

**AECB Board Meeting Agenda –  
FoE Offices, Birmingham, 28<sup>th</sup> January 2011, 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.*

1. Apologies
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
  - b. Membership
  - c. Regional Groups
  - d. Website
  - e. Personnel – Nothing to report
  - f. Public Relations & Marketing
  - g. Business Development – Nothing to report
  - h. Research
8. Passivhaus Trust
9. PT Memorandum and Articles and Collaboration Agreement [Chris Herring]
10. Local Groups Co-ordinator [Andy Simmonds]
11. Timing of Reports [Chris Herring]
12. Clarification of roles and managing of staff [Jo Saady]
13. CEO and BDM Functions [Neill Lewis]
14. Business Development Report [Andy Simmonds]
15. Any Other Business
16. Date and venue for the 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).**