



MINUTES OF A MEETING OF THE CONSULTATIVE COUNCIL Held on 9th February 2017 at CIBSE, Balham, London

Present & Signed the Register:

Colin Ashford, Carla Bartholomew, Jane Bastow, Ashley Bateson, Gerry Brannigan, Richard Caple, Adrian Catchpole, Stanley Chow, Paddy Conaghan, John Field, David Fisk, David Fitzpatrick, Bryan Franklin, Wally Gilder, David Guzzetta, Alfred Leung, Nick Mead, Frank Mills, Geraldine O'Farrell, Jim Patton, Samantha Pope, Peter Raynham, Andrew Saville, Cathie Simpson, Steve Vaughan, Brian West, Austin Williamson, Peter Wong

Apologies for Absence:

Hazim Awbi, James Bourne, David Cooper, Derek Clements-Croome, Les Copeland, Laura Dunlop, Tim Dwyer, Jonathan Grimshaw, Raef Hammoudeh, David Hughes, Lionel James, Richard Knight, John Mardaljevic, Philip Oliver, Tadj Oreszczyn, Simon Owen, Rashmi Patel, David Pepper, Jeff Shaw, Ian Small, Neil Sturrock, Tony Sung, Dave Wigley

In Attendance:

Stephen Matthews, Clare Bott, Carilyn Burman, Rowan Crowley, Hywel Davies, Nick Peake, Lucinda Watt

1 WELCOME AND INTRODUCTION

- 1.1 John Field welcomed Council members, in particular those who had not previously attended Council.

2 MINUTES OF THE LAST MEETING

- 2.1 The Minutes of the Meeting held on 14th October 2016 were approved subject to the removal of Gerry Brannigan from Apologies for Absence as he had attended the meeting, and subject also to the the following amendments:

Item 3.1: Cathie Simpson had pointed out that in June 2016 John Field had reported that the email system was "legal now in DP terms". This was omitted from the June Minutes and subsequently requested for inclusion. She had also drawn attention to the agreement that the review of the operation of governance would include Council – the agreement was not that this would be an intent but that it would occur.

Item 4.4: It was clarified that this report should not be taken to suggest that previous activity had been nugatory.

Item 4.5: Nick Mead had indicated that the **Board** had agreed 23 of the 25 papers and that the approved papers would be put on the website in the next few weeks for consideration by members. Nick Mead further reported that the intention was to publish all documents at the same once available, but that delays had been encountered due to CRM issues.

Item 5.1: Peter Wong had stated that the procedure for the CCP had not yet been established and it was pointed out by Cathie Simpson that until a procedure and contact email was published to all Council members, it would be difficult for Council members to participate in compiling items for the Council agenda.

Item 5.4: It was not confirmed that site visits were covered by CIBSE insurance even though this is an activity within the aims of the Institution. It was confirmed that CIBSE members, even if not STEM ambassadors, would be covered when visiting schools.

Item 7.3: Stephen Matthews had expressed concern about the aging demographic stating that this was a future challenge for CIBSE – the degree of challenge involved should be noted. Samantha Pope had suggested communicating the 2020 vision via a web-page and Cathie Simpson had understood that Stephen Matthews had taken an action to take this forward. Stephen Matthews reported at the current meeting that the John Perkins report of 2011 has created an impetus and as a result RAEng has launched new project. It was anticipated there would be a national year of engineering in 2018 and filling the skills gap would be a huge aspect of that initiative. RAEng was trying to ensure that all professional engineering institutions acted together, rather than as many smaller voices.

3 UPDATE / RESPONSE TO ISSUES DISCUSSED AT PREVIOUS MEETINGS

Governance –

- 3.1 Nick Mead reported on the work previous undertaken, which had sought to ensure that the Institution was complying with its rules and with good practice. Regarding appraisal of the Board, he believed that work on this was 80% complete and would be taken forward.
- 3.2 He went on to explain that further consideration was being given to the Nominations Process in the light of experience and more recent developments. He hoped that proposals for a revised process could be available for discussion by mid year (June), and noted that any changes would require the approval of members in a General Meeting. It was hoped that this could be actioned ahead of the May 2018 AGM.
- 3.3 Regarding the establishment of a communications plan, it was noted that a new Communications focus group was being formed and would be in place by the end of February.
- 3.4 It was suggested that the ASHRAE partnership agreement, being an important development, should have been discussed with members. It was noted that the partnership with ASHRAE would be on the agenda for the next meeting.
- 3.5 John Field thanked Nick Mead for his role on governance and the enormous amount of time given by Graham Manly and others.

President's visit to regions

- 3.2 John Field had visited 2/3rds of the regions, and had circulated a paper at RLC with his personal views which had been received positive. Ideas arising included:
 - 1) the full integration of CPD tracking with events bookings and it was confirmed that this was already being tested.
 - 2) a badge of recognition for companies and practices employing significant numbers of CIBSE members had been suggested and would be given further thought.
 - 3) There may be scope for CIBSE to undertake more lobbying.
 - 4) CIBSE might consider emulating the IET approach of having a student offer available to new students on their first day at university
 - 5) The contribution of young engineers should be acknowledged
 - 6) Further engagement with regions could include sharing of information, high profile presenters and schools information for STEM.
 - 7)The roll out of initiatives needed improvement, for instance regions had not felt included in the BIM roll out.
 - 8) Action was needed regarding the status of EC / CIBSE qualifications in Ireland

Update from RLC Meeting

- 3.3 Peter Wong reported that the meeting had discussed the new CRM system, and the new email system which was now operational. The value of the GoToMeeting system had been recognised.
- 3.4 The efforts of Regions in raising funds for the Benevolent Fund had been recognised and awareness of its work was being raised.
- 3.5 Regions had expressed their thanks to the President for undertaking these visits, and recommended that this should continue. John Field felt they had provided a good opportunity to hear the views of Region Committees, and to explore how better engagement could be achieved. He had avoided making presentations to regions, as the objective was to listen to the views of Region Committees. The value of this was agreed, and Stephen Matthews confirmed that further visits from senior officers could be arranged.
- 3.6 A useful discussion had been held at RLC on schools visits, and the large number of schools to be tackled was seen as a challenge. Engineering Council had run a scheme for young members to go into schools, and the need to reach out and engage with school children was highlighted.

4 ISSUES RAISED FOR DISCUSSION BY COUNCIL MEMBERS

Council Consultative Panel

- 4.1 Peter Wong acknowledged that the CCP had not yet functioned well, and that agenda items were not coming through to it. It was suggested that having the President-Elect as the single funnel for all ideas might be more effective, however it was also suggested that the idea had been good and that it was too early to disband it, particularly since it had been affected by communication issues, including a lack of clarity on the appointment of members to it.
- 4.2 It was noted that if the Panel continued its membership would need to be refreshed, and Cathie Simpson and Frank Mills offered to participate as members. The general feeling was that a further opportunity should be given for the CCP to be tested in operation, and it was suggested that a 2 year term on the panel be considered as an appropriate period of service. It was noted that 3-4 members had been anticipated plus the President elect, (but the Panel would not otherwise include Board Members), but that 6 had been accepted for the initial Panel. Whilst the value of a single point of contact was noted, it was felt this was still possible through the President Elect.
- 4.3 It was suggested that there should be more strategic debate at Council and that the Board should contribute, with input and suggestions from a number of sources.
- 4.4 It was noted that Council members did not have visibility of each other's contact details, as emails to Council were 'blind copied.' It was explained that this had been done because of the large number of members, and hence the huge amount of email traffic generated through replies to all recipients. Members could however have information forwarded through HQ. The possibility of listing Council member contact details on the website was suggested, however this would require a specific opt-in from all members, and could give rise to security issues and misuse of contact information. The possibility of a page that was private to Council members was suggested, to provide information and contact details. It was agreed that these points would be considered further outside the meeting.

5 CHIEF EXECUTIVE'S REPORT

- 5.1 Stephen Matthews introduced the report which was the longest ever, reflecting the range and diversity of CIBSE activities. He referred to the rapidly changing political and economic outlook and the difficulty in predicting which issues CIBSE Council might be discussing in one year's time.
- 5.2 The success of the Building Performance Awards was discussed, with its highest attendance ever and much positive feedback including from ASHRAE. The Technical Symposium, co-badged by ASHRAE, had a first class programme this year, and the CIBSE Journal continued to be the Institution's prime benefit of membership.
- 5.3 Stephen Matthews went on to acknowledge the considerable challenges of the CRM implementation, with staff having had a most challenging 6 months. Data transfer and the delivery of an effective system had been very time consuming, and membership renewals had been delayed by 6-8 weeks as a result. Direct Debit collection had also been a huge challenge, but the issue of DD notifications was imminent.
- 5.4 It was noted however that email management with the new CRM had been very positive, with opening rates up 50%. Downloading documents did however need improvement, so that free downloads could be achieved without use of the shopping cart. It was proposed to undertake a further mailing to ask members if they'd like to opt-in to electronic only circulation of the CIBSE Journal.
- 5.5 Whilst it was noted that there were demands for CIBSE to undertake more lobbying, it was felt that this would not be the time to commence this. Regarding the ASHRAE partnership, CIBSE was looking at opportunities for collaboration on educational programmes. ASHRAE thought they could run a member based conference in Europe, and a positive relationship had been established between Tim Wench and CIBSE.
- 5.6 The challenge of increased young engineer attendance at the Symposium was discussed, with Student rates available but with Graduates finding it hard to get employer sign off to attend. Stephen Matthews confirmed that CIBSE would not want finance to be an obstacle to attendance and educational funds were available to support this. Council members were advised to left the staff team know of individuals who might need help to attend.
- 5.7 Regarding the potential to engage with organisations that offer disaster relief, it was noted that countries affected preferred to deal with official agencies, but that there were UN links to British businesses. There was also scope to participate in organisation such as Red R, and the Institution already had such involvement particularly through SoPHE.

6 NEW INITIATIVES

REHVA General Assembly

- 6.1 The REHVA General Assembly would be held at CIBSE on 2-3rd April 2017. The Institution had been a member of REHVA since it was founded 51 years, and it was important to maintain this engagement.

BREXIT

- 6.2 Attention was drawn to material available on the CIBSE Website concerning and even organised on BREXIT by Carla Bartholomew. Some engagement with government was being achieved, and the importance of developments in this area were stressed.

Build2Perform Live

- 6.3 Rowan Crowley reported on developments, encouraging Council members to attend if at all possible. This new event would build on the success of industry engagement with #Build2Perform. CIBSE had invested a huge amount of time in the last three years to create a conference programme, but it had not yet delivered the returns or audience levels that we aspired to achieve.
- 6.4 Whilst the QEII had offered a great location, it was extremely expensive, and wide consultation with CIBSE members, past exhibitors, and young engineers had been undertaken to understand why we haven't been as successful as we wanted.
- 6.5 There was a surprising lack of suitable and available venues in London, but Olympia had been chosen. It had benefited from a major face-lift, was bigger, more effective and cheaper than the QEII. There would be 5 presentation areas, 2 CPD areas, a 200 seat headline theatre, and a volunteer zone. CIBSE was very keen that volunteers should have more recognition and help them to develop and was exploring the idea of providing volunteer training at the event. The event would be free to enter, but would still be focussed on delivering serious information.
- 6.6 Clare Bott stressed the intention to showcase the expertise of CIBSE organisations, and half day programmes would be offered for sections of the Institution to pitch for. It was hoped to deliver more interactive sessions, and the team wanted to be challenged to produce different options. Council members were asked to consider making proposals for sessions at the conference. Information on exhibition space pricing was available through the website.

7 ANY OTHER BUSINESS

- 7.1 John Field expressed his thanks to those attending the last meeting of their terms on Council. Peter Wong expressed the thanks of Council to John Field for his work in chairing Council during his term of office as President.

10 DATE OF NEXT MEETING

- 10.1 It was noted that the next meeting would be held on **8th June 2017 at 1.30pm.**