

**AECB Board Meeting Agenda –
FoE Offices, Birmingham, 6th November 2009, 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 : Nick Grant
2. Approval of the minutes from previous Board meeting
3. Matters arising from the minutes
4. Financial report
5. CEO report
6. 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. Passivhaus Buildings
 - i. Business Development
7. Business Development Officer - Adam Smith

Afternoon

8. Reports and items for the agenda – Neill Lewis
9. Charitable status - Business Development subgroup
10. Personnel Contracts and Salaries – Personnel subgroup
11. Budgets
12. Representing the AECB – Neill Lewis
13. Use of AECB logo – Sally Hall
14. Any Other Business
15. Dates and venue for next year's meetings

Travelling expenses claim form

Name

Address

.....

.....

.....

*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).