

**AECB Board Meeting Agenda –
FoE Meeting Rooms, Birmingham, 5th Sep 2008, 10.00am**



Morning:

1. Apologies: Geoff
2. Approval of minutes from last board meeting
3. Matters arising from minutes
4. Financial report
5. EO report
6. Sub group reports
 - a. Conference 2009 :Sponsorship
 - b. Membership
 - c. Website
 - d. Personnel: Administrator's Salary
 - e. CarbonLite
 - f. SussEd
 - g. Public Relations/Publicity

Afternoon:

7. Local Groups report
8. UKGBC Representation: Fran Bradshaw & Zana Dean
9. Southern Development - Funding Proposal
10. Additional Board Meeting in October
11. Any other business
12. 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).