CIBSE South West Region – AGM Minutes

Date of meeting: 26th April 2017

Location: Future Inns, Cabot Circus, Bristol. Time: 6.15pm

Present:  Josh Eckett (JE) Chair
James Outram (JO) Honorary Treasurer
Carla Bartholomew (CB) Honorary Secretary
Richard Hill (RH) Member
Jamie Edmundson (JE2) Social Coordinator
Sophia Wing (SW) Chair Young Engineers’ Network
Thomas Davies (AS) Vice Chair Young Engineers’ Network
Colin Davies (CD) Auditor
Steve Rufus (SR) Auditor
Jocelyn Smith Member
Mitch Neksojevic Member
Gosia Zawislan Member
Andy Proudman Member
Christian Armetia Iniguez (CAI) SoPHE Representative
Gary Smith Member
Grant Williams Member
Ross French Member
Darrel Handley Member
Gemma Tong Member
Ashley Bateson Member
Matt Berry Member
Steven Wain Member
Stephen Lisk Member
Annie Marston Member
Sabbir Sidat Member
Will Webb Member

Minutes by: Carla Bartholomew (CB) Arup, 63 St Thomas Street, Bristol, BS1 6JZ
e-mail: Carla.Bartholomew@arup.com

Circulation: All Committee Members, Attendees and Regional Members

1.0 Apologies

1.1 Gay Lawerence Race, Anna Sturtivant, Cathie Simpson, Jonathan Sparks, Pieter de Wilde, Bonnie Brookes, Patrick O’Flynn, Jim Shove, Derek Prickett, Oliver Payne, Mark Trevaskis.

2.0 Notices

2.1 All were welcomed by JE. The regional Chairman convened the annual general meeting open.

2.2 Congratulations was given to the representatives from the new YEN committee, Chair - Sophia Wing and new Vice Chair – Thomas Davis
3.0 Chair’s Report

3.1 1107 regional members out of about 21,000 total CIBSE members. This figure has remained even over the years.

The Young Engineers (YEN) now has circa 300 members which we are encouraging to become more involved in CIBSE as they progress through their careers.

3.2 21 combined Regional events have been held including SLL and SoPHE events.

8 YEN events have been held.

3.3 This year’s annual dinner was on 10th February at the Mercure Grand Hotel, Bristol and was based on an American theme; attended by just shy of 400 members, our most successful dinner to date! We were able raise £2000 to women’s charity One25

The committee wishes to especially thank Richard Hill for his many years of organising the Regional Dinner, and this year was his final year as organising committee member and was exceptional.

3.4 Our call for new members to join our committee in the Peninsular Region (covering Devon & Cornwall), has seen significant growth in the committee; which headed up by Pieter de Wilde, of Plymouth University and we are pleased to also have a strong YEN presence in the Region too; headed up by Josh Hunt, in Exeter.

We are delighted to have had a number of new members interested in joining the South West committee, and are always on the look out for active, inspiring and eager members to support region activities and events, and to provide links to key industry sectors.

We have a number of “Champions”, on our committee, who share knowledge and promote forward thinking in key industry sectors, including:

BIM Champion: Andre Minnie, Buro Happold
Healthcare Champion: Vacancy
Schools and Outreach Champion: Patrick O’Flynn

If you would like to join the committee to become a Champion, either from those above or newly proposed, please get in contact with the committee.

3.5 We are continuing to improve upon hosting and being involved in more joint events with other built environment professionals, following the success of the Brexit debate held earlier this year with over 100 attendees.

Looking at the membership grading and age range breakdown, we are lower in the 26-35 and 36-45 age bracket. Josh Eckett would like to focus on these groups this year to provide support for our steadily growing YEN members, and provide on topic, engaging and collaborative events to grow the region as a whole.
4.0  **Honorary Secretary’s Report**

4.1 There were 11 committee meetings during the year with an average attendance of 8 members.

4.2 There were some changes to formal committee positions during the year and we still have openings on the committee for the following positions:
   - Vice Chair
   - Communications Officer
   - Healthcare Champion
   - Ordinary [committee] Members

4.3 StemNet UK is an organisation which establishes connections between industry professionals and education establishments, and CIBSE have now got some useful links online which support those attending careers events, workshops, STEM days, etc.
   See Appendix A for a copy of the links.

4.4 Regional CIBSE members are encouraged to get in contact with the committee, to suggest events, collaborations or general feedback on Regional or event central CIBSE activities.

5.0 **Regional Accounts and Auditor’s Report (attached in full)**

5.1 **Regional Account Summary April 2017**
   - Opening balance:
   - Payments Out:
   - Credits Received:
   - Closing Balance: £4346.60

5.2 **CIBSE South West Social Account:**
   - **Annual Dinner**
     407 attendees raising £27,090 of revenue
     Sponsorship from LG totalling £4500
     Raffle Prize money £2000
     Charity donations:
     One25: £2000

     Current Balance as of 12 April 2016: £10776.62
     (approx £2k lower than when compared to the same period last year – this could be due to outstanding debtors).

5.3 The Auditors Steve Ruffus and Colin Davis are awaiting receipt of the accounts, which were issued by Hon. Treasurer on Monday, but will review once received. If they agree they are happy with them, a signed copy will be issued.

5.4 CD commented on the difficulty of auditing when the Social and Regional accounts are in one bank account, and requested some differentiation between the two accounts. JO confirmed that following some changes with the banking arrangements these will be split into two separate accounts for social and regional funds.
6.0 **Appointments of Auditors**

6.1 There was no objection to CD and SR in continuing their roles as auditors. JO confirmed the committee and Regional Membership extended their thanks to the auditors for continuing to carry out this important role for the region.

7.0 **Election of Committee Members**

7.1 This year five 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:

- Richard Hill
- Derek Prickett (Peninsular)
- Jim Shove
- Anna Sturtivant (from YEN Vice Chair to YEN Member)
- Andrea Bertoneri

All of whom have provided a long service and work for the members of this region, thank you all on behalf of South West committee and our membership.

7.2 Region Officers here-by nominate the following members for election for the year 2017/2018

- For Chair: Joshua Eckett
- For Vice Chair: [vacancy]
- Hon. Secretary: Carla Bartholomew
- Hon. Treasurer: James Outram

Other Committee Members:

- Pieter de Wilde (Peninsular)
- Carol Clark (Ordinary Member)
- Sophia Wing (YEN Rep)
- Thomas Davis (YEN Vice Rep)
- Jamie Edmundson (Social Coordinator)
- Jonathan Sparks (Ordinary Member)
- Gay Lawrence Race (Board Member)
- Cathie Simpson (Board Member)
- Christian Armetia Iniguez (SoPHE)
- Patrick O’Flynn (Schools and Outreach Champion)
- Andrea Minnie (BIM Champion)
- Andy Proudman (Ordinary Member)
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- Mark Trevaskis (Ordinary Member)
- Bonnie Brooks (SLL Rep)
- Eleni Kalyva (Peninsular)
- Oliver Payne (Ordinary Member)

7.3 Proposed committee was seconded by CB and JO and there was no contest form any other members, so deemed to be elected.

7.4 The committee would especially extend its thanks to Richard Hill for his long service and work for the members of this region.

8.0 Another other Business

8.5 Thank you to Ashley Bateson, Chair of Homes for the Future and Sabbir Siddat, from WSP/PB, who followed the AGM to address the membership with a presentation on “Designing Homes Fit for the Future”.

9.0 Attachments

9.1 Careers Links for volunteers.

10.0 AGM 2018

10.1 Next AGM is to be held in April 2018 – Venue and time to be confirmed.

The meeting closed at 20:00

Photos from the AGM