Welcome

The Institute of Local Exhaust Ventilation Engineers

AGM and Seminar
Wally Gilder - FCIBSE MILEVE
Steering Committee Chair
Agenda

11.00  ILEVE AGM
12.00  The First Five Years – Aware Don’t Care – Five year review
      Wally Gilder – ILEVE Chair
12.30  Lunch - Networking
13.30  LEV Testing “Beyond the Basics”
      Robert Williams – Specialist Inspector of Health & Safety, Occupational Hygiene
14.00  The ILEVE Training Matrix
      James Wheeler – HSE
14.30  Raising Awareness of Dangers at Work – Breathing
      John Cairns – Chair Safety Groups UK
15.00  Members Forum
      Discussion of items raised by ILEVE members
15.30  Close – Coffee & Networking
Apologies for absence

Status of the Meeting  - Quorate or Not?

Minutes of 2014 AGM
Chairman's report.

Wally Gilder – FCIBSE MILEVE
Steering Committee Chair
# Membership

<table>
<thead>
<tr>
<th>Category</th>
<th>2015</th>
<th>2014</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affiliate</td>
<td>119</td>
<td>87</td>
<td>+32</td>
</tr>
<tr>
<td>Licentiate</td>
<td>17</td>
<td>16</td>
<td>+1</td>
</tr>
<tr>
<td>Associate</td>
<td>21</td>
<td>24</td>
<td>-3</td>
</tr>
<tr>
<td>Member</td>
<td>17</td>
<td>18</td>
<td>-1</td>
</tr>
<tr>
<td>Student</td>
<td>86</td>
<td>2</td>
<td>+84</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>259</td>
<td>148</td>
<td>+111</td>
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ILEVE Grading and Competency
Spreading the word

Exhibitions 14/15
W14
Maintec
H&S
Spreading the word

Seminars
INITA
SGUK
Institute of Local Exhaust Ventilation Engineers

- Presenter
- ILEVE Member
Getting Involved

Weld Fume Focus Group
Construction Industry Partnership
Safety Groups UK
Engineering Council Registration

Wally Gilder – FCIBSE MILEVE
Steering Committee Chair

ILEVE
Improving workplace air quality

CIBSE
Problem

Communication with Members
Strategy 2015 & Beyond
<table>
<thead>
<tr>
<th>Objective of Activity</th>
<th>Why this specifically</th>
<th>SMART Deliverables/Milestones</th>
<th>Priority in 2014 within portfolio (rank order)</th>
<th>Sponsor (e.g. other part of industry or group etc.)</th>
<th>Progress Report (to add through year)</th>
<th>Work Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership</td>
<td></td>
<td>100 new members by end of year</td>
<td>1</td>
<td>Marketing group</td>
<td>July 2014</td>
<td>December 2014</td>
</tr>
<tr>
<td>Competency/Skill Card</td>
<td>Plan to continue grandfathership over the coming years. Currently plan to increase membership to 250 by the end of 2014</td>
<td>Issue cards to all grandfathership members as members submit and pass criteria</td>
<td>2</td>
<td>Steering group</td>
<td>June 2014</td>
<td>June 2014</td>
</tr>
<tr>
<td>Engineering Council</td>
<td>IICLEVE investigate whether it is worth bringing the Competency / Skill card with the pan-industry CSCS cards and IOSH,</td>
<td>Explore with CIBSE options</td>
<td>1</td>
<td>Steering group</td>
<td>June 2014</td>
<td>June 2014</td>
</tr>
<tr>
<td>IICLEVE Diploma/Training Courses</td>
<td></td>
<td></td>
<td></td>
<td>Individual members/CIBSE</td>
<td>March 2014</td>
<td>April 2014</td>
</tr>
<tr>
<td>Training Courses</td>
<td>Design principles stage 2 and 3 to need to be developed to follow on from PB02</td>
<td>Have the design principles stage 2 and 3 in place</td>
<td>1</td>
<td>Education group</td>
<td>July 2014</td>
<td>December 2014</td>
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<tr>
<td>Mid Career College</td>
<td>General LEV awareness course for Building Service providers is needed. Develop syllabus for Mid Career College</td>
<td>Plan to run courses Spring 2015</td>
<td>4</td>
<td>Steering group /CIBSE</td>
<td>June 2014</td>
<td>May 2015</td>
</tr>
<tr>
<td>Online Learning Modules</td>
<td>Explore and consider online learning modules for CPO. Currently CIBSE's portfolio of online learning modules could be expanded to include IICLEVE modules on commissioning and testing of LEV. The module would be of 1-hour CPO modules focuses on core LEV topics and could be ideal for those very new to LEV and those who</td>
<td>Develop technical modules on LEV</td>
<td>3</td>
<td>CIBSE Education group /CIBSE</td>
<td>December 2014</td>
<td>June 2015</td>
</tr>
</tbody>
</table>
Training & Technical

Continues to work developing training Material
Competency Matrix
Installation Management Training Course
Recirc. Guidance?
Green Design
TRIPE
Relationships

Working with other Associations

CIBSE
BOHS
Safety Groups UK
British Safety Industry Federation
SAFED
IOSH
B&ES
LEV Info Day 2014
Institute of Local Exhaust Ventilation Engineers (ILEVE)

_Protecting Workers Health by promoting and improving the use of Local Exhaust Ventilation in the Workplace_

The Institute of Local Exhaust Ventilation Engineers (ILEVE) has been formed to promote the Science, Understanding, Education, Art and Practice of Local Exhaust Ventilation Engineering. ILEVE is affiliated to the Chartered Institution of Building Service Engineers (CIBSE) and aims to provide a higher profile and focus for Local Exhaust Ventilation Engineers.

The Institute recognises competence in the practical application of local exhaust ventilation and raises the awareness of the importance of good air quality and ventilation in workplaces. Removing airborne contamination of hazardous substances from the workplace is key in reducing lung disease associated with the work environment. It can also reduce the risk of contaminants landing directly on the skin and onto surfaces, which the skin may later come into contact with. This can contribute to the reduction of skin disease in the workplace.
Financial report.

Dean Greer - MILEVE
Treasurer & Membership Subcommittee Chair
Officers & Steering Committee 2015/16

Members remaining in office for their 2nd year

Chair          Wally Gilder
Vice Chair     Jane Bastow
Treasurer      Dean Greer

Steering Committee Members
Adrian Sims
Bill Parker
Members re-appointed for a 2 year term.

Paul Ramsden
Ian Marshall
Clive Stain

New Member appointed for a 2 year term
Mick McCarthy
Election of Officers

Permanent Members

James Wheeler       HSE
Dr Hywel Davies    CIBSE
John Armstrong     CIBSE
Election of Officers

Hon Secretary
John Whitehead.
Any other Business