

AECB Board Meeting Agenda

**Birmingham School of Architecture and Design,
Parkside Building, Birmingham City University**

Friday 2nd December 2016



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.

09.45 for 10.00 Coffee

10.00 - 11.45

1. Apologies
2. Approval of last meeting's minutes.
3. Matters arising from previous minutes.
4. CEO report including WARM; report on progress only, report on Temple Media (Passivhaus Plus).

11.45- 12.00 Coffee

12.00 – 13.00

5. Finance (F) - Paul Jennings [Treasurer], Mischa Hewitt Paul Bourgeois plus Sally Hall review AECB 2017-18 business plan.
6. Review membership fee increase.
7. National Refurbishment Alliance and Retrofit Academy (CH).
8. CRL-AECB/Tim Martel contract for REAL Costing software & training.

13.00 – 13.45 Lunch

13.45 - 15.45

- 9 David Pierpoint/Andy Simmonds – on CLR and AECB Events, David to speak to proposal, leaving Board to discuss themselves.
 - a) Osmosis proposal to run CLR.
 - b) Osmosis proposal to run AECB events.

15.45 – 16.00 Coffee

16.00 – 17.00

- 10 Above continued.
- 11 AOB.
12. Date & venue of next meeting.

Friday 3rd March 2017 –Venue to be confirmed– 10am to 5pm

Friday June 2nd 2017 –Venue to be confirmed– 10am to 5pm

Friday 1st September 2017 –Venue to be confirmed– 10am to 5pm

Friday Dec 2nd 2017 –Venue to be confirmed– 10am to 5pm

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AECB Expenses claim form

Name

Address

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

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

*by Public Transport £

*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).