

## Minutes of the CIBSE SoVT Executive Committee Meeting

12 December 2025, 0930-1110h



**The Chartered Institution of  
Building Service Engineers**

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[www.cibse.org](http://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
<b>AGM &amp; Evening Seminar (London)</b>	<b>Thu 9 Mar 2026, 16:30–19:00</b>	Move to Mid April. Pending CIBSE HQ availability confirmation.  Officers' nominations must be circulated at least 8 weeks prior.
<b>Glasgow Seminar</b>	<b>Thu 23 Apr 2026, 16:30–19:00</b>	Perhaps in May.
<b>Manchester Seminar</b>	<b>Thu 18 Jun 2026, 16:30–19:00</b>	MB: need to identify venue
<b>Birmingham Seminar</b>	<b>Thu 9 Jul 2026, 16:30–19:00</b>	
<b>Lift &amp; Escalator Symposium</b>	<b>16–17 Sep 2026 —</b> Kettering Park Hotel	
<b>Annual Seminar (London)</b>	<b>Wed 18 Nov 2026, 16:30–19:00</b>	Pending CIBSE HQ availability confirmation

RG/CS/LQ

PP/GM/PC

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 Goldsbrough to liaise with David on plans.

RG/DC

<b>2. SoVT – Membership Committee Update (AS)</b>	
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"> <li>• Installers and Maintainers</li> <li>• Suppliers and Support roles</li> <li>• Testers, engineering surveyors</li> </ul>	CS
<b>3. SoVT Committee Nominations</b>	
LQ explained that, as this will be the first SoVT AGM, all the nominations will need to be re-elected.	Note
<p><b>Current suggestions for 2026:</b></p> <p><u>Officers (3 years)</u>  <b>Chair:</b> Michael Bottomley  <b>Vice-Chair:</b> Phill Pearson  <b>Honorary Secretary:</b> Wee Chuan Lim  <b>Honorary Treasurer:</b> Ben Richardson</p> <p><b>Assistant Secretary:</b> Leonora Lang  <b>Assistant Treasurer:</b> TBC</p> <p><u>Membership Committee (3 years)</u>  <b>Chair:</b> Adam Scott  David Cooper  Rory Smith  John Carroll</p>	

<p><u>Committee (1 Year)</u></p> <p><b>BSI Representative:</b> Adam Scott</p> <p><b>Press &amp; Publicity:</b> Paul Clements</p> <p><b>Training &amp; Development:</b> David Cooper</p> <p><b>Event Exhibition:</b> John Bashford</p> <p><b>Events (North):</b> Gemma Moore</p> <p><b>Events (South):</b> Paloma Huelva Coronado</p> <p><b>International Representative (UAE):</b> Erkan Soydan</p> <p><b>International Representative (USA):</b> Rory Smith</p> <p><b>International Representative (Aus):</b> John Carroll</p> <p><b>LEIA Representative:</b> Nick Mellor</p> <p><b>SAFED Representative:</b> TBC</p> <p><b>INITA Representative:</b> Vince Sharpe</p> <p><b>University of Northampton Representative:</b> Stefan Kaczmarczyk –</p> <p><b>Retired/Resigned 11 Dec 2025</b></p> <p>LES trust &amp; Guide D - Richard Peters</p>		
<b>4. CIBSE De-brief by CS/LQ.</b>	Refer to the attached slides for the minutes.	Note
<b>5. Social media and Publicity</b>	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
<b>6. Training and Education</b>	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
<b>7. Treasurer's Update</b>	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
<b>8. Guide D Ownership</b>	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 12<sup>th</sup> December 2025

CIBSE Update



# CIBSE Update – Q4 2025

## Data: Membership applications

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### SoVT membership:

Affiliates: 59      Students: 72

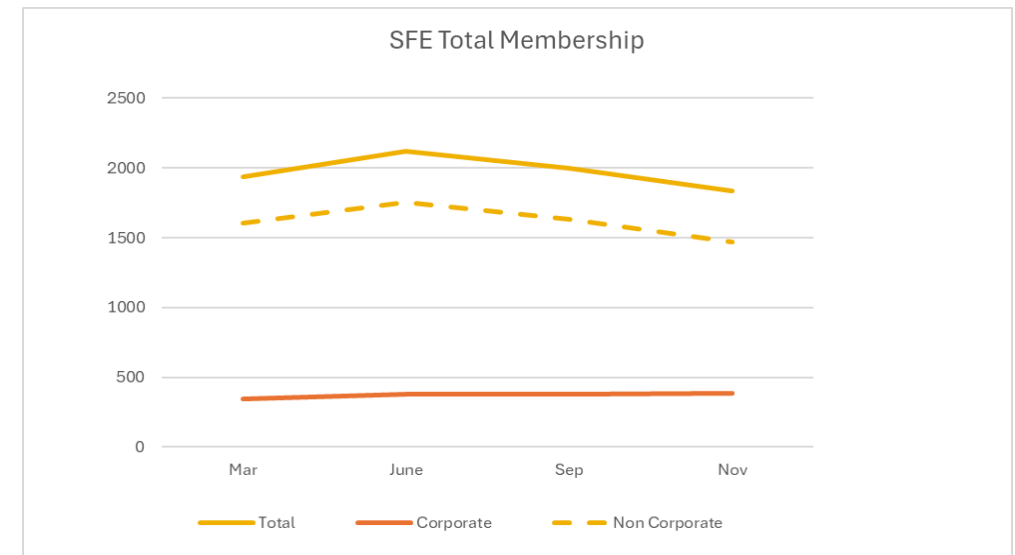
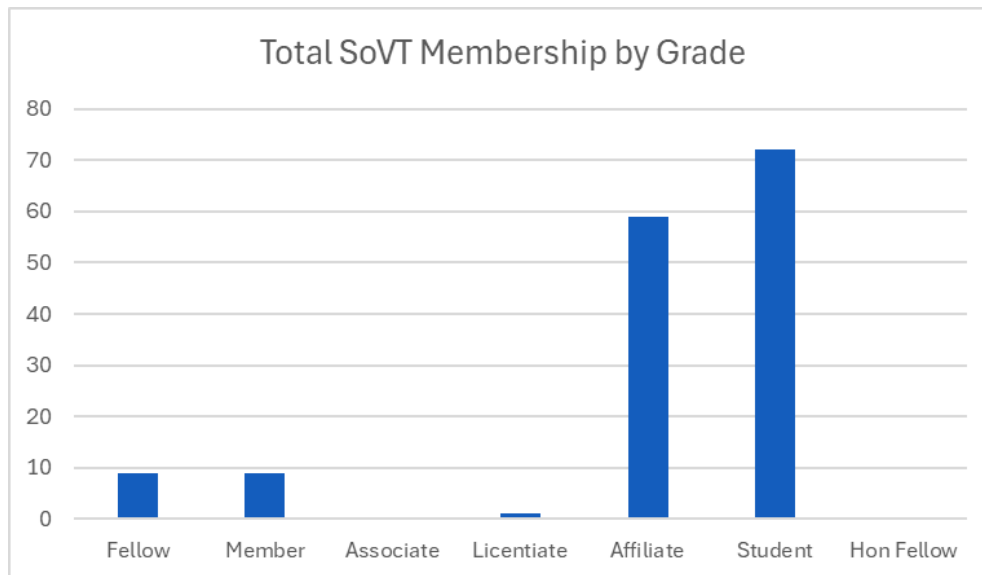
**Corporate, Fast-track Applications – Ready to be notified: 10 x FSoVT, 8 x MSoVT, 1x LSoVT**

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

# 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

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### 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

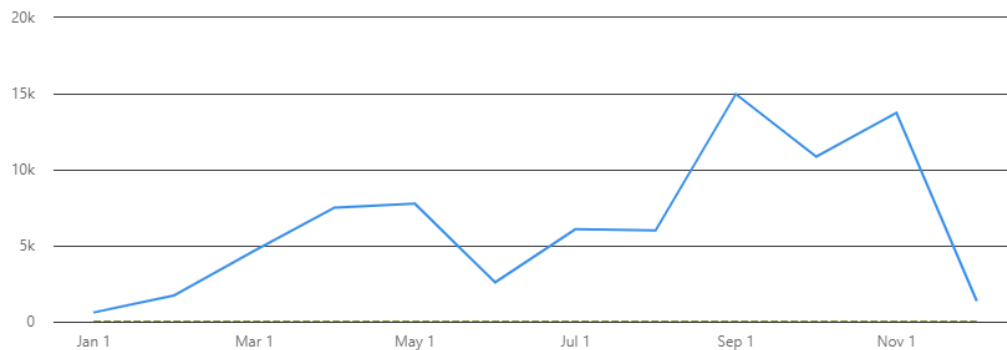
Page views: 1,045

Unique visitors: 528

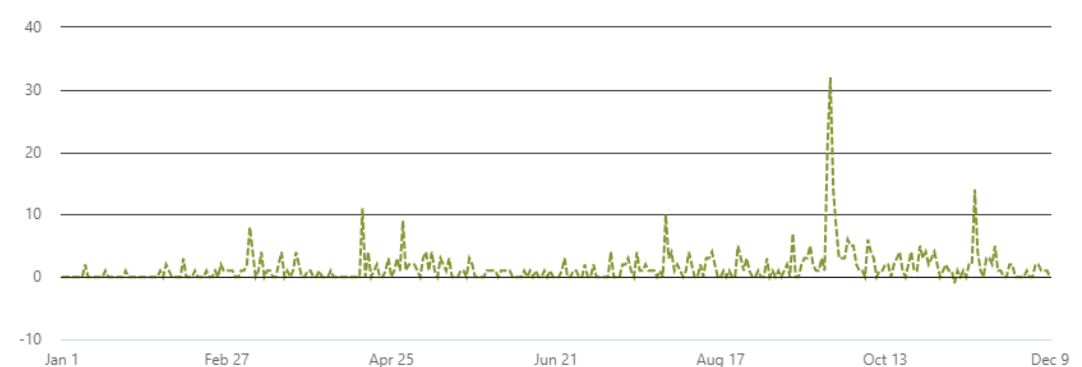
Followers: 1,344

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

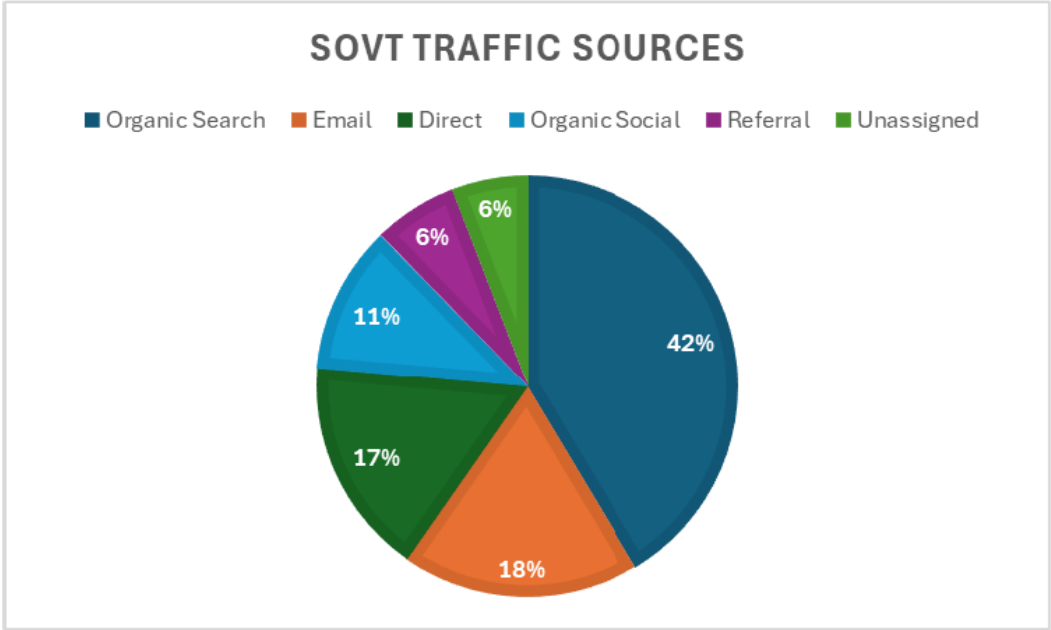
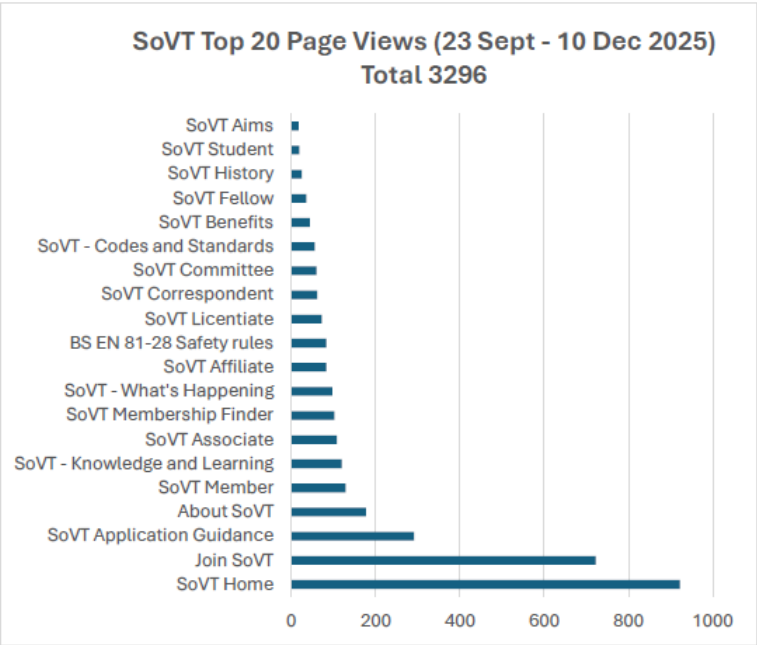
BSEN 81-28 Consultation: 102

Annual Seminar: 59

Introduction to SoVT membership: 49

# CIBSE Update – Q4 2025

## Data: Comms – website



# Roles & Responsibilities

	<b>CIBSE</b>	<b>SoVT</b>
<b>Governance</b>	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.
<b>Committee</b>	AGM member comms, elections	Strategy and objectives, plan annual activity, co-ordination of AGM and regular committee meetings, minutes.
<b>Membership</b>	Infrastructure, administration, applicant enquiries & notifications. Management and review all new CIBSE applications	Appoint and manage membership committee Review fast track applications Competence evidence examples
<b>Technical &amp; Publications</b>		To be discussed further by SoVT
<b>Events</b>	Eventbrite set-up, comms, registration at London events	Event management – content, presenters, venue & catering, budget and ticket pricing, registration at regional

# Roles & Responsibilities

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	<b>CIBSE</b>	<b>SoVT</b>
<b>Finance</b>	Set budget, invoice payment	Budget planning, managing spend
<b>Reporting</b>	Membership, comms	
<b>Comms Email &amp; inbox management</b>	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
<b>Comms LinkedIn</b>	Society news, updates, membership renewals & acquisition	Technical news, events and updates
<b>Comms Website</b>	Design, infrastructure, membership content	Technical content



# AGM Requirements

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**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 – <b>all correspondents</b> 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

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- 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

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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