

Minutes of the CIBSE SoVT Executive Committee Meeting

12 December 2025, 0930-1110h



The Chartered Institution of
Building Service Engineers

91-94 Saffron Hill, London,
EC1N 8QP

Telephone 020 8675 5211
Facsimile 020 8675 5449

www.cibse.org

PRESENT

Adam Scott	AS
Ben Richardson	BR
Erkan Soydan	ES
John Carroll	JC
Leonora Lang	LL
Michael Bottomley	MB
Nick Mellor	NM
Paul Clements	PC
Phil Pearson	PP
Richard Peters	RP
Rory Smith	RS
Wee Chuan Lim	WCL

CIBSE:

Richard Goldsbrough	RG
Ceri Saunders	CS
Laura Quinn	LQ

APOLOGIES

Dave Cooper	DC
Gemma Moore	GM
John Bashford	JB
Paloma Coronado	PC
Rory Smith	RS
Stefan Kaczmarczyk	SK
Vincent Sharpe	VS

DISTRIBUTION

SoVT Executive Committee and CIBSE Officers.

0. Agenda Overview

1. 2026 Event/Seminar Dates and Venues
2. SoVT Membership Committee update
3. SoVT Committee Nominations
4. Social Media & Publicity
5. Training and Education Initiatives
6. Treasurer's Update
7. Guide D Ownership
8. ISO 8100 Revision

1. 2026 Event/Seminar Dates and Venues

Event	2026 (tentative)	Comments	
AGM & Evening Seminar (London)	Thu 9 Mar 2026 , 16:30–19:00	Move to Mid April. Pending CIBSE HQ availability confirmation. Officers' nominations must be circulated at least 8 weeks prior.	RG/CS/LQ
Glasgow Seminar	Thu 23 Apr 2026 , 16:30–19:00	Perhaps in May.	
Manchester Seminar	Thu 18 Jun 2026 , 16:30–19:00	MB: need to identify venue	PP/GM/PC
Birmingham Seminar	Thu 9 Jul 2026 , 16:30–19:00		
Lift & Escalator Symposium	16–17 Sep 2026 — Kettering Park Hotel		
Annual Seminar (London)	Wed 18 Nov 2026 , 16:30–19:00	Pending CIBSE HQ availability confirmation	RG/CS/LQ
PP: include SoVT Membership introduction, Code and standard updates at every seminar.			Note
RG: International Engagement, David Cooper keen to engage Hong Kong & UAE during presidency (from June 2026). Representatives: ES (Dubai), Albert So (Hong Kong suggested). Potential Hong Kong symposium discussed. Action: Richard Goldsborough to liaise with David on plans.			RG/DC

	2. SoVT – Membership Committee Update (AS)	
a.	Application review and approval. Currently reviewing Cohort #3. Refer CIBSE Slides with summary. Cohort #0, 1 and 2 completed. All approved will be notified before Christmas.	Note
b.	Both Electronic and physical certificates will be issued to approved SoVT Corporate members.	CS
c.	Guidance of LSoVT available, need to complete for ASoVT and MSoVT.	
d.	NM suggested ST0252 should be considered for direct eligibility for LSoVT grade, as they would have completed the end-point assessment. RG and AS to review.	RG/AS
e.	NM to liaise with LEIA for apprenticeship alignment.	NM
f.	JC to research if similar in Australia	JC
g.	ES suggested collaborating with the Society of Engineers for the UAE region. RG to review.	RG/ES
h.	The SoVT must target all groups equally. CIBSE to consider how to better focus and cater internationally for: <ul style="list-style-type: none"> • Installers and Maintainers • Suppliers and Support roles • Testers, engineering surveyors 	CS
3. SoVT Committee Nominations		
LQ explained that, as this will be the first SoVT AGM, all the nominations will need to be re-elected.		Note
Current suggestions for 2026:		
<u>Officers (3 years)</u>		
Chair: Michael Bottomley		
Vice-Chair: Phill Pearson		
Honorary Secretary: Wee Chuan Lim		
Honorary Treasurer: Ben Richardson		
Assistant Secretary: Leonora Lang		
Assistant Treasurer: TBC		
<u>Membership Committee (3 years)</u>		
Chair: Adam Scott		
David Cooper		
Rory Smith		
John Carroll		

Committee (1 Year)
BSI Representative: Adam Scott
Press & Publicity: Paul Clements
Training & Development: David Cooper
Event Exhibition: John Bashford
Events (North): Gemma Moore
Events (South): Paloma Huelva Coronado
International Representative (UAE): Erkan Soydan
International Representative (USA): Rory Smith
International Representative (Aus): John Carroll
LEIA Representative: Nick Mellor
SAFED Representative: TBC
INITA Representative: Vince Sharpe
University of Northampton Representative: Stefan Kaczmarczyk –
Retired/Resigned 11 Dec 2025
LES trust & Guide D - Richard Peters

4. CIBSE De-brief by CS/LQ.

Refer to the attached slides for the minutes.

Note

5. Social media and Publicity

LinkedIn engagement strong; suggestion for regular weekly posts to maintain visibility. PC to draft the 2026 social media plan and coordinate with the CIBSE marketing team.

PC/CS

6. Training and Education

ES presented a new fundamentals training video and a proposal for a CPD-style series. Discussion on linking training to membership and potential partnerships (e.g., UAE Society of Engineers). Explore integration with CIBSE training platform; consider forming training subcommittee post-AGM.

RG/ES

7. Treasurer's Update

Current balance: ~£9,800 in Lift Group Trust account. Decision: Funds to be donated to Lift & Escalator Symposium Education Trust (LES). BR to circulate formal email for committee approval; Richard Peters to close trust account. RP to pass the role of "Honorary Treasurer" to BR in 2026.

BR

8. Guide D Ownership

Proposal: Future Guide D revisions to be managed by SoVT under CIBSE governance. RP to discuss with new Head of Knowledge (Ahmed) next week.

RP

9. ISO 8100 Revision

Major update expected in 2026; proposed as key technical topic for next year's events. AS to coordinate content and speakers; PP to compile event calendar.

AS/PP

End



SoVT Committee 12th December 2025

CIBSE Update



CIBSE Update – Q4 2025

Data: Membership applications

SoVT membership:

Affiliates: 59

Students: 72

Corporate, Fast-track Applications – Ready to be notified: 10 x FSoVT, 8 x MSoVT, 1x LSoVT

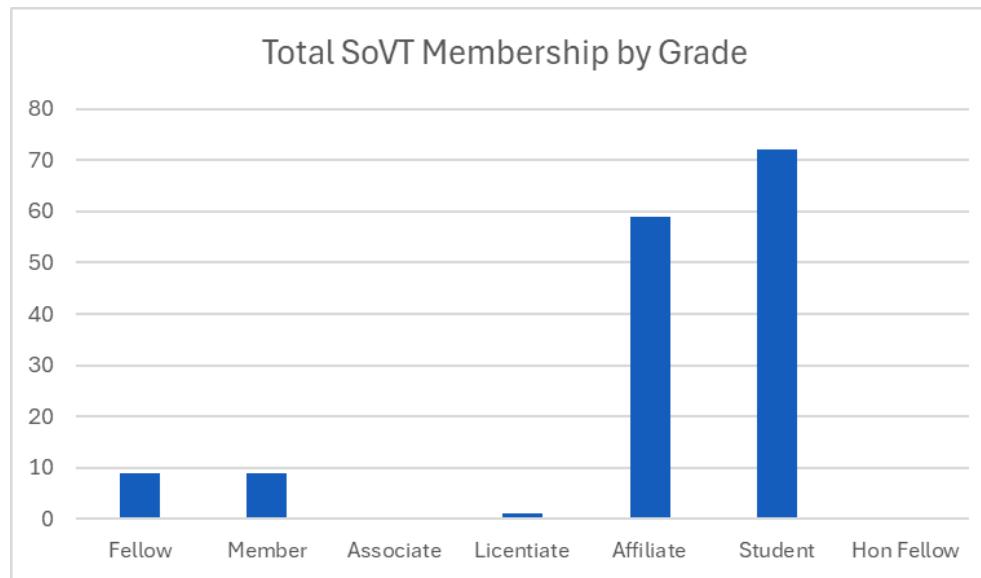
Cohort 0 – Committee	Submitted: 8	Complete: 8	Approved: 8 x FSoVT
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Cohort 1 – Sep/Oct	Submitted: 24	Complete: 23	Approved: 2 x FSoVT, 5 x MSoVT
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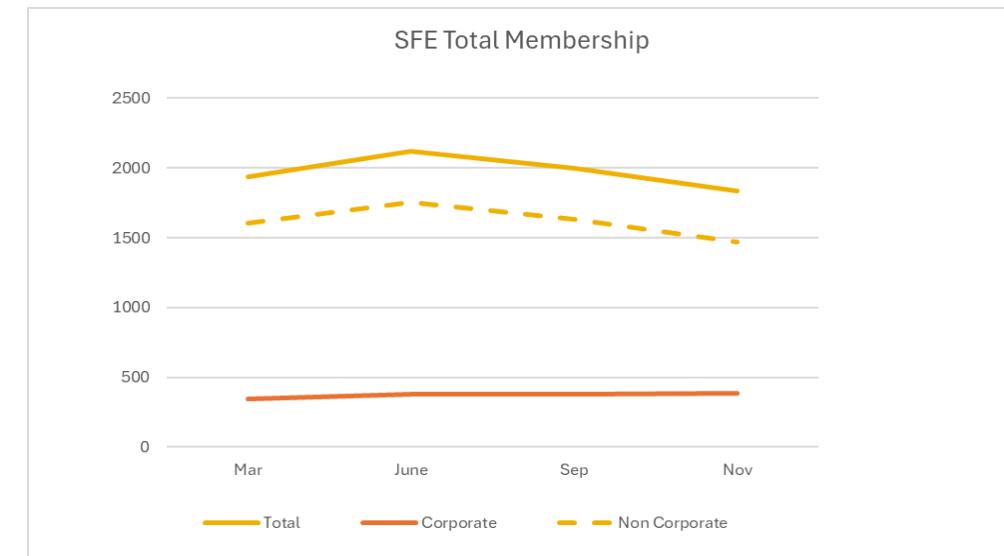
Cohort 2 – Nov	Submitted: 12	Complete: 6	Approved: 3 x MSoVT, 1 x LSoVT
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CIBSE Update – Q4 2025

Data: Membership



Sample membership trends



SoVT correspondents: 4,148

CIBSE Update – Q4 2025 Membership Certificate



Q: Would you prefer to issue hard copy certificates or electronic?

CIBSE Update – Q4 2025 SoVT Acquisition campaign

Expressions of Interest: 216

Email 1:
Open: 55%
CTR: 19%

Email 2:
Open: 51%
CTR: 11%

Email 3:
Open: 47%
CTR: 8%

Post Webinar: 103

CIBSE Members

Email 1:	Email 2:
Open: 57%	Open: 58%
CTR: 9%	CTR: 0%

Non Members

Email 1:	Email 2:
Open: 61%	Open: 46%
CTR: 13%	CTR: 13%

LinkedIn

Post 1
Imp: 1985 CTR: 4.99% Eng: 8.66%

Post 2
Imp: 1548 CTR: 3.36% Eng: 5.94%

Post 3
Imp: 1221 CTR: 24% Eng: 26.04%

Post 4
Imp: 916 CTR: 3.93% Eng: 4.59%

CIBSE Update – Q4 2025

Data: Events

Q4 events

2 SoVT events

Total registration: 285

Total attendance: 170

Registered

41% Members

59% Non-members

Event highlights

1: Introduction to SoVT membership – 214 reg

2: SoVT Annual Seminar – 71 reg

CIBSE Update – Q4 2025

Data: Comms - LinkedIn

2025 (includes CLG stats, as page was re-named)

Impressions: 43,392
Reactions: 816
Comments: 17

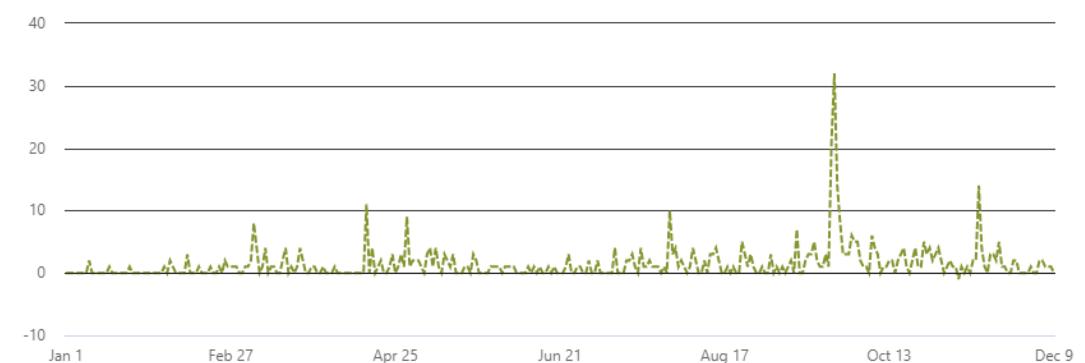
Reposts: 36
Page views: 1,045
Unique visitors: 528

Followers: 1,344
New Followers: 495

Impressions



New Followers



CIBSE Update – Q4 2025

Data: Comms – emails

Q4 emails

4 emails

Total recipients: 16282

Delivery rate: 99.98%

Open rate: 30.5%

Click-through: 1.45%

Bounces: 4

Top performing for unique clicks

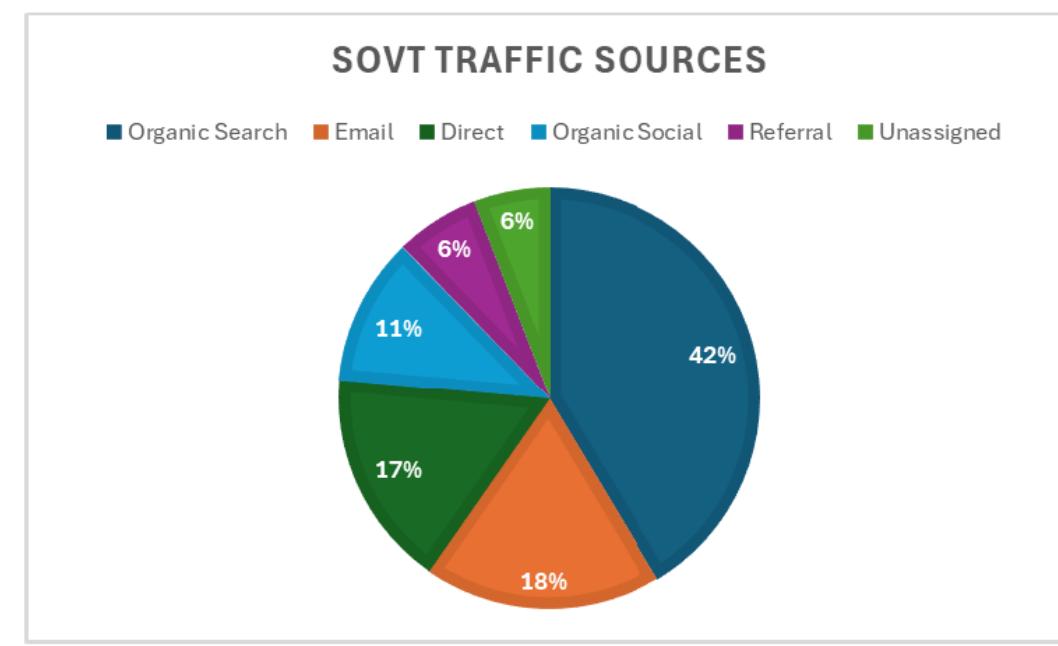
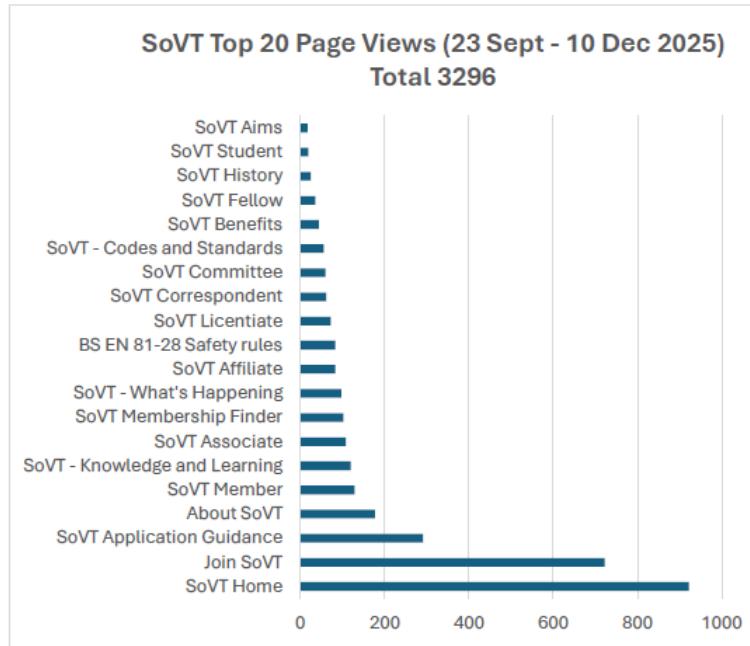
BSEN 81-28 Consultation: 102

Annual Seminar: 59

Introduction to SoVT membership: 49

CIBSE Update – Q4 2025

Data: Comms – website



Roles & Responsibilities

	CIBSE	SoVT
Governance	Divisional Rules set by CIBSE Board, due for update early 2026 to align with 2025 review and roll-out	Societies operate as outlined in Divisional Rules.
Committee	AGM member comms, elections	Strategy and objectives, plan annual activity, co-ordination of AGM and regular committee meetings, minutes.
Membership	Infrastructure, administration, applicant enquiries & notifications. Management and review all new CIBSE applications	Appoint and manage membership committee Review fast track applications Competence evidence examples
Technical & Publications		To be discussed further by SoVT
Events	Eventbrite set-up, comms, registration at London events	Event management – content, presenters, venue & catering, budget and ticket pricing, registration at regional

Roles & Responsibilities

	CIBSE	SoVT
Finance	Set budget, invoice payment	Budget planning, managing spend
Reporting	Membership, comms	
Comms Email & inbox management	All email ops, event alerts, membership acquisition and renewals sovt@cibse.org – response and triage as required	Content for ad-hoc member comms sovt.officers@cibse.org
Comms LinkedIn	Society news, updates, membership renewals & acquisition	Technical news, events and updates
Comms Website	Design, infrastructure, membership content	Technical content

AGM Requirements

Between 1 March and CIBSE AGM (10 June 2026)

8 weeks' calling notice

Officers must be corporate members **of the Society**
(LSoVT, ASoVT, MSoVT and FSoVT)

Elected Members can be any grade **of the Society**

Example Timeline

– based on proposed 2026 AGM date (updated following SoVT meeting)

AGM Date	Thursday 9 April 2026	
Calling Notice	Thurs 12 Feb	8 weeks prior to the AGM date.
Nomination Deadline	Thurs 26 Feb	2 weeks after the calling notice.
Election Open	Thurs 05 Mar	2 weeks before the AGM – all correspondents allowed to vote in this inaugural AGM.
Election Closes	Thurs 26 March	Election period lasts 1 week.
Officer Vacancies Filled	Thurs 2 April	Vacancies in the Officer positions can be filled at the AGM if no one has been elected prior.

Exceptions for the inaugural AGM

- For this first SoVT AGM only, **all members of the Society (and correspondents) will be able to vote for their committee.**
 - This is to allow those who were members of the Lifts Group to maintain their relationship with the committee whilst applications for formal grades are being processed.
 - From 2027 onwards only Corporate Members of the SoVT will be able to vote as a member benefit.
- **Nominations will be considered where eligible membership applications are in progress at the time of the calling notice.** Eg corporate applications for officers, any membership for Elected Members.
 - They will need to have been awarded that grade by the time of the 2027 AGM to be valid for their position.

Positions on the SoVT committee

As this is the first SoVT AGM, **all committee positions are available** for SoVT members to nominate themselves. These roles **will be on the calling notice**.

- Chair
- Vice-Chair
- Honorary Secretary
- Honorary Treasurer
- Elected Members

The below are **appointed** by the committee. They are **not available** for nomination by the membership and **so will not appear on the calling notice**.

- **The Membership Committee.** These roles are appointed every 3 years, so the MemComm is in place until 2028.
- **Standing Members.** These have specific roles eg BSI representative