

**AECB Board Meeting Agenda –
FoE Offices, Birmingham, 8th May 2009, 10.00am**



Morning:

1. Apologies : Christine Armstrong
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. Board Membership
8. AECB representation on Low Energy Architecture Group for the World Renewable Energy Congress (WREC)

Afternoon:

9. CLP Development
10. AECB Development Plan
11. UKGBC
12. Gold and Passivhaus Details
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).