

## **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)

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### **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.

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. 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.

Note

- Seminar 1& 2
- Lift and Escalator Symposium

b. **NEW** Nominations of 2023:

Note

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.	<b>Events in 2023</b>	Note
	a. Unanimously voted that ALL event will be HYBRID moving forward ( <b>Free in Person / £10 online</b> ); <b>Annual Seminar fee to be finalised.</b>	
	b. Upcoming events:	
	- AGM and Seminar 1, 16 Feb 2023 (London).	
	- Seminar 2 - Manchester, 6 June 2023 o Accessibility: 81-70 / Stretcher lifts / London plan	GB / PP / AS
	- Lift and Escalator Symposium, 20-21 September 2023 (Northampton)	
	- Annual Seminar, 29 November 2023 (London) – Gina to book venue if Balham o Can we merge w <b>Build2Perform</b> (5-6 December 2023)? o AS/DC to investigate (charges/room layout/equipment) o Topic: o Energy o safe way to work...to align on BSI launch 7255	AS / DC
	- 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.	Note
	d. RP/DC to share Lift and Escalator Symposium information for promotion via CLG website.	RP / DC
	e. DC to share about University Survey - Incorporate more info - Will be posted to unis/college by CIBSE - Create survey monkey	DC
6.	<b>Press and Publicity</b>	
	a. Paul Clements will be helping with social. - Regular posts via LinkedIn	PC / WCL
	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)	AS / GB / WCL
7.	<b>Lift and Escalator Symposium</b>	
	Registration open, CLG to promote. SK shared the update to TSIB Journal is underway and calling for Papers. Note deadlines for paper submission.	Note

8.	<b>Industry Training</b>	No update.	Note
9.	<b>Web site and database</b>	No update.	Note
10.	<b>Treasurer's report</b>	Refer AGM Slides	Note
11.	<b>Standards and Regulations</b>	Refer AGM Slides.	Note
12.	<b>Any other business</b>	<ul style="list-style-type: none"> <li>a. CLG + LEIA collaboration – AS / MB / NM to agree</li> <li>b. To review how we should include collaboration with SAFED</li> <li>c. AS shared initiative to identify suitable nominations to received CIBSE Medals. (Execs to send nominations to MB)</li> <li>d. Build 2 Perform (awards ceremony for CLG members) – AS/DC to find out more.</li> <li>e. 3 Question Exec short Survey results – Chuan WCL conducted a short survey amongst the executives – Refer attached for summary <ul style="list-style-type: none"> <li>Q1. In person/online or Hybrid meetings</li> <li>Q2. Communication preference: Email / Whatsapp / Both</li> <li>Q3. Suggestions for improvement</li> </ul> </li> <li>f. Succession and shadowing of Executives – Gina  CIBSE Guide D 2025 <ul style="list-style-type: none"> <li>- Needs to get the authors ready.</li> <li>- Technical Editing</li> </ul> </li> <li>g. Ruth Carter Updates to Executives: <ul style="list-style-type: none"> <li>- Mailing List and CLG Member list <ul style="list-style-type: none"> <li>o seen improvement in CIBSE, marketing and speed of response</li> <li>o But we still need to know who the members are</li> <li>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 3<sup>rd</sup> Parties. When people join CIBSE they are</li> </ul> </li> </ul> </li> </ul>	<p>AS / MB / NM</p> <p>VS / DC</p> <p>ALL</p> <p>AS / DC</p> <p>Note</p> <p>Note</p> <p>Note</p>

- 1<sup>st</sup> party, CIBSE is 2<sup>nd</sup> party. It's a problem that RC is trying to solve.
- Maybe at renewal or subscriptions we can ask the questions for 3<sup>rd</sup> party approval
- They are recruiting a new data and marketing manager.
- 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

End

**Attachment**

- i. Summary of short survey findings from Item 12e.

**CIBSE Lifts Group - 3 Question Survey Summary**

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