

**CoreNet Global UK  
MINUTES OF BOARD MEETING  
held on Wednesday 13 February 2008**

Robin Harris	Como Group	President
Paul Harrington	PricewaterhouseCoopers	Deputy President
Richard Paver	BP International	Past President
Philip Breeden	Rider Levett Bucknall	VP Communications
Susie Gray	Land Securities Trillium	VP External Relations
Michael Evans	Jones Lang LaSalle	VP Finance
Andrew Carter	FMConnect	VP Learning
Tracey Byer	DTZ	VP Membership
Ian Smith	AYH	VP Programmes
Keith Martin	DTZ	VP Sponsorship
John Pike	HBOS	VP Sustainability
Mark Cotterell	BT	VP UK Regions&Europe
Helen Butcher		Deputy Communications
Harry Cole	Electrolux	Deputy Learning
Nigel Baker	Microsoft	Deputy Membership
Christina Sigliano	HOK International	Deputy Programmes
Richard Watton		Deputy Sponsorship
Stuart Bowman	Hurley Palmer Flatt	Deputy Sustainability
Alan Carswell	Black & Decker	Deputy UK Regions&Europe

For information: Ron Adam – CoreNet Global Learning, Mike Napier – Shell,  
Mark Tamburro – Nokia, Barry Varcoe - RBS

Date: 15 February 2008

Action By

1. In Attendance

Robin Harris (RH – Chair), Susie Gray (SG), Philip Breeden (PB), Ian Smith (IS), Stuart Bowman (SB), Richard Watton (RW), Tracey Byer (TB), Keith Martin (KM), Andrew Carter (AC), Helen Butcher (HB), Michael Evans (ME), Harry Cole (HC), Paul Harrington (PH), Ron Adam (RA – part time, via telecom), Alice Lewis (AML)

2. Apologies

Richard Paver (RP), Alan Carswell (AlanC), Mark Cotterell (MC), Nigel Baker (NB), John Pike (JP), Christina Sigliano (CS), Mark Tamburro (MT), Mike Napier (MN) and Barry Varcoe (BV).

3. Minutes of last meeting

The minutes of 16 January were reviewed and approved.

4. Matters arising

As dealt with below.

5. Global

Sustainability Community – SB was volunteered to participate.

SB

MIPIM 2008 – Melanie Hill (MH) had confirmed that CoreNet Global (CNG) would not be participating formally. RH to establish if CNG would be involved in Expo Real.

RH

Industry Roundtable – MH had provided details (report attached, including details of Discovery Forums and EDP programme).

AML

Leadership Forum/Chapter Learning – AC to provide full report prior to the next meeting and take questions/comments then.

AC

Global Strategy – Ann Atkinson (CNG COO) to be invited to meeting on 19 March, for which 15-30 minutes would be allocated. It was noted that she would be in the UK following the Mumbai Summit at the beginning of March.

London Summit Contribution – this was due to be wired to the UK bank account.

6. Governance

Board Report accessibility – this was still under development.

HB

UK Business Plan – RH had submitted his proposal to MH and it was noted that he would be meeting with Prentice Knight (CNG CEO) in March in New York.

Elections – RH had cancelled the call for nominations agreed at the last meeting because a new structure was being developed along the lines of NYC Chapter (see AoB below).

7. Learning/Research

The monthly report had previously been circulated.

Core Curriculum – RA had provided AC with a proposal, which had been agreed in principle by Ann Atkinson and Brenda Wisniewski (Head of Learning). It was agreed that dates, venues, format, branding, marketing and costs all needed to be tied up as a matter of urgency.

AC, IS,  
RA

Chapter Learning Community – agreed to nominate HC to represent the UK Chapter.

HC

End-user Research – preliminary work had identified 60 pieces of work, and the contract had yet to be signed. A full report would be presented on 19 March (20 minutes to be allocated).

HC

Occupier.org – AC reported that progress was being made, utilising the BIFM web site, and that RICS would probably be supporting this facility, which published research material on workplace and CRE.

8. Communications

The monthly report had previously been circulated.

Green leases (hot topic identified at last meeting) – this topic would also be considered at the Members forum on 5 March, hosted by Citi, following which PH and SG would take a view and maybe encourage RICS, for example, to take a lead on the landlord/tenant aspects.

PH, SG

M&N Contract – agreed to renew with an increase from £2,500 to £3,000 per month plus a separate provision to cater for peaks around the Awards Dinner and UK Summit, with a three month notice period. This was currently funded out of Reserves, but it was hoped future increases in income and a contribution from Global would cover this out of the operating budget. In order to minimise and manage their workload, all enquiries for M&N should be routed via PB in the first instance.

ME

Thanks were expressed to the Communications Team (PB and HB).

9. Programmes

The monthly report had previously been circulated, and IS reviewed forthcoming events.

UK Summit – the proposed date had been abandoned because of a major conflict. HC had produced an outline programme based on 'Profiting from Uncertainty'. An independent organisation, Real Service, which provided information on landlords' service standards, etc, had expressed interest in becoming involved in the UK events programme, and it was felt this could be an appropriate 'snap session' (possibly linked in with OSI) for the UK Summit.

IS, SG

Award Winners – rather than provide the winners with FOC membership (at the UK Chapter's cost), it was agreed to involve them in the snap sessions at the UK Summit.

IS

SIGs – it was noted that NYC Chapter held regular 'special interest group' lunches, which were a great success and generated a lot of income, and a 'Senior' SIG had recently been created.

Virtual event with NYC – Hewlett Packard were unable to provide the required facility and KM

would therefore stand them down whilst an alternative was being sought.

KM, IS

10. Membership

The monthly report had previously been circulated. Additional input on statistics was required from Global.

Email to end-users – this would be deployed when Board members' stats were available.

FTSE – a strategy needed to be agreed, for example not to pursue organisations not in line with CoreNet/UK Chapter's focus, such as retail.

Young Professionals – the previous outline proposal had been abandoned by Global because of the plan to employ a new Sales person in the UK, but TB would follow-up.

TB

Awards Dinner – agreed to write to table hosts to invite their guests to consider membership.

TB

Sales Person – in a recent call with MH, RH had discussed the Global strategy to increase membership by 20% in Europe and that whilst the UK Chapter welcomed this additional resource, it wanted to be involved in the selection process. This should not mean a lessening of effort on retention.

11. External Relations

Because of the number of approaches to promote or support external activities, SG proposed putting together a set of guidelines for the UK Chapter, against which all such requests would be measured. All enquiries to be routed via SG in the first instance.

SG

RH to establish via MH whether a schedule of planned approaches to UK members was available.

RH

12. Any other business

ACES/Public Sector – KM's colleague had been in touch with TB.

4i Forum – an alternative, central London venue was being sought for the second and third sessions in the hope that this would prove more attractive and result in more bookings.

EDP end January – this session had been fully booked and well received, and it was felt could 'translate' into a Core Curriculum session involving Nick French of Oxford Brookes.

NYC Twinning – HB presented a report on NYC's committee structure and activities, which she felt provided a good model for the UK Chapter to emulate.

Unsolicited Approaches – following recent nuisance calls from a company called Laidlaw, the Global Privacy Policy had been strengthened, but it was felt RH should also raise this problem with Ann Atkinson/Prentice Knight.

RH

Finances – ME noted that NYC Chapter faced similar challenges, but obtained more funds through sponsorship and achieved a better connection with members through events.

2009 Awards Dinner – following on from the success of the 2008 event (apart from the food), RH was keen to set up a committee for 2009 asap.

RH

UK Board Restructuring (report circulated post meeting) – RH recommended elections based on NYC Chapter's committee structure, ie each VP should choose/increase committee members to include potential candidates for future election/advisers to the Board. RH to progress this with SB, PH and TB and report back at the next meeting [post meeting note – PB and Chris Strong of Citi also to be involved]. Aim was to move forward to 'one board, one vision', and each VP/Deputy VP was encouraged to attend Programmes meetings.

RH, SB,  
PH, TB,  
PB

European Summit, Berlin – the Call for Cases had been published and RH was keen that the UK Chapter submitted a session.

RH

Workplace TV – Andrew Mawson would welcome the UK Chapter’s participation, which RH supported. RH

Global Board – RP to speak with Gina Rizzo of NYC Chapter to find out more about the ‘process of election’ to the Global Board. RP

Workplace Community – the date had been confirmed as 19 February. RH to ask MH why this was separate from the UK programme. RH

Student Essay Prize Winner – it was noted that FOC membership (at the UK Chapter’s cost) was included in the prize and that one EDP session was now also included.

13. Next meeting

19 March, 9.00am at JLL’s offices, 22 Hanover Square, London WC1

Forthcoming meetings:

- 16 April
- 14 May
- 11 June
- 9 July
- 10 September
- 8 October
- 12 November
- 10 December
- 14 January 2009
- 11 February
- 11 March

Subject to adoption by Company Directors

Robin Harris  
Chair