



December Steering Committee Meeting Minutes

Date/Time: 8th December 2020 / 18:00 – 19:30

Location: Online

Invited:

Rossella Perniola	RP	Scotch Partners	Harry Day	HD	TB + A
Abs Shah	AS	GBE Services	Alexandra Kalymniou	AK	Arup
Jen Elias	JE	Cundall	Michael Bennett	MB	Atelier Ten
Gavin Lane	GL	Carbon Intelligence	Nikos Gkoufas	NG	WSP
Ryan Harris	RH	Fairheat	Rosin Sweeney	RS	CIBSE
Nita Barnor	NB	XCO2	Oliver Lockhart	OL	Hoare Lea
Rodrigo Guedes	RG	Hodkinson Consultancy	Hua Zhong	HZ	Nottingham Trent Uni
Nathan Jones	NJ	Kier	Lucy Sherburn	LC	Fairheat

Agenda:

No.	Item	Comm. member	Timeframe / deadline
1.	<p>Previous Events Review:</p> <p>CBN 3 – DHW temperature – carbon bite</p> <p>CBN 4 – Designing to mitigate overheating</p> <ul style="list-style-type: none"> - 4 weeks to arrange a meeting is probably not quite enough - Minimum 6 weeks lead time in the future - Teams live event caused some issues - Teams meeting could be an easier alternative - Does not appear to be any - If running late – could we hold a screen rather than just an announcement - Carbon bite to potentially become a CIBSE newsletter? <p>Podcast with Roger Macklin</p> <ul style="list-style-type: none"> - A couple of issues with the live event, no one could access - Angeliki did a great job hosting - Podcast shared on CIBSE SoundCloud channel - Discussion rather than interview worked well as a format 	<p>RH</p> <p>OL</p>	
2.	<p>Upcoming CBNS:</p> <p>Collaboration with CIBSE Controls Group</p> <ul style="list-style-type: none"> - GL to catch up with Saadia 	GL	
3.	<p>Blogs Update:</p> <ul style="list-style-type: none"> - Public health engineering – to be published WC 14th Dec <p>Upcoming</p> <ul style="list-style-type: none"> - Electrical engineering - Mechanical engineering – KT - Energy engineering – YEN UAE 	<p>RP</p> <p>RP</p> <p>KT</p> <p>RP</p>	
4.	<p>Podcasts Update:</p> <ul style="list-style-type: none"> - See 2021 planning 		
5.	<p>EPG Update:</p> <p>TM61-64</p> <ul style="list-style-type: none"> - EPG have produced a summary of TM61-64 – Operational performance of buildings 		

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	<ul style="list-style-type: none"> - CBN planned – likely in new year 		
6.	<p>CIBSE Journal Update:</p> <ul style="list-style-type: none"> - Opinion pieces – 800 words - Longer pieces – 1,200+ words - Newsletter – 350 words <p>Pull together our carbon bites in January to share with CIBSE</p>		
7.	<p>CIBSE Social Media Guidelines:</p> <p>LinkedIn</p> <ul style="list-style-type: none"> - CIBSE has provided new guidance shared for social platforms - We are currently posting on LinkedIn as individuals in a group rather than a page - Is there an opportunity to move the group to a page - Probably only of value if we can keep our followers <p>Website</p> <ul style="list-style-type: none"> - RG looking to update/tidy the website and add some new pages 	<p>MB</p> <p>RG</p>	
8.	<p>2020 Summary:</p> <ul style="list-style-type: none"> - RP has produced a summary of the year for CIBSE annual report - CIBSE to update group stats (followers etc.) - Good turnout at events and meetings 	RS	
9.	<p>2021 Planning:</p> <p>Potential TM61-64 event</p> <p>Electrical and mechanical blogs</p> <p>Podcast 1 - costing</p> <ul style="list-style-type: none"> - AS has got in touch with an engineer chartered with CIBSE - Aim for end of January <p>Other podcasts</p> <ul style="list-style-type: none"> - Chartership – YEN have done a couple of road-to-chartership events - RIBA stages – RP to reach out to chairs channel <p>CBNs</p> <ul style="list-style-type: none"> - Battery storage and demand side response - Deep retrofit – benefits of the different levels of retrofit – CIBSE group/LETI 	<p>AS</p> <p>RP</p> <p>JE</p> <p>GL</p>	
10.	<p>AOB</p> <ul style="list-style-type: none"> - Google drive to be tidied - CIBSE to set up YEPG with Teams 	<p>OL</p> <p>RS</p>	