

**AECB Board Meeting Agenda –  
FoE Offices, Birmingham, 6<sup>th</sup> February 2009, 10.00am**



**Morning:**

1. Apologies :
2. Approval of minutes from previous Board meeting
3. Matters arising from minutes
4. Financial report
5. EO report
6. Sub group reports
  - a. Conference 2009
  - b. Membership & Local Groups
  - c. Website
  - d. Personnel
  - e. CarbonLite
  - f. Sussed
  - g. P.R.
7. Annual Report
8. Web Site
9. Ecobuild - update on AECB/Ecobuild plans 2009/10

**Afternoon:**

10. SussEd
11. Budgets
12. CLP Development
13. AECB Development Plan
14. Charitable Status
15. Any other business
16. Date and venue for next meeting.

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**Travelling expenses claim form**

Name .....

Address .....

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.....

.....

*I hereby claim travelling expenses for the meeting held on ..... when I travelled by \* car  
(40p per mile paid) (.....miles in total) to and from ..... (venue of meeting etc) /  
public transport (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).**