

Minutes of the CIBSE Lifts Group Executive Committee Meeting

21 February 2023, 1300-1430h



PRESENT

Adam Scott
Dave Cooper
John Bashford
Michael Bottomley
Nick Mellor
Phil Pearson
Richard Peters (Online)
Stefan Kaczmarczyk (Online)
Vincent Sharpe
Wee Chuan Lim
Adrian Catchpole (CIBSE President)

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Building Service Engineers**

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APOLOGIES

John Carroll
Rory Smith
Paul Clements

DISTRIBUTION

Those present, apologies and web site

1. Welcome and apologies

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

Note

2. Minutes of previous meeting

The previous minutes were reviewed and accepted without amendment.

Note

3. Matters arising not on agenda

None.

Note

4. 2024 AGM

The AGM will be held in person at CIBSE BALHAM on 21 Feb 2024 at 1530h.

a. CL had prepared a summary of 2023 events.

Note

b. **NEW** Nominations of 2024:

Note

Chair MICHAEL BOTTOMLEY

Vice Chair PHILL PEARSON

Secretary WEE CHUAN LIM

Treasurer RICHARD PETERS

Events Organiser (North/South of England) PHILL PEARSON /
ERKAN SOYDAN

BSI Representative ADAM SCOTT

Event Exhibition JOHN BASHFORD

Training Development DAVID COOPER

Press & Publicity PAUL CLEMENTS

LEIA Representative NICK MELLOR

University of Northampton Representative STEFAN KACZMARCZYK

SAFED Representative JONATHAN BRACKEN

INITA Representative VINCE SHARPE

International Representative USA RORY SMITH

International Representative AU JOHN CARROLL

5.

Events in 2024

PP reported that the Executive were planning the following seminars/events:

- AGM and Seminar, 21 Feb 2024 (London).
- Scotland Regional Seminar, 30 April 2024 1600-1800h
 - Accessible Goods only lifts – David Cooper
 - BS7255 – Nick Mellor (tbc)
 - Standards Update – Phil Pearson
- Manchester Seminar, 26 June 2024 1600-1800h
 - Accessible Goods only lifts – Michael Bottomley
 - BS7255 – Adam Scott
 - Standards Update – Phil Pearson
- Lift and Escalator Symposium, 18-19 September 2024 (Northampton)
- Annual Seminar, 12 November 2024 (London)
 - TOPIC TBC – date is to coincide with B2P to help attract more to come into London.
- Build2Perform, 13-14 November 2024 (London)
 - TOPIC TBC (9991?...81-76??)
 - WCL to book venue
- AGM and Evening Seminar, 19 Feb 2025 (London)
 - TOPIC TBC
 - WCL to book Venue.

c. The 2024 events to finalise details at least 3 MONTHS BEFORE event for necessary publicity and circulation.

d. RP to share Lift and Escalator Symposium information for promotion via CLG website.

6.

Press and Publicity

- a. Paul Clements continue with social media
 - Regular posts via LinkedIn
 - All posts to be reviewed by Execs before posting.
- b. Publicise MORE about CIBSE Guide D 2025 over the next 12 months.
- c. CIBSE Journal Articles, to link editor with Lift Industry News (Pat)
- d. TSIB UoN/CLG journal – To CLG and LinkedIn
<https://journals.northampton.ac.uk/index.php/tsib>

7.

Lift and Escalator Symposium

Registration open, CLG to promote.

Note

PP/ES/MB/AS/
NM

Note

RP

PC / WCL

sRP / WCL
WCL

Note

8.	Industry Training	DC: Catherine McMillon? Online Lifts and Escalator course (CPD). Need CLG to peer review.	DC
9.	Web site and database	To link the lifts and escalator library to the CLG learning Portal. https://liftscalatorlibrary.org/	RP / WCL
10.	Treasurer's report	<ul style="list-style-type: none"> • Refer AGM Slides. • CIBSE Lifts Group Accounts end 2023 record a balance of £7,781.40. We are financially secure, allowing us to underwrite events not held at Balham and thank speakers by taking them to dinner. We have historically held a dedicated CIBSE Lifts Group bank account; CIBSE would like us to shut this down as it is difficult to account for it in their submissions to the Charity Commission. We are trying their budgeting system for 2024; we have an approved budget of £1070 and will claim against this. If this works for us, I will propose that we shut down the CIBSE Lifts Group account next year. At that point, we can discuss what to do with the current balance. • PP: Note that regions have their own bank accounts. • Annual Seminar 2024 will be via CIBSE account. 	Note
11.	Standards and Regulations	Refer AGM Slides.	Note
12.	Any other business	<ol style="list-style-type: none"> a. To review how we should include collaboration with HSE, INITA, LEIA, SAFED b. AS shared initiative to identify suitable nominations to received CIBSE Medals. (Execs to send nominations to MB) – c. DC nominated - Gold Medal from CIBSE to DR Gina Barney. (Oct 2024 presentation at the CIBSE Awards Dinner). Framed in People's hall. d. Build 2 Perform (awards ceremony for CLG members) – AS/DC to find out more. e. Succession and shadowing of Executives f. To discuss more about Group to Society. AC: Will review the CIBSE support resource to the Society. 	<p>MB / VS / JB / DC</p> <p>ALL</p> <p>RP / DC</p> <p>Note</p> <p>Note</p> <p>Note</p>

13.

Next meeting

To be agreed with MB. WCL will send TEAMS invites to all Execs.

Note /WCL

End