Minutes of the CIBSE Lifts Group
Executive Committee Meeting

16 February 2023, 1500-1630h

PRESENT

Adam Scott
Dave Cooper
Gina Barney
John Bashford
Michael Bottomley
Paul Clements
Stefan Kaczmarczyk (Online)
Vincent Sharpe
Wee Chuan Lim
Ruth Carter (CEO CIBSE)

APOLOGIES

John Carroll
Nick Mellor
Phil Pearson
Richard Peters
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. **2023 AGM**

   The AGM will be held in person at CIBSE BALHAM on 16 Feb 2023 at 1630h.

   a. CL had prepared a summary of 2022 events which was reviewed and agreed.
      - Seminar 1& 2
      - Lift and Escalator Symposium

   b. **NEW Nominations of 2023:**
      
      - Chair: MICHAEL BOTTOMLEY
      - Vice Chair: PHILL PEARSON
      - Secretary: WEE CHUAN LIM
      - Treasurer: RICHARD PETERS
      - Events Organiser (North of England): PHILL PEARSON
      - Events Organiser (South of England) & Technical Editor CIBSE Guide D: GINA BARNEY
      - 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: VINCE SHARPE
      - International Representative USA: RORY SMITH
      - International Representative AU: JOHN CARROLL
5. **Events in 2023**

   a. Unanimously voted that ALL event will be HYBRID moving forward *(Free in Person / £10 online)*; Annual Seminar fee to be finalised.

   b. Upcoming events:
      - AGM and Seminar 1, 16 Feb 2023 (London).
      - Seminar 2 - Manchester, 6 June 2023
        - Accessibility: 81-70 / Stretcher lifts / London plan
      - Lift and Escalator Symposium, 20-21 September 2023 (Northampton)
      - Annual Seminar, 29 November 2023 (London) – Gina to book venue if Balham
        - Can we merge w **Build2Perform** (5-6 December 2023)?
        - AS/DC to investigate (charges/room layout/equipment)
        - Topic:
          - Energy
          - Safe way to work…to align on BSI launch 7255
      - AGM and Evening Seminar, 21 Feb 2024 (London) – Gina to book venue

   c. The 2023 events team will detail and finalise at least 2 MONTHS BEFORE event for necessary publicity and circulation.

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

   e. DC to share about University Survey
      - Incorporate more info
      - Will be posted to unis/college by CIBSE
      - Create survey monkey

6. **Press and Publicity**

   a. Paul Clements will be helping with social.
      - Regular posts via Linkedin

   b. CIBSE Journal Articles (by first week of previous month)
      - Commercial publication 150 words short article
      - AS will look to write every month.
      - Connect with HK, India, UAE and Australia (CIBSE to send invites to all events)

7. **Lift and Escalator Symposium**

   Registration open, CLG to promote. SK shared the update to TSIB Journal is underway and calling for Papers. Note deadlines for paper submission.
8. **Industry Training**

No update.  

Note

9. **Web site and database**

No update.  

Note

10. **Treasurer’s report**

Refer AGM Slides  

Note

11. **Standards and Regulations**

Refer AGM Slides.  

Note

12. **Any other business**

a. CLG + LEIA collaboration – AS / MB / NM to agree  
   AS / MB / NM

b. To review how we should include collaboration with SAFED  
   VS / DC

c. AS shared initiative to identify suitable nominations to received CIBSE Medals.  
   (Execs to send nominations to MB)  
   ALL

d. Build 2 Perform (awards ceremony for CLG members) – AS/DC to find out more.  
   AS / DC

e. 3 Question Exec short Survey results – Chuan  
   WCL conducted a short survey amongst the executives – Refer attached for summary  
   Note

   Q1. In person/online or Hybrid meetings  
   Q2. Communication preference: Email / Whatsapp / Both  
   Q3. Suggestions for improvement

g. Succession and shadowing of Executives – Gina  
   Note

   CIBSE Guide D 2025  
   - Needs to get the authors ready.  
   - Technical Editing

  g. Ruth Carter Updates to Executives:  
     Note
     - Mailing List and CLG Member list  
       o seen improvement in CIBSE, marketing and speed of response  
       o But we still need to know who the members are  
       o RC: worry that we are using GDPR as an “excuse” to not give us a list. But it is more complicated. As the registration process considered Groups as 3rd Parties. When people join CIBSE they are...
1st party, CIBSE is 2nd party. It’s a problem that RC is trying to solve.
  o Maybe at renewal or subscriptions we can ask the questions for 3rd party approval
  o They are recruiting a new data and marketing manager.
  o Will not be resolved this year.

- Relocation will take place, will not be perfect on day 01 but will finesse over the next 3 to 5 years.

13. **Next meeting**

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

Note /WCL

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**Attachment**

i. Summary of short survey findings from Item 12e.
<table>
<thead>
<tr>
<th>Name</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phil Pearson</td>
<td>Hybrid</td>
<td>Both</td>
<td>More frequent CIBSE Exec meetings.</td>
</tr>
<tr>
<td>Richard Peters</td>
<td>Hybrid</td>
<td>Email</td>
<td>Provide training videos with next version of CIBSE Guide D.</td>
</tr>
<tr>
<td>David Cooper</td>
<td>Hybrid</td>
<td>Email</td>
<td>-</td>
</tr>
<tr>
<td>Adam Scott</td>
<td>Hybrid</td>
<td>Both</td>
<td>Host site visits – tricky logistics often limited numbers, but would be of interest to many members. Continue to seek speakers from associated disciplines not just core VT, e.g. Fire, ICT, BMS, Energy. Promote and market more</td>
</tr>
<tr>
<td>Vince Sharpe</td>
<td>Hybrid</td>
<td>Both</td>
<td>Is it worth putting learning packages on to encourage lift engineers to undertake CPD</td>
</tr>
<tr>
<td>John Basford</td>
<td>Hybrid</td>
<td>Both</td>
<td>Topics of current interest including updated British Standards and the Regulations for high-risk building.</td>
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