



July Steering Committee Meeting Agenda

Date/Time: 13th July 2021 / 18:00 – 19:00

Location: Teams Meeting

Invited:

Michael Bennett	MB	Atelier Ten	Hua Zhong	HZ	Nottingham. Trent Uni
Sofia Narro Vallejo	SNV	Cundall	Nita Barnor	NB	XCO ₂
Gavin Lane	GL	Carbon Intelligence	Rodrigo Guedes	RG	Hodkinson
Lucy Sherburn	LS	Fairheat	Ruby Kessell	RK	WSP
Sapna Halai	SH	Expedition	Alfred Uzokwe	AU	GSA
Richard Denteh	RD	Meinhardt	Nikos Gkoufas	NG	WSP

Agenda:

<i>No.</i>	<i>Item</i>	<i>Comm. member</i>	<i>Timeframe / deadline</i>
1.	<p>Admin</p> <ul style="list-style-type: none"> Overview of the new Microsoft Teams format for discussing ideas and ongoing communication. Team members to contact Michael/Gavin if they don't have access to the CIBSE YEPG Teams account Reminder to all committee members – please ensure you respond to the invite to confirm your attendance at each meeting 	<p>GL</p> <p>ALL</p> <p>ALL</p>	
2.	<p>Previous Events Review:</p> <p>CBN1 – Demand side response</p> <ul style="list-style-type: none"> Yet to receive the recording from the CIBSE admin person. Need to make sure we are set up to record future events. We just need to set up the teams meeting events going forward. This will allow us to have control over recordings. This will be captured in Harry's guidance document <p>Podcast – Fabric Performance</p> <ul style="list-style-type: none"> Ways to improve future podcast attendance – capture all podcast and CBN ideas and create polls to highlight that are most popular. Can we use the mass email function as well to notify people on the mailing list? Should the structure of the live podcast be re-visited, rather than be concerned about numbers on the day we should just push for sharing the podcast after on all our social media platforms and assess impact by number of listens on sound cloud? 	<p>GL/HD</p> <p>HD</p> <p>GL/HD</p> <p>MB</p>	
4.	<p>Upcoming Events:</p> <p>CBN2 – CP1 Quality Assurance</p> <ul style="list-style-type: none"> Pushed back to early August Booked for 4th August with preparation session booked in with speakers 	TB/LS	

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	<ul style="list-style-type: none"> • Need support with setting up Eventbrite and event background. Would be useful to review Harry's Eventbrite guidance document to improve set up HVAC/FM group joint event – Innovation <ul style="list-style-type: none"> - Pushed back because they want to do it in person, aiming for September 15th 	<p>HD, MB, RP MB/SNV/RP</p>	
5.	<p>Website/social media update:</p> <ul style="list-style-type: none"> - Sapna gave update on the social media/graphics plan to get feedback from the group. - Sapna to continue with content development plan with support from Rodrigo and Sofia - Alignment of social media content with Key sustainability dates – Alfred has already shared some key dates on social media Teams channel - Website update: All photos and bios updated. There is information missing from past events. Lucy needs access to Google drive to view information from past events. - YEPG Linked in Page – Engage with CIBSE to understand what is required to open dedicated linked in page. Do we need permission? or do they need to open it for us? - Improving Engagement post events - engage with CIBSE regarding the use of Survey Monkey post events 	<p>SH</p> <p>SH, RG, SNV</p> <p>GL</p> <p>LS/MB</p> <p>NG</p> <p>NG</p>	
6.	<p>EPG Update:</p> <ul style="list-style-type: none"> - Potential Opportunity to Engage with worldwide Energy Performance Group - Net zero carbon definition request from CIBSE – EPG have asked YEPG for support on this <ul style="list-style-type: none"> o EPG will take the lead but we can offer support - Request from EPG to write more carbon bites - Next EPG Power hour: Retrofitting: any energy target we should set up as benchmark? – YEPG volunteers are welcome. Contact Hua Zhong if you are keen to support <ul style="list-style-type: none"> o Potential speakers from historic England and UCL - Ideal Heating New Product Preview Launch Event – in person event this Friday for those interested 	<p>RP</p> <p>RP</p> <p>HZ/ALL</p> <p>ALL</p>	
7.	<p>2021-22 ideas:</p> <ul style="list-style-type: none"> - Review google sheet with existing ideas for CBN's and post on teams. Want to capture all ideas and get buy in from the team on what ideas we should focus on and develop into events/podcasts <p>Podcasts:</p> <ul style="list-style-type: none"> - Podcast idea -Present and past situation relating to YEPG. <ul style="list-style-type: none"> o Opportunity for people to talk about their story. Target Young engineers starting in the profession. Aim for carrying out this event in September as CBN 2 is now in August. o Questions can be taken from predefined questions from CIBSE (now posted on teams channel) and also any other questions that current group members have. o This idea needs a lead to push this forward 	<p>MB</p> <p>ALL</p>	

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	<p>CBNs:</p> <ul style="list-style-type: none"> - CBN - Sustainability certifications and Net Zero- e.g. <ul style="list-style-type: none"> o BREEAM, Well and fit well– what considerations go into these certifications, how will they change going forward? Are they still relevant? o Rossella’s colleague at Scotch seems keen to speak at this o Push for this to be CBN in October - Gavin to follow up with Harry and Rossella - Retrofitting for Net Zero Podcast series <ul style="list-style-type: none"> o Need to break down in different related topics and start thinking of suitable speakers. o Idea needs further development - CBN - Trade-off between better air quality and energy efficiency <ul style="list-style-type: none"> o Idea needs further development <p>Demand reduction infographic</p> <ul style="list-style-type: none"> - Give top 3 demand reduction recommendations. - Link into Sapna’s ideas around developing some YEPG styled content. - Could be the monthly infographic for September/October 	<p>GL, RP, SH</p> <p>ALL</p> <p>ALL</p> <p>SH, RG, SVP, RP, GL</p>	
8.	<p>Internal “curiosity” sessions</p> <p>Sapna gave a quick and interesting presentation into a project that she recently completed which involved advising a social housing developer on how to decarbonise their large portfolio of affordable homes.</p>	<p>SH</p>	
9.	<p>AOB</p> <p>Social get together in September?</p>	<p>MB</p>	