

**AECB Board Meeting Agenda –  
RIBA Regional Office, Birmingham, 1<sup>st</sup> July 2010, 10.00am**



**Declaration of interest:** *All members are reminded that they should state at the beginning of the meeting any declarations of interest for any of the agenda items. Once stated the member cannot vote on the item and if ruled by the Chair must leave the meeting during the discussions and voting.*

**Morning**

1. Apologies – Christine Armstrong, Jo Saady, Adam Smith, Nick Grant
2. Approval of the minutes from previous Board meeting
3. Matters arising from the minutes
4. Financial report
5. CEO report
6. BDM report
7. Sub-group reports
  - a. Conference & AGM 2010
  - b. Membership & Regional Groups
  - c. Website
  - d. Personnel
  - e. Passivhaus Trust and PassNet
  - f. SussEd
  - g. Public Relations & Marketing
  - h. Business Development
  - i. Research

**Afternoon**

8. Any Other Business
  - 8.1 Potential changes to the Articles of Association, Chris Herring
9. Date and venue for next meeting

.....  
**AECB Expenses claim form**

Name .....

Address .....

I hereby claim expenses for the meeting held on .....  
when I travelled to and from .....(venue of meeting etc)

\* by Car (.....miles in total) (40p per mile paid) £.....

\*by Public Transport (.....miles in total) £.....

\*Subsistence (details) .....

..... £.....

Please enclose receipts Total of claim £.....

Signed ..... Dated .....

\* Delete as necessary.

**If you are claiming travelling expenses, please ensure you return this slip to Sally at the office as soon as possible after the meeting (please remember that claims must be made within 3 months).**