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| SE CAN  Executive Committee Meeting  07.01.13  Agenda | |
| **Date:**  **Time:**  **Location** | Monday 7 January 2013  10.00 – 12.00 Meeting  **Guildford Borough Council** Millmead House Millmead Guildford Surrey GU2 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 5/9/12 CW – chase Abdul  Green Deal bank advisor invite back - SW  SW invite him to May meeting – what will he talk about? SW 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 this year Please keep them informed  SW - 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 attendance Look 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/speakers  Cati – ask Surrey Trading Standards to present re GD  Ask a green deal surveyor to talk? Abdul? Bring a resident?  Collective switching – has this worked? Action Surrey to talk  Birmingham connections (Gill Daniels Horsham relation link?) JB  Pioneer pilot projects funded by DECC – look here; West Sussex and Kent should have case studies  West Sussex CC – business development for skills base  Future speakers  Website  CW – to send email details re Effective Energy  Ben Smith unable to present 15 Jan asked Peter O’Neill  SW - Website update with minutes/agenda; presentations  SW – circulate updated contract to all  SW – 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 organisation  SW – check Chichester contact  SW – reduce catering amount  SW – invite Russell Parity Projects to speak at a workshop in May HG Wells agreed; need to confirm date and time  CW - 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 sponsorship  SSE have agreed sponsorship is ongoing  Scottish Power and British Gas tbc  JB – to look at contact in EDF (Susanna Salt)  letters to go out April re sponsorship  CW – forwarding Cati emails re treasury information  CW – chase Ben re £6k for workshop May  Cati needs purchase orders  British 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 them  Put SECAN logo at top |
|  | Update on CAN  EON sponsoring CAN now |
|  | Upcoming SECAN dates |
|  | Agenda for forum 2013 Potential presentations: discussed in forum |
|  | AOB Discuss update during lunch or after CAN 28 Jan in Brighton |
| **Future meetings** | |  |  |  | | --- | --- | --- | |  | **Date** | **Location** | | **Forum** | 15/5/13  11/09/13 | Woking Borough Council  Woking Borough Council | | **Exec** | 15/5/13  11/09/13 | Woking Borough Council  Woking Borough Council | |