



Steering Committee Meeting Minutes

Date/Time: 16 April 2018 / 18:00 – 19:30

Location: Buro Happold SMART Solutions, 17 Newman St, London W1T 1PD

Present:

Jon Gregg	JG	BuroHappold	Roberto Coraci	RC	ME Engineers
Konstantinos Charalampidis	KC	Arup	Serena Favatello	SF	Iceni Projects

Dial in: -

Khasha Mohammadian	KM	Willmott Dixon	Elisa Bruno	EB	Arup
Saadia Ansari	SA	Reading University	Lucy Pemble	LP	Swansea University

Apologies:

Alaa Alfakara	AA	BuroHappold	Alex Hilton	AH	FCO
Matthew Smalley	Msm	Max Fordham	Maria Gkonou	MG	BRE
Ranjeet Bhalerao	RB	BuroHappold	Eleni Pyloudi	EP	XCO2
Anna Sturtivant	AS	AECOM	Aleksandra Pryzdrozna	AP	Max Fordham
Sara Godinho	SG	XCO2	Raquel Fernadnez Frances	RF	XCO2
Etienne Humpris	EH	Blue Sky Design Services	Nathan Jones	NJ	Kier
Richard Denteh	RD	Meinhardt	Nuno Correia	NC	XCO2
Chang Zhang Chin	CC	TFT			
Kyle Gray	KG	Scotch Partners	Marianna Chatzopoulou	MC	Imperial College

No	Item	Comm. member	Timeframe / deadline
1	Attendance		
2	Last meeting actions NC to write up CBA Greenwich Peninsula Energy Centre	NC NJ	ASAP By next meeting ASAP
3	Updates from regional officers		
4	CBNs - All Members who chaired last year`s events to search for the power point presentations. These are to be saved in the google drive folder to allow SF to upload onto the website. - Updates from the Cambridge Regional Officers required with regard to their CBN event and what is needed to deliver. - Passivhaus Event aims for the 8 th to 10 th of May Venue TBC. Following options: ARUP. KC, & EB to ask for availability Cundall. MC to ask for availability	EP, MC, NC, RB, SF Msm, AP KC, EB MC	By next meeting By next meeting ASAP ASAP

	<p>Pushkin Building. KM to find out & liaise with Nayree at CIBSE</p> <ul style="list-style-type: none"> - Evenbrite to be prepared and sent to Nayree at CIBSE - Parametric design event. <p>KM to find out if Kareem can be one of the speakers</p>	<p>KM</p> <p>RB, MG</p> <p>KM</p>	<p>ASAP</p> <p>20th May</p> <p>By Next Meeting</p>
5	Other Businesses		