

Lifts Group

**Minutes of the CIBSE Lifts Group Executive Committee
26 November 2014**



PRESENT

Gina Barney (Events Organiser)
John Bashford (Chairman)
Dave Cooper (Lift Academy)
Elizabeth Evans (Publicity)
Len Halsey (Vice Chairman)
WeeChuan Lim (Events)
Phil Pearson (Events)
Adam Scott (BSI Representative)

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APOLOGIES

Richard Peters, Michael Bottomley

DISTRIBUTION

Those present and web site
Richard Peters, Michael Bottomley, Dr Ken Butcher (CIBSE), Nyree
Hughes (CIBSE)

1. Welcome and apologies

The meeting was opened by JB. Apologies were received from Richard Peters and Michael Bottomley

2. Minutes of previous meeting

The previous minutes were reviewed and accepted without amendment.

3. Matters arising

There were no matters arising not on the agenda.

4. Events

EE reported there were 35 delegates at the EN81 20 & 50 Workshop and 27 attended the Guide D Review of chapters 3 & 4 Workshop

EE

It was agreed that another similar event/s should be held at Highgate House, on 22 September 2014. Possible topics to be discussed further at the next Executive meeting.

There was some discussion about pre-event advertising as it was felt by some that the current email shots and adverts in the trade magazine and Elenet were not sufficient and that some people were not receiving regular updates especially as the “card” was no longer being sent. PP suggested that Linked-In and Facebook could be used to reach more people and that he would look into setting up a Lifts Group Linked-In Group.

PP

GB confirmed that there would be an additional event in Manchester sometime between the AGM and Easter. A possible topic could be EN81 20 and 50. GB to contact Nick Mellor to discuss possible dates and then confirm the venue.

GB

In view of poor attendance at the last Manchester meeting GB and PP to discuss potential delegates and contacts. DC to send PP additional names.

GB/PP/DC

If anyone has any suggestions for speakers or topics for the meeting after the AGM please could they contact GB by the end of December.

5. Lift & Escalator Symposium

EE reported that there had been 106 delegates at this year's event which was encouraging. EE confirmed that the next Symposium will be 23 to 24 September 2015. The First Call for Papers has been issued and several people have already expressed an interest submitting an abstract.

Looking further ahead, provisional dates of 21 to 22 September 2016 have been agreed with the University of Northampton and Highgate House for the 6th Symposium.

6. Lift Academy

Please see attached for DC's report. DC confirmed that he would like to organise a competition with Elevation magazine and the support of SaFED, LEIA, TUoN and the Lifts Group to try to encourage trainees to submit papers. He suggested the prize for the best could be Elevator World Book Tokens or some tools.

DC

DC also suggested that it would be useful to investigate the cost of AV equipment with a view to recording the lectures/presentations given by the Lifts Group (Annual Seminar, Lift Symposium), LEIA and SaFED . These could then be made available on the Lifts Group website.

DC/RP

7. Publicity

EE reported that we have had several articles and publicity for the various events in the lift industry trade journals. She thanked DC for once again providing a report on this year's Symposium which has been published in all the major magazines and had also been included in the November edition of the CIBSE Journal.

8. Treasurer's Report

GB reported that at the start of the accounting year the balance was £2,257.28 and to date the balance was £1,529.28. This figure does not include income from the workshops held in September (£386.51) , 2014 Symposium (£922.64) and 2014 Annual Seminar (£1,800 to be confirmed)

Discussion on 'How best to use surplus bank account funds' to be carried forward to next Executive meeting in February 2015.

9. Standards & Regulations

AS to provide a separate report of standards and regulations currently being reviewed. (See attached).

AS commented on the lack of comments received when information is circulated to the Lifts Group.

10. Guide D Revision

GB reported that all 14 authors have produced their Draft A version of their chapters and Ken Butcher is in the process of contacting and appointing referees. This should be complete by 5th January 2015.

The aim is to have Draft B ready by the end of January and Draft C by the end of February/beginning of March at which time it will be formally handed over to CIBSE.

The formal sign-off will be at the end of May when CIBSE will be licenced to publish.

Chapter 17 (European Directives, legislation, standards and codes of practice) will be the final chapter to be revised.

The 2015 edition will be available in electronic and hard copy. Peter Day will be asked to write the Forward.

11. Any Other Business

DC expressed his thanks for the wedding gift and flowers and suggested that the Group send some flowers to HP.

EE

DC reported that GB had recently received the Freedom of the City of London

DC confirmed he had recently attended the main CIBSE Council meeting but there was nothing to report.

12 Next Meeting

Then next Lifts Group Executive/AGM and Evening Meeting will be on Tuesday 10 February 2015