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| SE CAN Executive Committee Meeting  05.09.2012Minutes |
| **Date:** **Time:****Location:**  | Wednesday 5 September 20122 pm > Meeting Civic OfficesWoking Borough CouncilGloucester SquareWoking GU21 6YLPresent: Jo Brooks, Sara Winnington, Carol White, Cliff Darby , Abdul Hussain (East Sussex), Hazel Hill, Amanda Martin |
| **Item** | **Description** |
|  | ApologiesNoneInvited Abdul Hussain to join the Exec and he accepted |
|  | Minutes of the exec meeting on 29.02.12No action points |
|  | Matters Arising£6k offered from Snug Network for a workshopSnug also offered £1500 to have logo on meeting minutes, agenda; SECAN webpage; CW to check with Rob re brandingCW to provide Snug with a branding proposal for £1500Speak to London can for venues CWHold workshop GD/ECO/Heca?? Hold conference call to discuss theme – 4 Oct (amended to 25/10)Training workshop themes London & SE workshop – give cpd certificates; costs for venue; facilitator; London venue royal society? Ask Irene for Westminster venue; Carol to ask London; match fund to £6k date – 27 Feb 2013; branded Snug – full day; half HECA, half ECOTraining session; break out sessionWhat will LA’s need to fill in HECA? Who to take training sessions? |
|  | Financial Report £6670 in bank |
|  | Sponsors  |
|  | Update on CAN – HECA is a requirement; but not mandatory. Is there a template for HECA reporting?  |
|  | Upcoming SECAN 2013 dates – to be scheduled see below |
|  | Agenda for forum 2013Presentations – solar advance systemsSponsors always have a briefing section including SnugAny CESP projects which were problematic – who to talk? Ask CSE from Bristol ?Invite Kingfisher to talk – Abdul to call themGreen Deal bank advisor invite back - SWSW – book council chamber for all 3 forums next year; book level 4 cr2 |
|  | AOB Kevin Downes k.downes@solaradvancedsystems.co.ukTo pay £100 towards lunch as main presenter in 2013 – which meeting?USEA would like to take up the offer on the basis they pay £100 per meeting for the meetings they attend (as opposed to the annual fee). They would be interested in the workshop session next year. Please keep them informedIncreasing membership – identify representation from West Berks; Reading; Slough – who can do this?  |
| **Future meetings** |

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|  | **Date** | **Location** |
| **Forum**  | Tuesday 15/1/2013Wednesday 15/5/13Wednesday 11/09/13 | Woking tbcWoking confirmedWoking confirmed |
| **Exec** | PM as above | PM as above |

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