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| SE CAN Executive Committee Meeting  07.01.13Agenda |
| **Date:** **Time:****Location**  | Monday 7 January 201310.00 – 12.00 Meeting **Guildford Borough Council**Millmead HouseMillmeadGuildfordSurreyGU2 4BB |
| **Item** | **Description** |
|  | Cliff Darby, Cati Smith, Carol White, Amanda Martin, Joanna Brooks; Sara WinningtonApologies Abdul Hussain; Hazel Hill; Daniel Shaw |
|  | Minutes of the exec meeting on 5/9/12CW – chase AbdulGreen Deal bank advisor invite back - SWSW invite him to May meeting – what will he talk about? SW 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 this year Please keep them informedSW - Increasing membership – identify representation from West Berks; Reading; Slough – who can do this? SW - Snug also offered £6k to have logo on meeting minutes, agenda; SECAN webpage |
|  | Matters Arising – ask at SECAN 15 Jan the following; slip of paper to fill in and vote on workshop themes; key note speaker? Caroline Lucas – Ask Russell Parity projects– results to be circulated to those not in attendanceLook at a training day? – by whom and what theme? Include on above paper (Biomass/CHP/BRE Innovation park/RE/retrofitting)Workshop – funded by Snug £6k tbc – maybe May? Look at workshop area based eco project? Full day; HG Wells centre £3k for 70 finger buffet; CW/CD discuss with Rob Thursday possible themes/avoid clash dates/speakersCati – ask Surrey Trading Standards to present re GDAsk a green deal surveyor to talk? Abdul? Bring a resident?Collective switching – has this worked? Action Surrey to talkBirmingham connections (Gill Daniels Horsham relation link?) JBPioneer pilot projects funded by DECC – look here; West Sussex and Kent should have case studiesWest Sussex CC – business development for skills baseFuture speakersWebsiteCW – to send email details re Effective EnergyBen Smith unable to present 15 Jan asked Peter O’NeillSW - Website update with minutes/agenda; presentationsSW – circulate updated contract to allSW – circulate agenda for 15 Jan, ref to Brighton conference 28 Jan SECAN will have a SE focus; are you still most appropriate person within the organization to receive the emails; in a bid to increase membership which is free are there any other relevant officers with a sustainability/energy/housing remit in the organisationSW – check Chichester contactSW – reduce catering amountSW – invite Russell Parity Projects to speak at a workshop in May HG Wells agreed; need to confirm date and timeCW - Trip to Olympic Park? EDF |
|  | Financial Report Kathy Alcock and Jenny both signatories were not signed off as signatories but forms now received and signed off by Cati and Cliff. Decided new sponsors are £1500 as annual 3 meeting sponsorshipSSE have agreed sponsorship is ongoingScottish Power and British Gas tbcJB – to look at contact in EDF (Susanna Salt) letters to go out April re sponsorship CW – forwarding Cati emails re treasury informationCW – chase Ben re £6k for workshop May Cati needs purchase ordersBritish Gas double paid last year so no payment this year |
|  | Sponsors Scottish power, SSE, British Gas, Snug logos at bottom of agendas and minutes – check with themPut SECAN logo at top |
|  | Update on CAN EON sponsoring CAN now |
|  | Upcoming SECAN dates |
|  | Agenda for forum 2013Potential presentations: discussed in forum |
|  | AOBDiscuss update during lunch or after CAN 28 Jan in Brighton |
| **Future meetings** |

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|  | **Date** | **Location** |
| **Forum**  | 15/5/1311/09/13 | Woking Borough CouncilWoking Borough Council |
| **Exec** | 15/5/1311/09/13 | Woking Borough CouncilWoking Borough Council |

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