

**AECB Board Meeting Agenda –  
FoE Offices, Birmingham, 5<sup>th</sup> February 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 :
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 2010
  - b. Membership & Regional Groups
  - c. Website
  - d. Personnel
  - e. CarbonLite/PassNet/Passivhaus Buildings
  - f. SussEd
  - g. Public.Relations
  - h. Business Development

**Afternoon**

8. 21<sup>st</sup> Anniversary – Neill Lewis
9. The Green Register – Chris Herring
10. Board Attendance by non board members – Chris Herring
11. Competitor Analysis - Adam Smith
12. Any Other Business
13. Date and venue for next meeting

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**AECB Travelling expenses claim form**

Name .....

Address .....

I hereby claim travelling 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) (please enclose receipts).

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).**