmes
Jeremy Charles	Strutt & Parker	Deputy President/VP Membership
Chris Strong	Citigroup	VP Finance
Kathy Tilney	Tilney Shane	VP Communications
Andrew Carter	EC Harris	VP Learning
Michael Creamer	Cushman & Wakefield	VP Sponsorship
Andrew Burt	Disney	Regional Representative

Copy David Turner, company director  
Tim Caiger, company director  
Richard Watton, member  
Simon O'Reilly, Global Board

Date: 21 April 2006

Action By

1. In Attendance

Richard Paver (RP - Chair), Susie Gray (SG), Robin Harris (RH), Jeremy Charles (JC), Michael Creamer (MC), Andrew Carter (AC), Andrew Burt (AB) and Alice Lewis (AML). With Richard Watton (RW) and Simon O'Reilly (SO'R) in attendance.

RP welcomed MC to the Board and expressed thanks to the remaining members and the outgoing members and, in particular, to SG for her commitment and leadership during the past 12 months.

RP also clarified the situation recently reported in the Financial Times and confirmed that whilst BP's support services were to be decentralised, the CRE team would remain in place and operate as at present.

2. Apologies

Chris Strong (CS), Kathy Tilney (KT), Joe Webb (member)

3. Minutes of last meeting

The minutes of 22 February 2006 were approved.

4. Matters arising

Matters arising were dealt with below.

5. Chapter Task Force

AC provided an update on the latest conference call, in which he had emphasised the need not only to develop a Chapter Charter, but more crucially to review the role of 'staff', its interaction with members, and the status of members. As it was not possible for AC to participate at the next meeting in Philadelphia, when the association consultants, Mariner, were to present their findings and recommendations to the Global Board, once the latest minutes were received, he would forward an abridged version of the report presented to the UK Board on 22 February.

AC

SO'R added that the situation had been affected by the current absence of a permanent CEO. Interviews would be held and Global Board elections would also take place at Philadelphia. It was felt this election process was too restrictive for a global organisation, and this situation would be addressed by the new CEO. SO'R would be standing down as a Global Board member and would not therefore attend future UK Board meetings in that capacity.

SO'R also reported that a new Governance Committee had been created to discuss what the

role of the Global Board should be, to rectify the perceived 'disconnect' with the Chapters.

This activity and potential change were welcomed, but it was agreed that it should not detract from the day-to-day activities of the UK Chapter as at present.

#### 6. Finance

It was noted that the 2005 books were currently being audited and it was hoped the draft accounts would be available for approval before the next meeting.

2006 figures to end April were not available, but it was anticipated they would be in line with budget, ie 'break-even' (figures to be attached to Minutes, if available).

AML

The Global CFO had been unaware that the UK Chapter's funds were to be transferred to an account opened under the auspices of the CoreNet Europe and steps were now being taken to enable that to happen, although the timing of this was still not known. Operational issues were also being investigated, such as VAT registration. As previously agreed, the UK company would be shut down when the funds had been transferred and other issues resolved.

AML

Whilst it was agreed an adequate reserve should be maintained as 'working capital', it was also agreed that it should be used to provide the best value to members – RP to consider whether or not future expenditure should be categorised, or be allocated on an ad hoc basis for approved projects.

RP

Funds were currently held in a deposit account, and, in response to MC's suggestion, RP would ask CS to investigate if there were any more advantageous accounts (subject to this being possible through CoreNet Europe).

RP

#### 7. Governance

Notwithstanding the expected closure of the UK company, as Tim Caiger and David Turner were no longer members of the Chapter Board and had expressed their willingness to resign as company Directors, it was agreed to augment the company board with the appointment of RP, SG, RH and JC as Directors. AML to provide paperwork to individuals.

AML

The results of the recent elections were confirmed: MC as VP Sponsorship; Keith Martin of Donaldsons as Deputy VP Sponsorship; Nick Giraudeau of Cushman's as Deputy VP Learning; Tracey Byer of DTZ as Deputy VP Membership; Ian Smith of AYH as Deputy VP Programmes; and Mark Cotterell of BT as Deputy Regional Representative. All the 'Principals' were invited to contact their Deputy and provide appropriate 'induction'.

ALL

Some concern was expressed at the lack of support from and participation of end-user members – the perception was that they would be 'jumped on' by service providers – and it was therefore agreed that RW with RP and AB would create an End-User Advisory Group, which would not be comprised of fixed members, to develop peer-to-peer type events and industry groups, etc.

RW, RP,  
AB

#### 8. Communications

At a recent meeting KT, SG and AML had decided that as Tamesis was engaged by Global to handle Europe and not specifically the UK Chapter, a brief would be developed and a select number of agencies invited to pitch to promote UK events, deal with press enquiries, raise awareness, etc. Meantime, as Tamesis did not provide this, AML would engage a press cutting service.

KT

AML

It was noted that Deputies had not yet been appointed to support the VPs Communications or Finance, which needed to be addressed.

RP, AML

#### 9. Research

Equal Partners 3 – report to participants was due 13 June, with presentation to members pencilled in for 28 June, which could potentially become a regional roadshow – maybe targeted at end-users, and RW may be able to provide suitable venues. The findings were

RW

anticipated to provide a good message about the relationship between end-users and service providers, were UK-centric, but dealt with globalisation issues. AC to arrange for a summary to be presented at the end of the next meeting.

AC, AML

Workplace Performance Initiative – this was directed at SMEs, but members would be encouraged to contribute their experience and viewpoint ([www.workplaceperformance.net](http://www.workplaceperformance.net)). AC would be facilitating each of the workshops (<http://www.workplaceperformance.net/email/WPI.html>), and it was hoped that the UK Board would be represented at each event, starting at 8.45am and closing at 11.00am:

Tuesday 16th May - Castlemead, Bristol  
Thursday 18th May - New Broad Street House, EC2  
Wednesday 24th May, Peter House Manchester  
Wednesday 7th June, One Victoria Square, Birmingham  
Wednesday 14th June, Davidson House, Reading

All to advise AML which event they wished to attend (RH to attend the London event on 18 May), and target regional contacts/members.

ALL

Occupier.org – a meeting was scheduled with BIFM, at which it was hoped it would be agreed their technology would be used. AC to provide a recommendation regarding future collaboration. Noted that JC was also liaising with BIFM.

AC

SG had invited Global to support the WPI initiative, as a membership development exercise. She had also spoken with RICS re the Customer Satisfaction Index, and, because of the status of the other participants would discuss with AC the possible commitment of funds over a three year period.

SG

#### 10. Membership

The statistics circulated as at the end of March were briefly reviewed, as were the reasons for the relatively high number of non-renewals, mailings to prospects, special offers, targeting FDs, and service providers sponsoring end-users.

JC had been asked to provide a proposal based on the Global 'Trailblazer' discount scheme, which RP agreed to raise with Christine Mackenzie (CM). (AML to provide RP with email exchange.)

RP, AML

It was noted that CM, SG and AML met approximately once a month to exchange news and views, and in order to expedite appropriate action and support, RP suggested that CM be invited to attend the next meeting. For example, the European Advisory Group, represented by AB and through which the UK Chapter could benefit, had not yet met.

AML

#### 11. Events

Recent and future events were briefly reviewed (calendar attached). JC urgently to provide proposed Thames Valley Branch calendar.

AML  
JC

AC had yet to review the Learning CDs obtained from Global and obtain the costs. Samples of the 2010 research were available to show at events.

AC  
AML

It was confirmed that the next Discovery Forum would take place in London on 22 June and possibly in Edinburgh in October.

Peer-to-Peer Group – AML had met with Julian Lyon, who was happy to initiate activities and act as figurehead. RW offered to liaise with Julian to move things forward.

RW, AML

#### 12. Sponsorship

A hand-over meeting was being arranged, but urgent matters would be progressed meantime.

MC, AML

#### 13. Any other business

Europe – UK was catalyst to European membership development.

Events – All invited to submit ideas to encourage more end-user participation. ALL

Property Week – SG had received a request for occupiers to be interviewed by NOP for the 23 June issue and it was agreed to send an email to end-user members over RP's name. AML

AC – Noted that AC was soon to leave EC Harris (but would continue to work with them).  
New contact details: FMConnect Ltd, Antrobus House, 18 College Street, Petersfield, Hants, GU29 0LB Tel 07748327930 'acarter@fmconnect.co.uk'.

Global Board – SO'R advised that his term on the Global Board would cease with the elections taking place at the Philadelphia Summit. It was agreed to invite Global Board member Mike Napier of Shell to attend UK Board meetings on an ex officio basis in the future. AML

UK Directory – As a sponsor had not yet been secured, MC would be provided with details and invited to make some suggestions. MC, AML

14. Next Meeting

The next meeting to take place at 9.00am on 31 May, at BP's Finsbury Circus offices – please allow three hours for this extended meeting. ALL

Web statistics: February 2006 – 760  
March 2006 - 832

Subject to adoption by Company Directors

Richard Paver  
Chair