# Steering Committee Meeting Minutes

**Date/Time:** 08 October 2018, 18:00 - 19:30

**Location:** 8 Fitzroy Street  London  W1T 4BQ  United Kingdom

**Present:**
- Lucy Pemble (LP) - Swansea University
- Konstantinos Tachtatzis (KT) - TBC
- Eleni Pyloudi (EP) - XC02
- Richard Denteh (RD) - Meinhardt
- Rosella Perniola (RP) - TBC
- Konstantinos Charalampidis (KC) - Willmott Dixon
- Maria Gkonou (MG) - Arup
- Richard Denteh (RD) - Meinhardt
- Alaa Alfakara (AA) - BuroHappold
- Kyle Gray (KG) - Scotch Partners
- Roberto Coraci (RC) - ME Engineers
- Saadia Ansari (SA) - Reading University
- Etienne Humpris (EH) - Blue Sky Design Services
- Ranjeet (RB) - BuroHappold

**Dial in:**
- Nathan Jones (NJ) - Kier

**Apologies:**
- Maria-Anna Chatzopoulou (MC) - Imperial College
- Alaa Alfakara (AA) - BuroHappold
- Kyle Gray (KG) - Scotch Partners
- Saadia Ansari (SA) - Reading University
- Roberto Coraci (RC) - ME Engineers
- Ranjeet (RB) - BuroHappold

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Comm. member</th>
<th>Timeframe / deadline</th>
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<tbody>
<tr>
<td>1</td>
<td>Attendance</td>
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<tr>
<td>2</td>
<td>Actions from last meeting</td>
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<td>2</td>
<td>Autumn Games</td>
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<td>- Fixed date: 25th October, each game shall last for 10min., groups shall be formed on the day</td>
<td>ALL</td>
<td>ASAP</td>
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<td>- Trox will host and sponsor the event</td>
<td>MG</td>
<td>ASAP</td>
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<td>- People to advertise in social media and in their offices</td>
<td>ALL</td>
<td>12/10/18</td>
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<td>- MG to check with RB re. maximum number of people that the venue can host</td>
<td>EP</td>
<td>ASAP</td>
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<td>- People to undertake organisation of certain games. EP to circulate a link to the table</td>
<td>EP</td>
<td>ASAP</td>
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<td>- EP to circulate doodle poll for the autumn games so the number of YEPG members (organisers) is determined</td>
<td>MG</td>
<td>ASAP</td>
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<td>- MG to check if people can type their job description when registering to an event</td>
<td>MG</td>
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<td>- RB to check and organise gifts (check with Jon what’s left from last year, metals, mugs, pens etc). LP to liaise with CIBSE and request some CIBSE guides if possible to be given as gifts like last year.</td>
<td>RB &amp; LP</td>
<td>19/10/18</td>
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| 3 | **New Committee Social**  
- Proposed venue: Bloomsbury bowling centre (near Kings Cross) or Bounce (ping pong) at Farringdon  
- EP to circulate doodle poll for date (2\textsuperscript{nd} or the 9\textsuperscript{th} Nov.) | RB | ASAP |
| 4 | **CIBSE Build2Perform**  
- YEPG @ B2P on the 28\textsuperscript{th} Nov. – LP to chair. | EP | 19/10/18 |
| 5 | **Rumford club tickets scheme**  
- RD to email Ellen and twit. People to re-twit and share | RD ALL | ASAP  
When required |
| 4 | **Building Tours**  
- Greenwich Peninsula Energy Centre (the energy centre is not available for a site visit at the moment as works are being done)  
- Other suggestions: Crystal, Hoval whole day visit (a senior person might be useful to attend as well) – to be discussed in the next meeting  
- Passive House standards School in Sutton. KM to check if a site visit can be organised | NJ KM | Next meeting  
Next meeting |
| 5 | **Update from Regional Officers**  
- To be discussed in the next meeting | Regional Officers | Next Meeting |
| 8 | **AOB**  
- RC to circulate doodle poll for next meeting ASAP so people have a fixed date at least a week in advance  
- Whoever is interested in joining EPG meetings along with KM to contact KM | RC ALL | ASAP  
ASAP |