



January Steering Committee Meeting Minutes

Date/Time: 5th January 2021 / 18:00 – 19:30

Location: Online

Attendees:

Rossella Perniola	RP	Scotch Partners	Harry Day	HD	TB + A
Lucy Sherburn	LS	Fairheat	Michael Bennett	MB	Atelier Ten
Abs Shah	AS	GBE Services	Ana-Sofia Narro	ASN	Cundall
Angeliki Krania	AK	Cundall	Richard Denteh	RD	Meinhardt
Gavin Lane	GL	Carbon Intelligence	Oliver Lockhart	OL	Hoare Lea
Hua Zhong	HZ	Nottingham Trent Uni			

Agenda:

No.	Item	Comm. member	Timeframe / deadline
1.	Review of Previous Actions <ul style="list-style-type: none"> - CBN 3 carbon bite – to be completed - CBN 4 carbon bite – to be completed - Collab with CIBSE Controls Group – conversations to be picked back up - PH blog published – to be completed - LinkedIn – can we keep followers if we become a “page” - Website tidy up – to be completed - CIBSE to update group stats – to be completed - Google drive to be tidied – to be completed - YEPG to start trialling Teams – to be completed 	RH OL GL RP MB RG RS OL OL	
2.	Member Professional Development RP gave a breakdown/run through of the route to CIBSE chartership for the team and how the activities of the group might be useful for scoring against chartership criteria. Survey to be issued to check that we as a group are fulfilling the reasons our members joined and to brainstorm future CBN ideas.	OL/RP	
3.	2021 Activity Planning Upcoming blogs <ul style="list-style-type: none"> - Electrical engineering - Mechanical engineering - Energy engineering (YEN UAE) Upcoming podcasts Costing <ul style="list-style-type: none"> - Subgroup – AS (lead), SN RIBA stages – RP to approach chairs <ul style="list-style-type: none"> - Subgroup – RP (lead), HD, CBNs Battery storage and DSR <ul style="list-style-type: none"> - RP to drop JE an email 	RP KT RP AS RP RP/JE	

<i>No.</i>	<i>Item</i>	<i>Comm. member</i>	<i>Timeframe / deadline</i>
	<ul style="list-style-type: none"> - Late February <p>Deep retrofit</p> <ul style="list-style-type: none"> - LETI non-domestic working group - GL and OL to work on fleshing out the idea <p>Virtual building tour</p> <ul style="list-style-type: none"> - Potentially a Matterport style scan - AS to share summary of his experience with this sort of tech - HD to report back to group following BCO demonstration <p>OL to share google drive for CBN/event ideas</p>	<p>GL</p> <p>AS</p> <p>HD</p> <p>OL</p>	
4.	<p>Ideal Boilers Mind Mapping</p> <p>RP to host discussion between Ideal boilers and anyone else interested about the shape/future of the industry</p>	RP	
5.	<p>AOB</p> <p>February meeting to be made public on Eventbrite ahead of AGM</p>	OL	