

**Meeting Agenda – FOE Meeting Rooms, Birmingham, 7th December 2007, 10am**

**Morning:**

1. Apologies
2. Approval of minutes from last meeting
3. Matters arising from minutes
4. Financial report
5. EO report
6. Sub group reports
  - a. AGM 2008
  - b. Energy
  - c. Yearbook (P Wilkinson to summarise Cath Hassell's findings)
  - d. Membership
  - e. Website
  - f. Personnel
  - g. CarbonLite
  - h. Sussed
  - i. P.R.
  - j. Lobbying

**Afternoon:**

7. Annual Report (Neill Lewis)
8. Possible AECB paid 'PR'/ Lobbying role to respond to factual/technical issues.
9. CarbonLite Business Plan, CLP Management Sub-group to present full financial plan for CLP with implications for AECB.
10. Budgets for 2007-8
11. Development of CLP, and implications for AECB development.
12. Recruiting additional Board members – discussion.
13. Any other business.
14. 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).**