

Lifts Group

Minutes of the CIBSE Lifts Group Executive Committee
24 January 2021, 1300-1400h



PRESENT

Adam Scott
Dave Cooper
Gina Barney
Michael Bottomley
Phil Pearson
Vincent Sharpe
WeeChuan Lim

**The Chartered Institution of
Building Service Engineers**

222 Balham High Road

London SW12 9BS

Telephone 020 8675 5211

Facsimile 020 8675 5449

www.cibse.org

APOLOGIES

John Bashford
Richard Peters
Stefan Kaczmarczyk

ABSENT / NO REPLY

John Carroll
Nick Mellor
Rory Smith

DISTRIBUTION

Those present, apologies and web site

1. Welcome and apologies

The meeting was opened by AS. Apologies received were noted.

2. Minutes of previous meeting

The previous minutes were reviewed and accepted without amendment.

3. Matters arising not on agenda

None.

4. 2022 AGM

The AGM will be held on TEAMs Meeting 2 Feb 2022 at 1730h.

CL had prepared a summary of 2021 events which was reviewed and agreed.

- Seminar 1& 2
- Lift and Escalator Symposium

There had been no new officer nominations received following the AGM announcement.

AS agreed, to serve for a further year. All Agreed with thanks. GB proposed and WCL seconded that the following will be proposed for the 2022 Executive:

| | |
|--|--------------------|
| Chair & BSi Representative | ADAM SCOTT |
| Vice Chair | MICHAEL BOTTOMLEY |
| Secretary | WEE CHUAN LIM |
| Treasurer | RICHARD PETERS |
| Events Organiser (North of England) | PHILL PEARSON |
| Events Organiser (South of England) & | GINA BARNEY |
| Technical Editor CIBSE Guide D | |
| Event Exhibition | JOHN BASHFORD |
| Training Development | DAVID COOPER |
| Press & Publicity | PHIL PEARSON |
| LEIA Representative | NICK MELLOR |
| University of Northampton Representative | STEFAN KACZMARCZYK |
| SAFED Representative | VINCE SHARPE |
| International Representative USA | RORY SMITH |
| International Representative AU | JOHN CARROLL |

5. Events in 2022

It was agreed to plan for virtual or in-person events in June with a seminar in November. Possible dates and speaker topics discussed were:

- Seminar and 2022 AGM, 02 Feb 2022.
- Firefighters and Evacuation Lifts, 15 June 2022 (Manchester) - £25 face to face.
- Lift and Escalator Symposium, Hilton Hotel Northampton (face to face) 21-22 September 2022 (submissions abstract by 31 Mar 2022)
- To be confirmed, 29 November 2022 (Gina to book venue)
- Evening Meeting and 2023 AGM, 07 Feb 2023 (to confirm in Nov 2022)

GB/PP

The 2022 events team will detail and finalise at least **TWO MONTHS BEFORE event (THREE MONTHS for the AGM)** for necessary publicity and circulation.

DC to share other symposium information for promotion via CLG website.

DC

CLG and Industry Promotion

- a. Video – How I became a Lift and Escalator Engineer? RP studio?
- b. LinkedIn
- c. CIBSE Journal Articles (by first week of previous month)
 - GB: Commercial publication 150 words short article
 - GB: there is a lack of VT related article. Should at least have ONE article per year. (AS to raise at council, about engaging with CLG more. GDPR restrictions and member details). Lift and Covid / Cybersecurity / Energy
- d. Connect with HK, India, UAE and Australia

Note

6. Lift and Escalator Symposium

Registration open, CLG to promote. Note deadlines for paper submission.

Note

7. Industry Training

RP had set up a new CIBSE Lifts Group YouTube channel with a sample bitesize video on Comb Plates prepared by DC. All were encouraged to review and propose additional topics to DC. – **ALL to share on LinkedIn, if possible.**

Peters Research have resumed face to face courses at their new training facility.

NM reported (on email) on the ongoing cooperation between LEIA and the University of Northampton. LEIA to collaborate better and be specific on what they would like CLG to help promote.

BS 7255 – NM and GB reviewing. Something will happen, in particular to qualifications.

DC: building safety build and impact.

Note

8. Web site and database

The Lifts Group database is now managed by CIBSE; we have no direct access to the list because of CIBSE GDPR policy. AS will ask (again) at a Groups meeting about how we might welcome new members.

RP agreed to prepare a short video about Guide D section 4 as an example of how we could give a high-level introduction to Guide D.

It was agreed that the Lifts Group would communicate all industry training courses via the website and email, not just those put on by the Group. This needs to be moderated appropriately.

DC/GB to share list of initiatives they are working on so that CLG can help share the extensive and great work behind the scenes. Same for all other executives.

AS

RP

WCL

DC/GB

9. Treasurer's report

The accounts in preparation for approval at the AGM are attached to these minutes.

Note

10. Standards and Regulations

AS will present a summary at the AGM which will be posted on the web site with the minutes.

MHE/4 – Brie Update was given by AS and GB.

AS: CTBUH send letter to obtain Vendor data on Energy / carbon? Currently no demand template to run accurate energy modelling.

AS: to confirm BREEAM 2021.

AS

11. Any other business

- A. GB: Execs should review the TM54 draft. This is for information and possible use when published.
- B. Contact Details of Executive members. Please share Mobile number. WCL to set up WhatsApp chat group.
- C. Rehearsal date for 2 Feb 2022 Seminar to be arranged with Jade.

Note

WCL

AS/GB/NM

12. Next meeting

Tue 7 Feb 2023 (TBC)

Note

CIBSE Lifts Group Accounts 2021

| | Expenditure | Income | |
|---|-------------|--------|------------------|
| Balance brought forward as at 1 February 2021 | | | £5,406.52 |
| Lift & Escalator Symposium Educational Trust - 01 March 2021 | | | |
| Donation | £1,000.00 | | £4,406.52 |
| Dr Richard Peters - 23 December 2021 | | | |
| Payment to keep account open | | £1.00 | £4,407.52 |
| HSBC - 25 December 2021 | | | |
| Monthly account fee | £5.00 | | £4,402.52 |
| HSBC - 25 January 2022 | | | |
| Monthly account fee | £5.00 | | £4,397.52 |
| Balance as at 31st January 2022 | | | £4,397.52 |

Richard Peters
Treasurer.

