

CoreNet Global UK
MINUTES OF BOARD MEETING
held on Wednesday 29 November 2006

Richard Paver	BP International	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	FMConnect	VP Learning
Michael Creamer	Cushman & Wakefield	VP Sponsorship
Andrew Burt	Disney	Regional Representative
Michael Evans	Donaldsons	Deputy Finance
Philip Breeden	Bucknall Austin	Deputy Communications
Nick Giraudeau	Cushman & Wakefield	Deputy Learning
Tracey Byer	DTZ	Deputy Membership
Ian Smith	AYH	Deputy Programmes
Keith Martin	Donaldsons	Deputy Sponsorship
Mark Cotterell	BT	Deputy Regional Representative

Copy: Christine Mackenzie

Date: 5 December 2006

Action By

1. In Attendance

Richard Paver (RP - Chair), Susie Gray (SG), Robin Harris (RH), Chris Strong (CS), Andrew Carter (AC), Michael Creamer (MC), Philip Breeden (PB), Keith Martin (KM), Ian Smith (IS), Mark Cotterell (MCo), Andrew Burt (AB), Tracey Byer (TB) and Alice Lewis (AML). With Christine Mackenzie (CM), in attendance via conference call part time.

2. Apologies

Jeremy Charles (JC), Nick Giraudeau (NG), Michael Evans (ME), Kathy Tilney (KT), Mark Tamburro (MT), Mike Napier (MN).

3. Minutes of last meeting

The minutes of 17 October 2006 were approved.

4. Matters arising

Matters arising were dealt with below.

RP opened the meeting by congratulating the UK Summit Committee on the success of the summit held on 16 November. With reference to the 2008 UK Summit, speakers of the quality of Jonathon Porritt, sessions based on case studies, and better use of the moderator would be borne in mind. Whilst the percentage of end-user attendees was 'average', it was disappointing and a short questionnaire had been sent to non-attendees.

5. European Summit 2007

The first 'virtual' meeting of the Programme and Host committee volunteers (20 in total with Europe) had been arranged for 12 December, chaired by Linda Demars, to brainstorm the theme and topics. UK volunteers would gather at IoD, courtesy of Stonemartin.

The provisional date and venue of the Summit was 17-19 September at Park Plaza [18 Albert Embankment, SE1 - <http://www.parkplaza.com>], which it was pointed out at the last meeting was not easily accessible. Atlanta staff were finalising details and internal admin was continuing meantime.

6. UK Chapter Structure/Transfer of Funds

The Brussels accountant was registering the company for VAT and the UK branch of the

Belgium company would then be created using a UK lawyer. [It was later agreed by the meeting, because of the fiduciary duty of care of the Directors and Board, that RP would request detailed information about this proposal and how it would affect the UK Chapter's operations, which would need to be approved by the Board before any funds could be transferred.]

RP

7. Chapter Task Force

A document entitled Member and Chapter Services Committee was distributed on behalf of CM, who explained that this was an offshoot of the Chapter Task Force and aimed to support the development of chapters and promote a consistent education programme across the globe. The committee met via bi-monthly calls, and CM would welcome participation from someone from Europe/UK.

It was noted that New York Chapter was represented on this committee – NY continue to be the largest Chapter with 554 members, of whom 33% were end-users (compared with just under 500 UK members, with 46% end-users).

CM confirmed that the Chapter Task Force was in effect no longer in existence, although AC had not been advised of this and was still expecting Chapters' concerns about CNG staff roles to be addressed. It was also noted that RH had been at the Orlando Summit but had not been invited to sit in on the committee.

CM agreed to provide the Board with the latest report/findings of the Chapter Task Force.

CM

8. European Advisory Team

CM reported that this team had been set up primarily to support the growth of the German Chapter. CM, Katleen Beeckman and Rainer Koellgen [responsible for German Chapter development] had attended ExpoReal, following which good press coverage had been achieved through a local PR agency that had been employed. A management association, Kellern, had also been engaged to drive membership in Germany. CM to forward prospect data to MC.

CM

It was noted that there had been 20 attendees at the recent Discovery Forum in Berlin, including 50% German end-users.

9. Global Update

A strategic planning session, including operational and planning breakout groups, had taken place during the Orlando Summit. CM to provide papers to AML for circulation.

CM/AML

A survey of 7,000 members and non-members had recently taken place: satisfaction generally high; 16% response mainly from senior leader members; members and non-members had similar priorities; most subs paid by members' company. CM to provide AML with preliminary results for circulation, pending the full report.

CM/AML

10. Communications

PB provided an update on recent and planned activities.

A quotation had been obtained for a Press Cutting service, but it was felt most coverage would be picked up without this expense.

The video shot at the UK Summit would be available in approx three weeks on Workplace TV – UK members to be notified. AWA was also interested in covering the Awards Dinner, which would cost approx £2,000. However, it was felt that interviews with the winners would be of more interest, and AWA could pursue this at their cost, with a link to the UK web site and UK Chapter branding. A permanent link to Workplace TV was also thought to be of value.

AML

RH

It was noted that a recent article in Estates Gazette on the Occupier Satisfaction Index had omitted mention of CoreNet Global UK – M&N to follow up.

KT/PB

11. Finance

The budget to the end of October was reviewed and it was anticipated would show a 'break-even' position at the year end, which would result in a similar surplus to the previous year of £200,000c. It was felt that, despite the uncertainty surrounding the transfer of funds to a Global/European bank account, steps should be taken to obtain the best rate of interest on UK reserves. CS/AML

It was agreed RP should write to Prentice Knight and Peter Holland requesting £25,000 plus a percentage of profits from the 2007 European Summit, in compensation for not being able to generate income through a UK Summit. RP

AC to provide a proposal to RP regarding the President's Forum (based on EP3 research), for which £20,000 should be set aside in the 2007 Budget. AML to establish best date. AC
AML

Occupier.org was soon to be re-launched via the BIFM web site and the UK Chapter would be invited to become a sponsor at the appropriate time - £5,000 to be earmarked. AML

All VPs and Deputies to provide CS/AML with business cases for future expenditure, on an on-going basis. ALL

It was also suggested that funds be set aside so that the UK Chapter could 'buy into' Global's Communities project, including Workplace/Sustainability/Cost of RFPs . AC

AC to investigate the cost of commissioning reportage on research, similar to Unwired, or just 'influencing' on corporate issues. AC

12. Governance

Succession:

The current Board structure had been put in place to encourage 'new blood' whilst ensuring continuity, and it was therefore desirable for most Deputies to succeed their Principals at the end of their term of office; for the Board to decide on the next President from the two voted into Deputy position, based on commitment shown to date; and for the resulting vacant positions to be filled through nominations/elections by the membership.

However, as it was felt the 2007 European Summit would benefit from an end-user figurehead, RP's offer to stay on until mid-September was accepted. The new President would be announced at the Summit. RP to discuss with JC. RP

All to recommend which Principals and Deputies would serve for the next term, which would then be set for two years, unless there was good reason to reduce/extend this period – apart from the President, which would remain at one year because of the time commitment involved. ALL
AML to provide a schedule of 'time served'. Nominations/elections timeline and need for more end-users to be discussed at next meeting. AML

End User Advisory Group: Plans to be progress by RP and AB. RP/AB

Sustainability position: Being progressed by RH and RP. RH/RP

13. Research/Learning

Occupier Satisfaction Index: Despite two emails over RP's name requesting volunteers to take part in this survey, only around 20 UK members had responded. It was therefore agreed to send another email from RP recommending respondents to 'opt out' if they did not want to be contacted to take part in a simple, confidential 15-minute interview on UK-centric issues, trends, etc. All to provide suggestions for RE executives in service provider companies who may wish to participate. RP/SG/
AML
ALL

14. Membership

Statistics as at end October were briefly reviewed. Numbers up to 487 with the addition of 30 AC

new members from RBS - AC to contact Barry Varcoe to establish the terms/benefits of the package.

TB to speak with JC to urgently tie up the Discount Scheme proposed by CM in June/July.

TB

15. Events

Recent and forthcoming events were reviewed (list attached), including: 4 December, Xmas Lunch with Mike Slade – max capacity 90 already booked; 14 December, Figgy Pudding in Henley – AC and JC attending on behalf of the Board; 17 January, Resolutions and Predictions – could become annual event and Press to be invited to attend.

AML

KT, PB

Table sales for the Awards Dinner were going very well, but the nominations deadline of 8 December needed to be advertised – M&N to provide list of property PRs who may wish to encourage their clients to nominate.

KT, PB

16. Sponsorship

£80,000+ had been secured for the Awards Dinner.

A sponsor was sought for the event on 17 January [since confirmed as Cushman & Wakefield].

MC

Agreed to produce a 2007 UK Chapter Directory in hardcopy (on sustainable material) and CD formats, but not to seek a sponsor.

AML

Charity: KT to provide details of her proposal.

KT

17. Any other business

Susie Gray – thanks were expressed for SG's commitment to the UK Chapter and the personal support provided to RP, with very best wishes for her and her family in the future. SG reciprocated and looked forward to continuing involvement.

Reading MCR modules – CS had received EDP details from Global, which did not contain any mention of the MCR programme being managed by the University of Reading and there was speculation as to whether there was continuing Global support for the programme or just the income-producing EDP programme.

EDP/Discovery Forums – Advance information and feedback was still patchy. AB to speak to Tim Venable.

AB

End-user – Agreed to undertake a straw poll in the next e-Bulletin, asking for suggestions to an alternative term for 'end-user'.

AML

18. Next meeting (Principals and Deputies)

9.00am 10 January 2007, at BP's offices, Canary Wharf.

Web statistics: September 2006 – 579
October 2006 – 413
November 2006 - 875

Subject to adoption by Company Directors

Richard Paver
Chair