**Steering Committee Meeting Minutes**

**Date/Time:** 30 Nov 2017 / 18:00 – 19:30

**Location:** Cundall, 1 Carter Lane St Paul`s, London.

**Present:**
- Jon Gregg JG BuroHappold
- Richard Denteh RD Meinhardt
- Marianna MC Imperial College
- Chatzopoulou KM Willmott Dixon
- Marianna Chatzopoulou KC ME Engineers
- Roberto Coraci RC Arup
- Konstantinos Charalampidis Saadia Ansari SA Reading University
- Khasha Mohammadian Willmott Dixon
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**Dial in:**
- Nathan Jones NJ Kier
- Etienne Humpris EH Blue Sky Design Services

**Apologies:**
- Nuno Correia NC XCO2
- Anna Sturtivant AS AECOM
- Sara Godinho SG
- Ranjeet Bhalerao RB XCO2
- Serena Favatello SF Iceni Projects
- Matthew Smalley MSm Max Fordham
- Kyle Gray KG Scotch Partners
- Alex Hilton AH FCO
- Aleksandra Pryzdrozna AP Max Fordham
- Raquel Fernadnez Frances RF XCO2
- Maria Gkonou MG BRE
- Chang Zhang Chin CC TFT
- Eleni Pyloudi EP XCO2
- Alaa Alfakara AA BuroHappold
- Lucy Pemble LP AECOM

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Comm. member</th>
<th>Timeframe / deadline</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Attendance</td>
<td></td>
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<tr>
<td>2</td>
<td>Last meeting actions</td>
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<td></td>
<td>Remaining mug shots to be sent to SF</td>
<td>AA</td>
<td>ASAP</td>
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<td></td>
<td>NC still to write up CBA (long outstanding)</td>
<td>NC</td>
<td>By next meeting</td>
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<td></td>
<td>Greenwich Peninsula Energy Centre</td>
<td>NJ</td>
<td>Jan - 2018</td>
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<td></td>
<td>Following the great success from the last visit, a new one should be discussed early next year.</td>
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<td>3</td>
<td>Updates from regional officers</td>
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<td></td>
<td>- Anna’s spreadsheet to be used by other regional officers to set out their respective programmes;</td>
<td>AP, MSm, EH</td>
<td>By Next Meeting</td>
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<td>- EH has started filling in next year’s programme spreadsheet and entries discussed;</td>
<td>JG, LP, SA</td>
<td>ASAP</td>
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<td></td>
<td>- Regional officers’ programmes to be fed into the budget spreadsheet at the next meeting to see how they compare against each other</td>
<td>JG</td>
<td>By Next Meeting</td>
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<td>- JG to start filling out London budget figures</td>
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<td>4</td>
<td>YEPG Christmas Event</td>
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- All ready for the event to be held on the 5th of December at BH
- TROX have expressed their name to be printed in capital letters when used/referred to during the social event.
- Rounds to be prepared and saved in the google drive folder;
  - Rounds to be run as follows:
    - “Link buildings to architects”
    - Anagram round
    - IQ Test round
    - CIBSE Covers round
    - Dingbats round
    - CIBSE guides round
    - Calculations round – Reuse EB’s round from last year event
    - Climate Change round
- Website update to be discussed at the next meeting
  - Minutes to be uploaded
  - ”Previous events” section is incomplete (NTU building tour, spark talks, carbon bites from 2017 slides missing)
  - Possible “Blog” section creation
  - Possible “upcoming events” section creation
- Carbon Bite Nights
  - Use spreadsheet from the last series as a template for 2018 series
  - CBN calendar (all regions) to be drafted through spreadsheet
  - Committee members to begin exploring relevant topics and potential speakers to be discussed at Jan / Feb meeting
- Consultations
  - Email group to further advise on process
  - Committee members to provide comments on any of the four proposals via shared google document
  - Comments need to be collated, conflicts discussed and agreed upon, and document submitted to CIBSE as a uniform YEPG voice
- Other Businesses
  - Maria Spyrou to be removed from the YEPG circulation list

<table>
<thead>
<tr>
<th>Round</th>
<th>Group</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>“Link buildings to architects”</td>
<td>KC</td>
<td>3/12</td>
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<tr>
<td>Anagram round</td>
<td>SA</td>
<td>3/12</td>
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<tr>
<td>IQ Test round</td>
<td>KM</td>
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<td>CIBSE Covers round</td>
<td>JG</td>
<td>3/12</td>
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<tr>
<td>Dingbats round</td>
<td>AS</td>
<td>3/12</td>
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<td>CIBSE guides round</td>
<td>RD</td>
<td>3/12</td>
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<tr>
<td>Calculations round – Reuse EB’s round from last year event</td>
<td>KG</td>
<td>3/12</td>
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<th>Action</th>
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<td>Website update</td>
<td>SF</td>
<td>ASAP</td>
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<tr>
<td>“Previous events”</td>
<td>SF, all members</td>
<td>Next Meeting</td>
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<tr>
<td>Possible “Blog” section creation</td>
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<td>Carbon Bite Nights</td>
<td>MC</td>
<td>Next meeting</td>
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<tr>
<td>Use spreadsheet from the last series as a template for 2018 series</td>
<td>ALL</td>
<td>Next meeting</td>
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<td>Consultations</td>
<td>JG</td>
<td>03/12</td>
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<td>Email group to further advise on process</td>
<td>JG + ALL</td>
<td>05/12 and 13/12</td>
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<td>08/12 and 15/12</td>
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