

# Lifts Group

Minutes of the CIBSE Lifts Group Executive Committee  
10 February 2015



## PRESENT

Gina Barney (Events Organiser)  
John Bashford (Chairman)  
Michael Bottomley (Treasurer)  
Dave Cooper (Lift Academy)  
Elizabeth Evans (Publicity)  
Len Halsey (Vice Chairman)  
WeeChuan Lim (Committee Member)  
Phil Pearson (Committee Member)  
Richard Peters (Secretary)

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## APOLOGIES

Adam Scott (BSI Representative)

## DISTRIBUTION

Those present and web site  
Dr Ken Butcher (CIBSE), Nyree Hughes (CIBSE)

## **1. Welcome and apologies**

The meeting was opened by JB. Apologies had been received from Adam Scott.

## **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. AGM Report**

RP presented the proposed annual report for the AGM. This was agreed with minor amendments.

## **5. AGM Elections**

There had been no proposals other than the existing committee, all of whom are happy to stand again.

Phil Pearson will take the additional responsibility for developing awareness of the group on “Linked In”.

## **6. Events in 2015**

The annual seminar will be in November 2015, with Guide D as the topic.

There may also be a Manchester seminar in June, possible topics include: safe working on lifting platforms, implications of changes to Lift Regulations, a symposium paper, test document for moving walks, safe working on escalators.

GB will book room and confirm to EE by end of March for publicity.

GB/EE

The Guide D 2015 launch will be on the 22<sup>nd</sup> September (day before Lift Symposium). EE has booked room. DC will invite someone senior from CIBSE to attend.

DC

## **7. Lift and Escalator Symposium**

The 2015 Lift and Escalator Symposium organised with the University of Northampton will be on 23<sup>rd</sup> and 24<sup>th</sup> September.

GB would prefer there not to be an exhibition; there were mixed views from the committee. RP will raise the issue with the Symposium Organising Committee (Jonathan Adams, David Cooper, Elizabeth Evans, Stefan Kaczmarczyk, Nick Mellor). We need to ensure that the Symposium does not become an event with any commercial influence.

RP

**8. Lift Academy**

The committee agreed the proposal by DC to sponsor the Lift Academy paper competition on the topic of Safe Working.

This needs to be advertised on web site and in magazines.

DC/EE

**9. Publicity**

EE reported that we have had wide coverage in the lift industry trade journals in 2014, and some coverage in the CIBSE Journal. Lift & Escalator Symposium papers are being republished.

**10. Treasurer's report**

The accounts were tabled. A copy is attached to the AGM minutes.

The accounts were approved for presentation at the AGM.

Funds are currently held in a separate account by GB. RP will set up a new account under the name of the Lifts Group with the Chairman, Treasurer and Secretary as signatories.

RP

It was agreed that we needed more time to discuss how we use surplus funds, possibly a separate meeting.

JB

**11. Standards and Regulations**

AS was not present to give a report.

**12. CIBSE Guide D**

GB reported that the Guide D 2015 edition was progressing with authors due to have addressed reviewer's comments by 16<sup>th</sup> February.

**13. Any other business**

David Cooper has been elected to be a CIBSE Council Member.

GB reported that CIBSE had been commissioned by the HSE to produce a "top tips" document for building designers, facilities managers, etc. This will include recommendations relating to escalators and moving walks. DC and GB will be reviewing.

**14. Next meeting**

Then next Lifts Group Executive/AGM and Evening Meeting will be on Tuesday 9 February 2016.

GB