

## Note of Meeting - Renewable Fuels Agency Board

**Date:** Thursday 5<sup>th</sup> June 2008  
**Location:** Ashdown House, Sedlescombe Road North, St Leonards on Sea, East Sussex  
**Time:** 10.30 – 2.00

In attendance:

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### Board Members

Professor Ed Gallagher (Chair)  
Dr Paul Jefferiss  
Brian White  
Greg Archer  
Gareth Llewellyn  
Sue McDougall (Acting CEO)

### Executive

Liz Rose LR

The board were pleased to welcome Jim Fitzpatrick to the offices of the RFA in Hastings prior to the board meeting.

The minutes of the previous meeting were agreed with amendments.

The draft corporate plan 2008/2011 was discussed and amendments would be incorporated into the final document. Terms of reference for both Remunerations and Audit committees were agreed with minor amendments.

Updates were given on:

- Recruitment
- Governance
- Budget
- Operations
- Risk Register
- The review on the indirect impacts of biofuels

The next meeting will be held at Great Minister House, Marsham Street, London on 2 July.