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| SE CAN  Executive Committee Meeting  05.09.2012  Minutes | |
| **Date:**  **Time:**  **Location:** | Wednesday 5 September 2012  2 pm > Meeting  Civic Offices  Woking Borough Council  Gloucester Square  Woking GU21 6YL  Present: Jo Brooks, Sara Winnington, Carol White, Cliff Darby , Abdul Hussain (East Sussex), Hazel Hill, Amanda Martin |
| **Item** | **Description** |
|  | Apologies None  Invited Abdul Hussain to join the Exec and he accepted |
|  | Minutes of the exec meeting on 29.02.12 No action points |
|  | Matters Arising £6k offered from Snug Network for a workshop  Snug also offered £1500 to have logo on meeting minutes, agenda; SECAN webpage; CW to check with Rob re branding  CW to provide Snug with a branding proposal for £1500  Speak to London can for venues CW  Hold 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 ECO  Training session; break out session  What 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 2013 Presentations – solar advance systems  Sponsors always have a briefing section including Snug  Any CESP projects which were problematic – who to talk? Ask CSE from Bristol ?  Invite Kingfisher to talk – Abdul to call them  Green Deal bank advisor invite back - SW  SW – book council chamber for all 3 forums next year; book level 4 cr2 |
|  | AOB Kevin Downes [k.downes@solaradvancedsystems.co.uk](mailto:k.downes@solaradvancedsystems.co.uk)  To 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 informed  Increasing membership – identify representation from West Berks; Reading; Slough – who can do this? |
| **Future meetings** | |  |  |  | | --- | --- | --- | |  | **Date** | **Location** | | **Forum** | Tuesday 15/1/2013  Wednesday 15/5/13  Wednesday 11/09/13 | Woking tbc  Woking confirmed  Woking confirmed | | **Exec** | PM as above | PM as above | |