

**CoreNet Global UK  
MINUTES OF BOARD MEETING  
held on Wednesday 28 March 2007**

Richard Paver	BP International	President
Susie Gray	Land Securities Trillium	Past President
Robin Harris	Como Group	President Elect/VP Programmes
Kathy Tilney	Tilney Shane	VP Communications
Chris Strong	Citigroup	VP Finance
Andrew Carter	FMConnect	VP Learning
Jeremy Charles	Strutt & Parker	VP Membership
Michael Creamer	Cushman & Wakefield	VP Sponsorship
Andrew Burt	Disney	Regional Representative
Philip Breeden	Bucknall Austin	Deputy Communications
Michael Evans	Donaldsons	Deputy Finance
Ian Smith	AYH	Deputy Programmes
Tracey Byer	DTZ	Deputy Membership
Keith Martin	Donaldsons	Deputy Sponsorship
Mark Cotterell	BT	Deputy Regional Representative

For information: Mike Napier, Mark Tamburro

Date: 5 April 2007

Action By

1. In Attendance

Richard Paver (RP - Chair), Robin Harris (RH), Chris Strong (CS), Ian Smith (IS), Andrew Carter (AC), Michael Evans (ME), Jeremy Charles (JC), Kathy Tilney (KT), Tracey Byer (TB) and Alice Lewis (AML). With Pete Farrand of Bureau Veritas, who had been invited to attend prior to applying for membership and standing for election for the Sustainability position.

2. Apologies

Susie Gray (SG), Philip Breeden (PB), Andrew Burt (AB), Michael Creamer (MC), Mark Cotterell (MCo), Keith Martin (KM), Christine Mackenzie (CM), Mark Tamburro (MT), Mike Napier (MN).

3. Minutes of last meeting

The minutes of 28 February 2007 were approved.

4. Matters arising

Matters arising were dealt with below.

Thanks for their commitment and support were expressed to KT and CS, whose last meeting this would be, and also to MC and AB in their absence.

5. Global Summit, London 2007

Programme Cttee: 50+ cases had been submitted, which were to be summarised before review at the next meeting on 5 April. It was felt that with the right speakers/topics, the target of 400 attendees could be achieved (max capacity was 500).

Host Cttee: A venue visit had taken place; site visits were being explored; and some sponsorship opportunities remained (details from RH).

'Day' rates were being considered, and agreed RH/IS to ask about discounts for young professionals.

RH, IS

6. UK Chapter Structure/Transfer of Funds

Update awaited from CM.

7. Chapter Task Force/Member & Chapter Services Committee (MCSC)

Presentation from Leadership Forum in February attended by AC to be circulated separately. AML

AC felt that whereas last year Global's focus was on 'research', this year it was on 'service to members', which included a review of staff effectiveness. It was agreed that AC should link into the committee to ensure the UK Board was kept in the loop. AC

8. European Region

Outline of activities awaited from CM.

9. Global Update

The Global Board was meeting at the Singapore Summit currently taking place.

10. Communications

M&N's activity report for March attached. AML

A number of initiatives were being progressed: RH Profile in September Property Week; 'Talent' synopsis and call for volunteers; Day-in-the-life call for volunteers; 'Careers' profile in Estates Gazette.

It was agreed to allocate £1,000 to produce a podcast for the web site, which would be progressed at a separate meeting. KT, PB

The 99% Campaign survey had been circulated to members and the results would be published in a forthcoming issue of Building magazine and showcased at the Think 07 event in May, possibly also in the London Summit programme. It was noted that RP was participating in a panel discussion during Think 07.

11. Charity

KT was meeting with CRASH to progress a project in Shoreditch, which would be reported back at the London Summit, but which would not be 'linked' with the Summit. KT

12. Finance

Figures as at end February were reviewed and showed a small deficit. It was anticipated that a 'break-even' situation would exist at the end of the financial period.

The forecast for 2007-8 showed a deficit of approx £44,000 – this may be mitigated if a contribution from Global for PR, marketing and web site costs was applicable. RH to discuss with New York Chapter, generally, and RP to raise with Peter Holland the lack of interface with Thamesis and the possibility of M&N taking over the PR role in Europe. RH  
RP

It was noted that the Research budget had originally been allocated from Reserves, which would also reduce the deficit shown in monthly reports.

It was agreed to investigate other ways to increase income in order to break-even in 2007-8. BOARD

A proposal was awaited from a new accountant.

13. Governance

End-user Advisory Team – it was noted that whilst this project had not got off the ground, the Thames Valley Branch chair, Nigel Baker, was meeting with 20 end-users to discuss their 'aims and challenges'.

It was reluctantly agreed to accept CS's resignation as a director of the UK company and to appoint ME in his place. AML

It was noted that the Nominating Committee was shortlisting nominations from the membership to go forward for elections asap.

It was noted that MCo was reviewing the role of European Representative to reflect the UK Board's desire to keep in touch with other European Chapters' leaders.

14. Research

President's forum – It was noted that BP would host the event (date to be decided) at Canary Wharf. See additional comment below. RP/AC

AC reported that whilst the EDP programme was happening in Europe, more transparency would be helpful, and marketing materials for the University of Reading MCR programme were being reviewed. The Global Head of Learning was interested in the Reading programme as a model for collaboration with higher education establishments.

AC and the new Deputy would review the CoRE Curriculum materials, which provided focussed areas of education during a 1-2 hour learning event. There was a cost for the materials, but this could be recouped through sponsorship or by charging delegates. AC

BIFM training programme – AC had agreed to promote these materials to UK members on a reciprocal basis with the EDP and Reading MCR programmes.

Occupier Satisfaction Index – Preliminary results had been reported at a meeting attended by RP and PB, and the launch was planned for 15 May (confidential draft report attached). The results reinforced the EP3 findings and could be combined into the President's forum – RP and RH to liaise. Suggestions for the 'next steps' were requested (for review at the next meeting, 10 May). AML  
RP, RH  
BOARD

15. Membership

Statistics as at end February were briefly reviewed, and it was noted that UK Chapter membership now stood at 501, but this included 121 members whose membership had officially 'lapsed' as at 31 December 2006. It was agreed to provide the Board with a list of lapsed members once all the receipts for March had been received via the European office. AML

TB kindly offered to take on more of the follow-up of new members and leavers.

RH to establish if there was to be a 'Save & Join' promotion (for end-users only) for the London Summit and how potential attendees were to be targeted. RH

TB to follow up with CM regarding the outcome of her discussions with Global on the 'Young Professionals' discount package. TB

TB to discuss with CM the UK Chapter's policy of 'one new end-user for each new service provider', which it was felt was coveted by other Chapters. TB

16. Events

Recent events were briefly reviewed and forthcoming events included: 28 March Members forum with Nigel Waring of HSBC; 18 April Technical forum at Allen & Overy's Bishops Square building; 11 May Golf Day; 23 May Lease Code Breakfast. A high quality speaker for the Christmas Lunch on 4 December was still being sought. AML  
BOARD

It was noted that a brief had been prepared for the 2008 Annual Awards Dinner and tenders would be sought from three event managers. A new venue and format were being considered, which would fit well with a second annual dinner in the Summer.

Events calendar attached for information. AML

17. Sponsorship

The Global 'annual contribution' model had been forwarded to MC and KM for review. The KM

Programmes Committee had requested a Sponsorship representative to attend its meetings.

18. Next meeting (Principals and Deputies)

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

Forthcoming dates:

12 June

19 July

11 September

Web statistics: March 1539

Subject to adoption by Company Directors

Richard Paver  
Chair