



## CIBSE South West Region – AGM Minutes

Date of meeting: Tuesday 12<sup>th</sup> May 2020

Location: Microsoft Teams: 6.00pm

Present:	Carla Bartholomew	(CB)	Chair
	Matthew Walsh	(MW)	Honorary Secretary
	Sarah Taylor	(ST)	SLL Bristol Assistant
	Josh Eckett	(JE)	Honorary Treasurer
	Tim Burrows	(TB)	BIM Champion
	Gemma Taylor	(GT)	YEN Chair
	Pieter De Wilde	(PD)	Peninsular Member
	Ewelina Szura	(ES)	YEN Vice Chair
	Patrick O'Flynn	(PO)	Membership Champion
	Ana Recio	(AR)	Communications Officer
	Bonnie Brooks	(BB)	SLL Representative
	Oliver Payne	(OP)	Member
	Jonathan Sparks	(JS)	Member
	Sophia Wing	(SW)	Member
	Matt Star	(MS)	Member
	Mike Trotter	(MT)	Member
	Alexander Freeman	(AF)	Member
	Alice Brydon	(AB)	Member
	Dan McNaughton	(DM)	Guest
	David Hughes	(DH)	Guest
	Eleni Kalvya	(EK)	Member
	Gonzalo Pastor	(GP)	Member
	Jake Neilson	(JN)	Guest
	Jonathan Sparks	(JS)	Guest
	Josh Hunt	(JH)	Peninsular Member
	Martin Longhurst	(ML)	Guest
	Monika Nowak	(MN)	Guest
	Nick Brown	(NB)	Guest
	Stephen Lisk	(SL)	Member
	Tom Davis	(TD)	Member
	Tomasz Rosinski	(TR)	Peninsular Member
Minutes by:	Matthew Walsh	(MW)	Thorlux Lighting, 2 Peony Rd, Bristol, BS16 7JY. <a href="mailto:matthew.walsh@thorlux.co.uk">matthew.walsh@thorlux.co.uk</a>

Circulation: All Committee Members, Attendees and Regional Members

### 1.0 Apologies

1.1 Jamie Edmundson, Kate Fry, Michael Norton, Stephen Allsop, David Sorisi

### 2.0 Notices

2.1 All were welcomed by CB. The regional Chair convened the annual general meeting open.

2.2 Congratulations was given to the representatives.

### 3.0 Chair's Report

3.1 The South West region currently hold around 1127 members out of about 22,000 total CIBSE members.

- Our thriving Young Engineers Network (YEN) has circa 184 members, which we are encouraging to become more involved in CIBSE activities as they progress through their careers. Which we shall welcome the new incoming chair and vice chair in the following committee elections shortly.
- 3.2 Our most successful regional event was The Great Debate brought together, over 150 built environment professionals and future professionals to hear, discuss and question a panel of experts; and provided intelligent thinking for the agencies and authorities tasked with leading our cities sustainability and growth.
- Partnered with IStructE, ICE, RIBA, RICS, RTPI
- 3.3 We've had a number of great events held also by active SLL representative including:
- Climate-based Daylight Modelling: Achieving the Users' Requirements
  - Lighting Outside the Standards
  - The WELL Standard
  - Must Read Parts – The SLL Lighting Handbook Presented by Paul Ruffles
- 3.4 Our Young Engineers, also held some very engaging and thought-provoking events, including:
- Future Proofing our Designs
  - Personal Resilience in the world of construction
  - Heat Networks
- 3.5 We made sure it wasn't all work and no play by hosting our Summer Social games night and BBQ; and a joint partnership with the Region, YEN, RIBA and ICE for our Winter Social at Revolucion De Cuba.
- 3.6 For those who attended this year's or last year's regional dinner, will know I pledged for more unity and collaboration between CIBSE, and the many other industry associations and professional institutes in the South West Build Environment; to share knowledge and form good professional relationships.
- It gives me great pleasure to inform that from those partnerships, last year almost all of our events were hosted jointly, as we partnered with all of the other local professional institutes and associations, to name a few:
- RIBA, RTPI, RICS, IStructE, ICE, BCO, UWE, IMechE, Constructing Excellence, G4C, WiP.
- Once again our Annual Dinner was a sell out, with almost 340 professionals, from a diverse range of construction practices, including manufacturer, suppliers, consultants and contractors. We to respond to the diversity challenge and is still striving for a gender balance in the built environment, so we hosted a table of Women in Property members as our guests for the evening, to showcase and celebrate our industry achievements.
- We again held it at the Bristol Marriott Hotel City Centre, Bristol and this year's theme was Arabian Nights, which saw dancers, knife throwers and I'm sure many of you will not have forgotten our spectacular contortionist. At our charity raffle, we were able raise an astounding £3000 to the local Bristol Charity for tackling homelessness – LandAid.
- 3.7 As we all know, even before the global pandemic following COVID-19, 2020 was predicted to be a turbulent time, and one undoubtedly of much change. At the moment, we can only, and many of us already are, predict what our lives and our buildings will be like once we make it through this difficult time.

But it's at times like these when we must come together as an industry, and ensure we continue to inspire each other, through the amazing work we do, through celebrating our innovation, our successes, and championing those who inspire us.

Carla congratulates Gemma Taylor, who has last week been appointed as YEN Global Representative, and will be handing over her current role as Chair of YEN South West.

Carla gives thanks to all our regional members for their support, and continuing to join us at our events, and socials.

#### **4.0 Honorary Secretary's Report**

4.1 There were 11 committee meetings during the year 2019/2020

4.2 There were no changes to formal committee positions during the year

4.3 The average number of attendees per meeting was 10 people

4.4 There are two openings for the year 2020/21, these are for Vice chair and for Honorary Secretary.

4.5 A total of 23 events were held in the year 2019/20

#### **5.0 Regional Accounts**

5.1 Financial Report:

Due to an ongoing communication issue, our HSBC account was closed on 8th August with funds reverting back to CIBSE HQ. The committee is in the process of opening a new account with Co-Op.

Regional fund (Apr 2020): £8,483.06

Social fund (Apr 2020): -£743.77

Note: Social fund does not include £31,300, which has yet to be collected for the regional dinner as the region is currently without a working bank account.

Linked to the above issue and covid 19, disruptions a financial audit did not take place for May0219-Apr2020. The committee now plans to aligning with CIBSE HQ financial year and submit an audit in January 2021 to cover the May 2019-December2020 period.

#### **5.2 Annual Dinner**

340 attendees raising £24,800 of revenue.

Sponsorship from Briggs & Forrester, Schneider Electric, Cardiff Commissioning, Hydrotec and Hays totalling £6,500

Raffle Prize money £2,760 (cash)

Charity donations to LandAID: £3,000

#### **6.0 Appointments of Auditors**

6.1 Given the multitude of circumstances outside our control with the unexpected closure of the South West Region bank accounts and covid-19, we have received confirmation of agreement from CIBSE that we shall be postponing the audit of South West Regional account, until such time that the committee has fully regained control of the accounts.

We would like to express our deepest gratitude to both Colin Davies and Stephen Rufus, for their continued support of the regional committee, through giving their time to carry out annual auditing of accounts. We thank you both for your patience during this unprecedented time.

## 7.0 Election of Committee Members

7.1 This year three of our committee are standing down after service within the region, the committee wish to send their thanks for all their work within the region over the years: they are;

- Michael Norton
- Stephen Allsop
- Tom Davis
- Jamie Edmundson

7.2 Region Officers here-by nominate the following members for election for the year 2020/2021

- a) **Chair:** Carla Bartholomew
- b) **Vice Chair:** Alexander Freeman
- c) **Hon. Secretary:** Sophia Wing
- d) **Hon. Treasurer:** Patrick O'Flynn
- e) **YEN Chair:** Ewelina Szura
- f) **YEN Vice Chair:** Monika Nowak
- g) **Social Coordinator:** Sarah Taylor
- h) **BIM Champion:** Tim Burrows
- i) **SLL Representative:** Bonnie Brookes
- j) **SoPHE Representative:** David Sorisi
- k) **Communications Officer:** Ana Recio
- l) **Peninsular Member:** Pieter deWilde, Eleni Kalyva
- m) **Events Coordinator:** Alice Brydon

**Co-Opted Committee Members:** Gonzalo Pastor Peñalba, Jonathan Sparks, Matthew Walsh, Oliver Payne.

7.3 Proposed committee was seconded by GT and 1 other and there was no contest from any other members, so deemed to be elected.

## 8.0 Another other Business

8.1 A Slido poll was conducted to gather feedback from the committee at the end of the formalities. Please see Appended below.

## 9.0 Attachments

9.1 None.

## 10.0 AGM 2021

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10.1 Next AGM is to be held in May 2021 – Venue and time to be confirmed.

The meeting closed at 19:00



As part of this year's AGM we hosted a live 'Slido' poll to gather information and engage with our members to help us to focus for the year ahead, and ensure we are responding to what our membership in the South West may want to see for the coming year. A full list of the responses can be found as an appendix to this document. However a short summary has been provided below;

**Do you feel supported by your South West committee?** 18 people participated and generally people felt supported by the South West Committee with 57% answering 'Yes) and 33% 'Mostly'. The remaining 10% of participants voted for 'Mostly' and 'Not really' which indicates that whilst we are doing well, there is lots of room for improvement.

**What can we focus on for next year to improve this?** 11 people participated and we had a mix of responses. Generally people agree with our approach to collaborate to try and avoid too many repeat topics and events going on in the region. Members felt as though we could have more space for cross discipline networking in social and structured events as opposed to just based around a technical topic. It was noted that whilst the big panel discussions and the debates were great and should continue, there should be a focus on site visits and practical workshops too. It was noted that some more engagement with STEM and outreach activities could also be a area to focus in. It was also noted that the committee should do more to engage with members.

**Event Planning – Topics and Styles** 18 people participated to this question and we had a total of 90 responses. There was a large focus on Social events with many different beverages being mentioned across the board. There was also a large focus on control systems, workshops, debates, smart buildings, heat pumps and building regulation updates. There were many topics and event ideas provided as part of this word cloud and the full list on responses can be accessed in the appendix.

Thank you for all of you that fed into this process. It was a great opportunity to hear from you as our members, and its clear to see we need to do more of these type of engagement activities to better support you as a region.



## **Slido Poll Feedback**

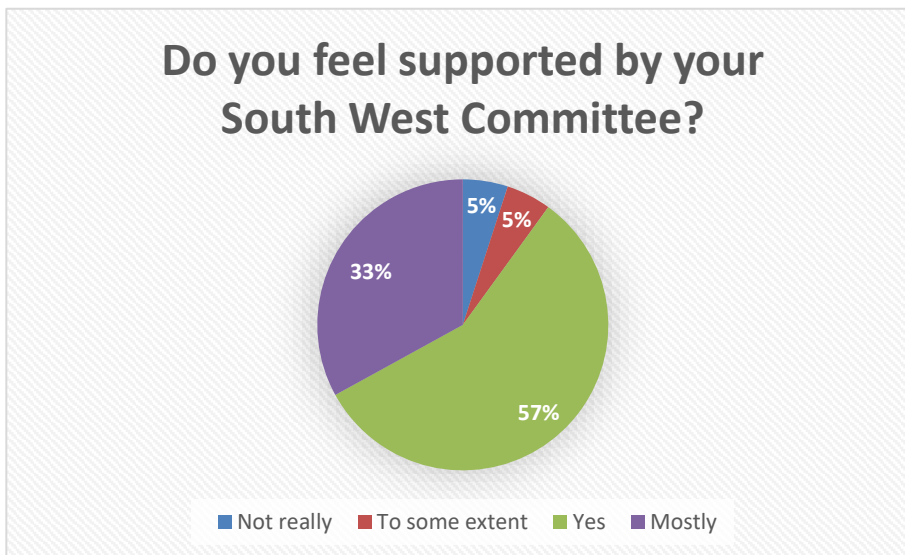
DATE: Tuesday 12<sup>th</sup> May 2020 TIME: 6pm LOCATION: MS Teams Online

As part of this years AGM we hosted a live 'Slido' poll to gather information and engage with our members to help us to focus for the year ahead, and ensure we are responding to what our membership in the South West may want to see for the coming year.

Below is a copy of the questions and answers received from this exercise;

### **DO YOU FEEL SUPPORTED BY YOUR SOUTH WEST COMMITTEE?**

(21 PARTICIPANTS)



### **WHAT DO YOU THINK WE SHOULD FOCUS ON FOR THE YEAR AHEAD TO IMPROVE YOUR ANSWER TO THE PREVIOUS QUESTION?**

(11 PARTICIPANTS)

#### **Event Style/Feedback**

Less repeating of topics

Reaching out more effectively our members

More networking specific events with local institutes

The big joint events are great, but there is still space for small events relating to the most recently revised standards or regulations.

Support with membership, ie report/interview clinics etc

More social events

More networking events

Cross discipline networking, not always for a technical topic

More workshop style events, hands on practicality to add to the larger style debate/panel events

Site Visits and Virtual Site Visits

Outreach events





Workshops  
panel discussions  
5th Gen heat networks  
pubs  
Technical workshops  
Discussion  
CPD  
Design Automation explanation of the new BIM standards  
Supply chain optimisation  
design automation  
Passivhaus  
beer  
automation in design  
RIBA stages explained  
Designing to cost  
Modular and industrialisation  
Practical BIM  
Coal fired boilers  
decarbonisation of the grid  
5gen heat networks  
smart buildings  
fire regs  
SuDS  
indoor air quality  
Post-COVID-19 Building Designs  
green buildings  
commissioning  
debates  
Heat pumps  
sustainable drainage  
future of lighting  
carbon  
On site CPDs and workshops  
drainage  
Sprinkler design  
Smart Buildings  
Workshops on building types and what regs are applicable  
practical BIM  
Virtual site visits (on a Zero Carbon Building, popular live sites?)  
sprinklers system  
Lighting controls  
Heat pumps  
hvac-controls  
future of BMS  
holistic design  
heat-pumps  
day-lighting  
lighting controls  
Practical workshops  
HVAC-controls