



Minutes of CIBSE Council Meeting

Meeting Title: CIBSE Council Meeting

Meeting Date and Time: Friday 11 October 2024

Location: AECOM, Aldgate Tower, 2 Leman Street, Aldgate, London, E1 8FA

1. Welcome

Fiona Cousins (President and Chair) opened the meeting and welcomed attendees both in person and online.

Apologies received from: Tony Day, Emeka Osaji, Kevin Mitchell, Dave Cooper, Michael Bottomley, John Mardaljevic, Ruth Kelly Waskett

All Council Members List – Annex 1

Approval of Minutes – Minutes from previous meeting approved.

Matters arising from the last meeting and action register - No matters arising

2. CEO Update - Ruth Carter

- Our numbers are on track to deliver a strong year-on-year growth across membership and financials.
- We have a steady flow of new members coming through and the launch of the Experiential Route is in demand.
- Young Engineers Awards last night showcased the intelligence, drive and passion in our newest generation of Engineers. Those in attendance were extremely positive about the quality of the presenting candidates.
- We are on track to be in the new building 91-94 Saffron Hill mid December 2024. If all runs to plan with subsequent phases, we would like to be running full Council Meetings from Saffron Hill from the end of next year.
- We want to 'live' in our building for 12-18 months, see what works, and take measurements. We will use the data to make a plan to take CIBSE's new headquarters on our Net Zero journey.
- Thanks to all on the CIBSE Council for the work that they put into making CIBSE the phenomenal institution it is. It is greatly appreciated.

1. Groups and Societies update from morning meeting – Fiona Cousins – CIBSE President

- Discussed the benefits of collaboration between Societies, Groups and Regions and how we might help facilitate that.
- There was an update on knowledge and research and how that is supporting the Institute.
- Networks Engagement Team took actions away from the discussion regarding how we become more intentional with how we cross-pollinate between the different groups.
- Everyone is very willing to collaborate and would like to work together across the different interest areas that they have.

- A question was raised by Rob Redfern (RR) regarding how we signpost people to their next volunteer opportunity to fill skills gaps. RR will liaise with the Networks Engagement Team on skills gaps and succession planning.
- 'In committee' communication was highlighted as a challenge and it was concluded that any issues need to be managed via Chairs and Vice Chairs.

2. Regional Liaison Committee update from morning meeting – Mark Davie - CIBSE Australia and New Zealand Chair

- Issues raised by the regional reports were reviewed and the Committee discussed how we can help each other.
- There was focussed discussion on the importance of succession planning.
- Received excellent insights on how to inspire the next generation.
- Carried out a review of events and behaviour policy.
- Committee split into groups to discuss finances in each chapter.

3. Membership – Richard Goldsbrough – Director of Membership

- Work on growth and retention will mean we will reach 22,000 members by the end of the year.
- More people in Membership Marketing and the Membership Team than we have ever had before all working hard to deliver value to members.
- Diversity and inclusion have been recurring topics of discussion at recent Board, Society, and Group meetings. There's a shared recognition that these areas require focused attention and proactive action.
- Importance of working closely with the Young Engineers Network (YEN) community was noted along with the successes achieved in the Midlands Region where we are seeing YEN representatives coming through into council and committee roles. It was noted that it's about creating the opportunities and pathways along with being clear how these fit with our strategic goals and vision.
- Clarification was sought for the newly launched Experiential Route to Membership and the difference between it and the Standard route to Membership. Both were clarified and explanation of the requirements can be found on the [CIBSE Website](#)
- The simplification of the experiential route and moving to 6 submission dates a year is having a positive impact on the membership numbers coming through.
- Lionel James thanked the Membership Team for their hard work and the positive impact they are having.

4. Technical Update – Anastasia Mylona – Technical Director

- We are getting positive media coverage: Zoe De Grussa (Technical Manager) was interviewed on BBC London News regarding how to stay cool during heatwaves and again on BBC Radio 4 about shading impacts.
- Our Technical Director was also interviewed by *The Times* about public perceptions of overheating and ways to address those concerns to reduce overheating risks in homes.
- Ellen Salazar has been recruited to join the Technical Team as Head of Building Services Engineering. Ellen has an FM background and was a founding member of the Building Performance Special Interest group. Ellen starts in January.
- Technical Symposium will take place in April 2025 at UCL, in collaboration with the International Building Performance Simulation Association (IBPSA). This will be the largest symposium yet, with

240 abstracts received and more papers than ever to review. Volunteers for paper reviews are encouraged – please contact the Technical Team (technical@cibse.org)

- 150 entries were submitted for the Building Performance Awards, with strong participation in the new categories of Client of the Year and Leadership of the year. There were increased entries in the Embodied Carbon categories indicating progress in addressing sustainability challenges.
 - o Council members were encouraged to feedback on what might be missing and areas to prioritize – feedback received is in Annex 1 of the council minutes.

5. Net Zero Carbon Building Standard (NZCBS) – Julie Godefroy – Head of Net Zero Policy

- The pilot program for the UK government standard has been issued. This outlines all the requirements, including limits, targets, and reporting criteria, but lacks a formal verification process (yet to be introduced).
- Timeline: Early 2025: Formal pilot programme begins. Late 2025: Full version of the standard expected.
- Stakeholders are encouraged to review the standards and provide feedback through a dedicated form on the website.
- CIBSE’s Saffron Hill office will test the pilot version of the standard as part of its testing process. A
- After the pilot, the first verified version of the standard will include a verification process (CIBSE intends to apply to become a verification body).
- Over the coming months, guidance materials and training will be developed for implementation.
- The standard is a work in progress, and the involvement of industry stakeholders through feedback and testing will shape its evolution.

6. Networks Governance – Kathryn King - Head of Networks and Engagement

- Kathryn emphasized the importance of governance across networks to ensure operations are ethical, sustainable, and consistent.
- Acknowledging the large number of people involved across regions, societies, special interest groups, and committees, it became clear during this years AGM season that consistency and clarity needed more focus.
- We are taking a collaborative, adaptive approach to governance and processes, ensuring everything works efficiently while maintaining clarity and inclusivity.
- A review was conducted by the Networks and Engagement team to assess what worked well and what didn’t. Chairs were given opportunities to discuss potential changes and challenges during group sessions at RLC and Groups and Societies meetings.
- A set of proposed changes will be shared with council members for feedback via a survey. Changes will be made and then proposals for changes will go to the Board for sign-off.
- All signed-off changes are planned to be in place ahead of the next AGM Season.
- Training and appropriate materials will be developed to support everyone through the amended processes.
- The process will be flexible, with a continuous feedback loop to make improvements based on user experiences before final changes are made to the relevant governance documents.

7. Ken Dale Winner Presentation – Ibrahim Qadir

- Ibrahim joined Council meeting via Teams. Poor signal quality affected the quality of the sound for the presentation.
- Ibrahim presented the key findings from his report: *Technical Challenges and Opportunities of AI Technology and Automation for Renewable Energy Sources in Buildings: A comparative study*.

8. YEA Winner 2023 – Francesca James

- Being named Graduate of the Year has provided Jessica with increased visibility in the engineering community.
- Jessica spoke about the experience of being a judge at the 2024 Young Engineer of the Year awards and her attendance at ASHRAE Winter Meeting (Chicago January 2024).
- She has been invited to write articles, give interviews, and participate in discussions on issues affecting young engineers, especially women in the building services industry.
- One of the most significant benefits for Jessica was growing her network within the engineering sector.
- Jessica congratulated the winner of the 2024 awards, Helen Meutermans, and wished her success, expressing that the experience of winning the award had been life-changing and offered lasting benefits for her career.

9. Society Update – Society for Façade Engineers – Rimmy Vij

- The Society is celebrating its 20th year since being founded in 2004. Society has a long history, with strong support from long-standing members.
- The Society has expanded beyond its initial London-centric base to hubs in the US, Asia, Australia, Europe, and Italy. A new hub is planned for Mumbai, India.
- The new newsletter has led to significant growth in engagement, with 3,530 LinkedIn followers and an increase in new newsletter subscribers.
- The 9th Annual Facade Design and Engineering Awards will be held on November 6th, 2024. The awards have been well-attended since their inception in 2013 and show a growing global recognition of the Society's work.
- Following the Grenfell Tower Inquiry Phase 2, the Society has been actively working on fire safety regulations.
- The Society also worked with CIBSE to create a pathway for facade engineers to gain chartered status, addressing a gap where facade engineers had no clear professional recognition.
- There remains a push to create more visibility for facade engineers, especially in light of the Grenfell Inquiry, where their role was not adequately recognized.
- The Society has several active committees:
 - **Technical Committee** – Collaborates on standards, technical documents, and knowledge generation panels.
 - **Membership Committee** – Focuses on increasing membership and improving member services.
 - **Hub Coordination** – Engages with different regional hubs to improve event participation and visibility.
- The Society aims to increase membership significantly, improve the application process, and streamline website navigation.

10. Group Update – Homes for The Future Group – Tom Lelyveld – Homes for The Future Committee Chair

- The Homes Group includes engineers from major consultancies, architects, social landlords, housing developers, contractors, and academics.
- The group meets quarterly to discuss industry trends and decide on future knowledge-sharing events.
- The group aims to stay at the forefront of industry developments and collaborate with researchers and industry experts to share insights and drive change in the housing sector.
- An extensive committee structure includes a mix of elected officials and "cognitive" members who help with knowledge sharing and industry insights. There's an interest in reviewing and potentially restructuring the committee to improve its effectiveness.
- Meetings/Events have been held in London (Last Year): Low-cost, low-carbon future homes. And recently in Manchester at Energy House 2 which is a highly organised research facility that simulates extreme environmental conditions to test home performance
- The research at Energy House 2 involves testing homes under extreme environmental conditions (e.g., temperature variations, snow, and rain) to assess their performance and resilience. This presents an opportunity for the Homes Group to collaborate on or support future publications related to these findings.
- Homes Group could play a role in helping to disseminate the research findings, sharing the insights gained with a broader audience. There's particular interest in how this research on building performance under diverse conditions could be integrated into upcoming events, workshops, or industry reports.
- The group is looking at revisiting TM60 a publication from five years ago, evaluating its relevance, and updating it to reflect changes in the industry.

11. Region Update – Ireland Region – Stephen Weir - Ireland Committee Chair

- The region has nearly 800 members, with a 10% growth from 2020 to 2024, the region places strong emphasis on knowledge sharing and collaboration within the industry, aiming to support the development of members from student to retirement.
- WIBSE Focuses on fostering collaboration and knowledge sharing among women in engineering. It hosted a successful technical event on International Women's Day in 2024.
- The work share programme aims to improve collaboration and mutual understanding between consulting engineers and contractors. The program was reactivated in 2024 and has received positive feedback.
- The region organised several site tours over the last 12-18 months, offering hands-on learning experiences and there is a webinar series covering a variety of topics.
- CIBSE Ireland is hosting student competitions in the electrical and mechanical engineering categories, with a focus on electrification of buildings and net-zero goals.
- Major events for CIBSE Ireland for networking opportunity and fundraising are the Annual Golf Event and the annual lunch. Both draw high numbers of attendees and achieve significant fundraising.
- Stephen Weir completing his second and final year as chair of Simpson Ireland and will hand over leadership to Laura McMahon in April 2025. Stephen expressed confidence in Laura's leadership.
- Stephen expressed pride in the success of CIBSE Ireland's initiatives, particularly around collaboration, sustainability, and innovation.
- A question was raised about the initiative related to supply chain management, Stephen emphasized its importance in improving collaboration and offered further discussions on it.

12. Benevolent Fund – Kevin Kelly – Benevolent Fund Chair

- The Benevolent Fund is a vital charity that provides financial assistance to members and their families who are in need due to illness, death, or unforeseen hardship.
- The Benevolent Fund operates with an annual budget of about £60,000, with the majority (approximately 90%) going directly to support those in need.
- Member subscriptions are the primary source of funding for the Benevolent Fund, along with contributions from regional events such as regional dinners and performance awards.
- Despite an increase in overall membership, only about 22% of members contribute to the Benevolent Fund. Kevin emphasized that many members might have overlooked the option to opt in to contribute £10 when renewing their subscriptions.
- The Benevolent Fund has been operating at a loss for the past two years, giving out more money than it takes in. While this is sustainable in the short term, it cannot continue indefinitely without additional contributions.
- Kevin called on Council members to communicate with their regions, societies, and groups to encourage participation and contributions from all members.
- A presentation on the Benevolent Fund will be available for Council members to share with their regions and groups and there is an online link available for members to contribute to the Fund through the [CIBSE Website](#)
- Kevin closed with a plea to spread the word about the Benevolent Fund and its importance. He encouraged members to think about those who may be in need and not yet reached out for help.

13. Q&A – Annex 2

14. AOB

Fiona Cousins called on the Council Members to support the drive for quality and diversity for Nominations for next years Council and Board.

Next Council Meeting: 26 February 2025 (online)



CIBSE COUNCIL 2024 – 2025

President	Fiona Cousins		
President Elect	Vince Arnold		
Vice President	Dave Cooper	David Stevens	Mike Burton
Hon Treasurer	Les Copeland		
Immediate Past President	Adrian Catchpole		
Elected Members of the Board	Lionel James, Ruth Kelly Waskett, Mark Walker, Vincent Ma, Ted Pilbeam		

Elected Council

To Retire 2025:

Mike Burton
Andy Sneyd
Sanjay Modasia

To Retire 2026:

Peter Anderson
Aleksandra Krstanovic
Emeka Osaji

To Retire 2027:

Jon Belfield
Geraldine O'Farrell
Jennifer Cox

Co-Opted Council Member	Laura Mansel-Thomas	Past Presidents	Kevin Kelly, Kevin Mitchell
Young Engineers Network	Ruth Tatanga	Nominations Panel	Tony Day (Vice Chair)
YEN Mentor	Andrew Saville	WIBSE	Jessica Glynn
EC(UK)Board Rep	Andrew Rowe	Fellows Network	Jacquelyn Fox

Standing Committee Chairs

ET&M	Andrew Rowe	Communications	David Fitzpatrick
Technology	Rob Redfern	Prof Conduct	Doug King
Knowledge Management	Ted Pilbeam	RLC	President Elect
EDI	Immediate Past-President	Groups and Societies	President

Society Representatives:

Society of Light and Lighting	Dan Lister	Society of Public Health Eng	Mike Carter
Society of Digital Engineers	Michael Bartyzel	CIBSE Patrons	Josh Emerson
Society of Façade Engineers	Rimmy Vij		

Group Representatives:

ASHRAE	David Green	HVAC Systems	Philip Draper
Building Simulation	Darren Woolf	Intelligent Buildings	Yangang Xing
Heat Networks	Tolu Fatogbe	IT & Control	Peter McDermott
Day Lighting	John Mardaljevic	Lifts	Michael Bottomley
Electrical Systems	Leon Markwell	Natural Ventilation	Owen Connick
Energy Performance	Emeka Osaji	Resilient Cities	Phil Henry
Facilities Management	David Stevens	School Design	Richard Daniels
Healthcare	Mark Walker	Sustainability	Katie Clemence-Jackson
Heritage	Andrew Moore	Workplace Exhaust Ventilation	TBC
Homes for the Future	Tom Lelyveld		

Regional Representatives:

Australia / New Zealand	Mark Davie	North West	David Glover
East Anglia	Neil Fordham	Northern Ireland	Conor Gallagher
East Midlands	Mahroo Eftekhari	Republic of Ireland	Stephen Weir
HC North East	Dave Perry	Scotland	Ingrid Berkeley
HC North West	Dimple Rana	South Wales	Tom deBoeck
HC South East	Steve Peet	South West	Gonzalo Pastor Penalba
HC South West	Ruth Tatanga	Southern	Chris Hodgson
Hong Kong	Hyvan Wong	West Midlands	Martin Trentham
Merseyside / North Wales	Henry Gun-Why	Yorkshire	Graham Etherington
North East	Neil Rooney	UAE	Imran Shaikh

Annex 2 - Q&A – CIBSE Council Meeting – October

Question: Growth Strategy, Is it mainly going to be looked at for UK or are we going to be looking at other regions as well?

Ruth Carter: We currently have 30% of our Members based outside of the UK, and as you know, the world is constantly evolving and expanding. We must reflect this global growth in our strategy. We are planning to invest in our four existing non-UK regions and are also exploring opportunities in other areas and we are in the process of developing an International Strategy that will guide our approach. Our goal is not to simply pursue opportunities because they are available, but to ensure that any expansion or investment aligns with what is truly right for the group and our Members. We will actively engage with our members to gather their input and feedback as we move forward with these plans.

Question: How are direct investments in research with the percentage of income decided?

Anastasia Mylona - The group allocates 8% of membership earnings toward funding new initiatives including research development and knowledge investment. The goal is for this percentage to scale with the growth of the membership base, meaning as the membership grows, the available funding for research and development will also increase. The focus will also be on expanding and engaging with international members to support the global growth of the organisation. There's a strategic balance between maintaining sustainable growth and ensuring that the research fund and other initiatives are properly resourced to support this growth, both locally and internationally.

Ted Pilbeam (Chair of Knowledge Management Committee): A lot of the knowledge and the research comes through proposals. The goal is to continually generate quality proposals for funding. There is a rigorous process in place to review and scrutinize all proposals before investing funds. This ensures that the group is making informed decisions on where to allocate resources. The group has been investing significant amounts of money in key projects, such as weather files and other important research areas. This investment is made with careful consideration and in alignment with the strategic goals of the organisation. There was some initial criticism when I took over as the Committee Chair, particularly regarding not spending enough of the allocated funds. However, recent progress shows that there has been a notable increase in the volume of knowledge produced, especially in areas like **zero-carbon capabilities**, which have seen significant investment.

Question: Are membership subscriptions going to rise?

Richard Goldsbrough: We have a membership cost that is about right in comparison with other institutions out there and there is a cost to maintaining and looking after our membership.

Membership subscriptions are going to rise over time. We look at this very carefully with the Board. We look at it from point of view of affordability and we look at overheads aligned to our strategic deliverables. We anticipate likely increases in membership subscription similar to previous years.

Ruth Carter: Most of the growth is funded by the surplus generated by our commercial standalone businesses. CIBSE Services and CIBSE Certification generate significant surplus that is all gifted to the Charity. A lot of the large investments in Head Office and our regional activity are funded through our commercial activity.

Question: How are we updating the existing guidance to maintain and meet latest industry trends?

Anastasia Mylona: Knowledge Management Committee would tell us that they are forever under review and being updated to meet the latest industry trends and that there is an ongoing process of maintenance. We also see it as our job to be doing that.

Ted Pilbeam: That is constantly what we do and the Research Fund funds that activity. If there are any volunteers out there who can help update some of our guidance please come forward. We are always looking for people who can do technical reviews and support guidance updates as we go forward.

Are we looking for knowledge tools for electrical engineering like those for mechanical? A key discussion for electrical engineers is lack of dedicated material?

Ted Pilbeam: The answer is yes. Where appropriate, and where it doesn't already exist or is produced by other organisations. If you think something is missing, there is a link on the CIBSE knowledge page on the website to submit a proposal.

<https://www.cibse.org/knowledge-research/get-involved-in-knowledge/propose-a-project>

Question: For future engagement around education, are there plans to create documents that CIBSE members can use to present to school students at GCSE level?

Richard Goldsbrough: We have materials that we can ensure are shared with Groups and Societies.

Ted Pilbeam: We've got packs for different age groups at different school levels. It's about getting the message out there.

Suggestion from Council member: Utilise social media channels (LinkedIn) to share the content that is already available.

Question/Feedback: It can sometimes be difficult to get help from CIBSE.

Richard Goldsbrough: We have a team of people answering queries on Membership every day. We get many queries and we're working hard to make the website work harder to provide members with the information they need. If you ever have a problem getting an answer to a query, you can always copy me or a member of my management team in and we will ensure you get a quick resolution.