

Lifts Group

Minutes of the CIBSE Lifts Group Executive Committee
7 February 2017



PRESENT

Gina Barney (Events Organiser)
John Bashford (Exhibitions)
Michael Bottomley (Vice Chairman)
Dave Cooper (Lift Academy)
Elizabeth Evans (Treasurer)
Len Halsey (Chairman)
Phil Pearson (Events Team)
Adam Scott (BSI Representative)
Richard Peters (Secretary)

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APOLOGIES

WeeChuan Lim (Media)

DISTRIBUTION

Those present and web site
Ken Butcher (CIBSE), Nyree Hughes (CIBSE)

1. Welcome and apologies

The meeting was opened by LH. Apologies had been received from WML.

2. Minutes of previous meeting

Assignment of all actions should have been included for section 5 (Events in 2017). They are in these minutes.

3. Matters arising

GB requested that RP circulate the constitution of the Lift & Escalator Symposium Trust.

RP

Nothing more had been heard about the CIBSE Product Data Template work supported by LH/GB/AS. The presentation following the AGM should help initiated discussions.

4. AGM Report

RP presented the proposed annual report for the AGM as a PowerPoint. RP will prepare a written version for to circulated to the press.

RP

5. AGM Elections

There had been no proposals other than the existing committee, all of whom are happy to stand again:

Chairman, Len Halsey
Vice Chairman, Michael Bottomley
Secretary, Richard Peters
Treasurer, Elizabeth Evans
BSI Representative, Adam Scott
Events Organiser, Gina Barney
Media WeeChuan Lim
Lift Academy, David Cooper
Exhibitions John Bashford
Events Team, Phil Pearson

6. Events in 2017

PP/MB will book venue for the Manchester evening meeting on 6 June. AS speaking. GB will contact John Trett. An update on Part 70 may be included.

GB/PP/MB

Part 70 also included in 1st November Annual Seminar. Room is booked. GB to ask Ian Jones, Alex Carmichael and Nick Mellor to speak.

GB

RP requested that details of events be passed to RP/EE for publicity as soon as practical as the lead times for some publicity channels can be up to four months.

GB/PP/MB

7. Lift and Escalator Symposium

RP reported that the 7th Lift and Escalator Symposium organised with the University of Northampton and LEIA will be on 20st and 21st September 2017. We are expecting a full programme of papers. So far eight abstracts have been submitted, and another eight are promised.

The “Lift and Escalator Symposium Educational Trust” has now achieved charity status (Charity No 1170947). Trustees are from CIBSE, LEIA and Northampton University.

In 2018 there will be two Symposiums, one in May in Hong Kong, the other in September in Northampton. The Hong Kong organising committee includes Rory Smith, Albert So, Ian Smith and Philip Hoffer.

All the past papers from the Symposium are available open source from www.liftsymposium.org. The first edition of the associated open source journal has been published, and can be accessed via the web site.

8. Lift Academy

The Lift Academy format needs to change, but it felt that there was still a role for it. DC to revive previous skills map – what are the roles in the industry, how do people navigate their way through the industry and training during their career.

RP/DC to look at including Lift Academy in CIBSE Lift Group web site as the “training portal”.

DC

RP/DC

9. Publicity

EE reported that we had wide coverage in the lift industry trade journals in 2016.

Lift & Escalator Symposium papers are republished widely. Videos of the presentations are now available on YouTube (follow links from www.liftsymposium.org).

Alex Smith of CIBSE Journal is considering republishing more Symposium articles.

It was suggested that we look at possibility of sharing information outside the lift industry trade journals, e.g. Building Magazine. AS to find contact information for EE.

AS

10. Treasurer’s report

EE had prepared accounts which had been circulated prior to the meeting. A copy is attached to the AGM minutes.

The accounts were approved for presentation at the AGM.

The new Lifts Group bank account is now open. We have an associated PayPal account which allows us to take payment by credit card.

	11. Standards and Regulations AS will prepare notes of discussions at BSI meeting 8 February. AS noted the ongoing difficulty in getting people to comment on draft standards. Guidance on how to comment on standards could be included at the November seminar.	AS GB
	12. Any other business CWL could not make the meeting, but had wanted to discuss: <ol style="list-style-type: none">1. How to improve student and apprentice membership?2. What content to prepare for “Standards/Legislation”? What is the time scale?3. Software used to create the website?4. How to improve Facebook and LinkedIn following?	DC GB
	DC will talk to CIBSE about how they promote membership including workshops to discuss at the next meeting.	DC
	GB will prepare an update for the Codes and Standards section on the web site.	GB
	RP had communicated separately with WCL about the software used for the Lifts Group web site (Joomla). Currently RP's company hosts and maintains the web site (without charge). It was agreed to experiment with investment in social media (Facebook, Twitter, Linked In). RP offered to assign a staff member on a not-for-profit basis. Budget of £500 was agreed. MB/PP to share log on details of existing accounts with RP. MB to review value of investment after 12 months.	MB/PP/RP
	13. Next meeting Then next Lifts Group Executive/AGM and Evening Meeting will be on Tuesday 6 th February 2018. GB will reserve rooms.	GB