WELCOME AND INTRODUCTION

David Fisk welcomed members to the meeting of Council, which was his first as President.

CHIEF EXECUTIVE’S REPORT

Stephen Matthews introduced his report, drawing attention to the particular nature of CIBSE as a niche player amongst larger Institutions, and emphasising that CIBSE belonged to its members.

He informed members that the Institution had now taken a small office in the Building Centre, which provided a facility for small meetings in Central London. This reflected the need to send a message to those whom CIBSE sought to influence, and also the need to investigate whether a split site operation could be made to work, should CIBSE wish to develop its premises options. There could be options for a larger CIBSE presence in the Building Centre in future.

He went on to refer to the Board Away-Day which had been developed significantly over the past few years, and provided an important means to develop the working relationships of Board Members and senior staff.

Stephen Matthews also introduced the issue of Building Futures, referring to work done by the RIBA in this field. A leaflet was available for distribution.

Regarding Membership, he drew attention to the current membership numbers by grade. Whilst CIBSE had been successful in its growth, and joining rates had increased from the previous year, there were concerns over the number of unpaid members whose membership was in danger of lapsing. Affiliate and Student grades had the largest proportion of potential lapsers. Around 1,500 lapsing members across all grades were expected in 2012.

Stephen Matthews went on to report on use of the Knowledge Portal. Whilst the proportion of members using it could be higher, those who did use it were accessing information regularly, and it was particularly popular overseas. The substantial number of downloads, particularly of Guides, was noted, as was the range of countries from which the portal had been accessed.

Regarding staffing, it was noted that Marie Dignan was standing down as Membership Director, and she was thanked for her work for the Institution. Carilyn Clements had joined the Institution as the new Director of Membership. It was also noted that Bob Cervi was standing down as Journal Editor, and would be replaced by Alex Smith.

Members were reminded that Building Services – The CIBSE Conference and Exhibition would be held at Olympia on 10th to 11th October. Attention was also drawn to next year’s Building Performance Awards and the Technical Symposium.

SOCIETY CHAIRMEN

Society of Light and Lighting

Ian Macrae referred to the successful past year for SLL including influence to improve standards in Part L on used energy. The new Code for Lighting had been launched, and free membership for Students on accredited courses had been introduced. The future challenge was to retain the interest of students and to convert them to other grades. He referred to the success of Ready, Steady, Light which was enjoying its tenth anniversary. The Masterclasses were continuing, and numbers attending had held up well in the
circumstances. The number of Sustaining Members had been increased, and a video titled ‘A Story of Illumination’ had been created, promoting the work of the Society. The video was available on YouTube and would be run at regional events.

SLL was determined to raise its media profile, and encourage more debate in the media on lighting. Membership competency and accreditation was also a priority, with a target of increased recognition. It was also planned to engage more with young members and new members of SLL.

For the next three years, financial planning would be a key issue, as the Knowledge Portal changed the potential for income from publications. There was also an aim to increase the number of members of the Society.

**Society of Public Health Engineers**

Chris Northey introduced the SoPHE report, noting that there had been a small increase in membership, and also in the members of the Industrial Associate scheme. The Society continued to issue a quarterly newsletter, and had presented 6 CPD technical seminars within the SoPHE regions. The Society was represented on Government Advisory panels and British Standard Steering Committees. A successful Young Engineers Award was held in 2011 in conjunction with Water Aid, and the 8th Annual Society Dinner had been held in London with good attendance. A Northern dinner in Manchester had also been added to promote the Society more widely.

Chris Northey had been a speaker at the 1st Plumbing Industry Conference, and also at the World Plumbing Conference, on behalf of the Society. SoPHE had also been represented at other key conferences, and relationships with other leading industry bodies were being developed.

The 2012 Young Engineers Award was underway, and a range of other activities were underway, particularly working in conjunction with other industry bodies. A 10% increase in membership and Industrial Affiliates was being sought, and work was being done with HQ to raise the profile.

Plans for the future included further expansion and development of existing initiatives, the growth of SoPHE regionally, and the introduction of Public Health CPD modules in conjunction with Greenwich University.

**Society of Façade Engineering**

Graham Fairley introduced the report, describing the breadth of the discipline of Façade Engineering. The Society was keen to promote membership and the FSFE / MSFE designations, including regional development with activity in the Middle East, Hong Kong and Australia, with connections being made in Europe. It was noted that different overseas locations presented different challenges for development.

Regarding Accreditation, it was hard to promote SFE membership as a form of accreditation due to the small numbers currently involved. Belonging to SFE should become a symbol for quality which would be send as a prerequisite for employment, but this remained a challenge.

The long term goal was therefore to raise the profile of SFE as a symbol of quality, and of SFE members as possessing the necessary expertise to practice.

**Institute of Local Exhaust Ventilation Engineers**

John Armstrong presented the report, as Wally Gilder was unable to attend. ILEVE had now been established and had 130 members, who were currently being evaluated for ILEVE membership grades. The HSE had supported the development of ILEVE within CIBSE due to concerns over the health effects of industrial processes, and the importance in this of Local Exhaust Ventilation.

It was believed that 250 members within a year was a reasonable target for membership of the ILEVE, which competence to be recognised across a range of different roles and membership levels. Once clarified, the objective would be to explain this to clients, and encourage the use of competent people in this field.

It had also been noted that issues of potential conflict of interest had been acknowledged, and were being addressed.
BOARD WORK PLAN / FUTURE COUNCIL AGENDAS

David Fisk drew attention to the operational plan spreadsheet, which set out the plan for key issues during the year to be considered by the Board and other committees, brought to Council for consultation, and taken to a decision point according to an established time plan.

Stephen Matthews welcomed this development which had been proposed by the President, as the value in being aware in advance of issues to be considered was clear. It was hoped that this would help clarify the role of Council and allow members to consult with their constituencies at an appropriate point.

As an example, he highlighted the HQ location item, noting the limitations of the current premises and location. The current HQ was at capacity, however Central London premises for all staff at commercial rates was not affordable. It was noted that the plan was for Council to be consulted in February 2013, following further discussions with the Building Centre.

At the October Council meeting, Energy Efficiency and Corporate Partnerships was planned for consultation, and International strategy was scheduled for February 2012. Knowledge Portal was due to be discussed at the current meeting. Membership Development was also on the list, and it was noted that Finance Sub Committee would be discussing free student membership at its next meeting.

David Fisk highlighted his concern that the focus on Carbon was potentially excluding members who were focussed on energy; this was not to detract from Carbon targets, but to widen involvement. He also expanded on the importance of other items included on the list of topics, including International and the development of the Knowledge Portal. Regarding membership, he highlighted the position of CIBSE between the IET and the IMechE, and the need to emphasise the CIBSE brand as being at the top of the industry.

PROD DEVELOPMENT – KNOWLEDGE PORTAL UPDATE

David Hughes introduced the issue, explaining the background to the development and role of PROD, which has been responsible for the development of CIBSE Publications since 1999. It also managed the Research Fund, and in recent years had taken on the development of the Knowledge Portal.

It was now realised that the current structure was not appropriate for the future development of the Knowledge Portal. It needed to contain existing CIBSE publications, which needed to be updated, but more was required. Gaps needed to be filled, research should be covered, members should be able to contribute; a ‘live’ and active Portal was required.

Challenges included defining the range of knowledge to include, finding ways to author and update it, embracing the societies, groups and regions, and working with the membership at large. Most CIBSE guidance addressed the Design phases, but the full life-cycle of the building needed to be covered.

Hywel Davies continued the presentation, developing this point and highlighting the need to embrace installation, commissioning and the operation of buildings in addition to design. The need to engage with members who were not within easy reach of HQ was also stressed, as was the need for a broader range of participants, as those currently engaged were mostly design orientated.

The issue of the existing building stock needed to be addressed in much more detail, with the bulk of future working being related to buildings that have already been built. Energy efficiency for existing buildings was therefore a key issue.

The proposal was that a new structure be established for PROD, with three sub-committees supporting it. PROD would take the strategy overview, and would oversee content development. A Delivery Sub-Committee would be responsible for delivering agreed projects, working to faster timescales than had been needed with paper-based publications. A Programme Sub-Committee would define and prioritise new projects and updating of existing content, based on an assessment of the development of new issues. A Research Development Sub-Committee was also proposed, to seek support for CIBSE projects from
interested partners, particularly since Government funding for research was no longer forthcoming. Draft Terms of Reference for the Sub-Committees had been devised.

A key issue was the better engagement with Societies, Groups and Regions in developing this work, and Council were invited to offer suggestions on this.

The issue of guidance on building specification was raised, as it was felt that Building Physics was often ignored. There was a need to provide advice to clients. It was suggested that this also related to the Facades issue, as Building Physics sat uncomfortably between a number of professions / institutions. It had been suggested that there was a need to ‘join up’ the relevant Institutions, although the increasing need for specialism made this challenging. The groups and societies could provide a way forward. The needs of the customer were also stressed, throughout the process from design through construction, operation and refurbishment. CIBSE might need to work with others, and disseminate information from others, in order to address all these aspects. The difficulties in procurement were pointed out, with capital build cost often being the only issue considered; it was questioned how the development of BIM could influence this.

Support was expressed for the proposed changes, and it was suggested that an emphasis on operation was needed. The level of input, resource and co-ordination required was pointed out however, with four groupings needing to be run and peopled. It was suggested that if this was problematic, one could start with the Research and Programme Sub-Committees as a single group initially.

It was suggested that the Programme Development Sub-Committee needed to engage actively with Societies, Groups and others in order to map out the programme. There was however concern that too many people may be required by the structure, and that to an extent it mirrored the previous structure which had proved over complicated. It was suggested that the Research Development task could fall within PROD itself, and that ‘overseen’ should be replaced by more specific tasks such as ‘to determine’ actions.

The possibility of input from manufacturers was suggested, with any concerns over conflict of interest being addressed by involving a number of manufacturers rather than only one for a particular project. Manufacturers had a major role in providing information, and were a resource which could take some of the burden off CIBSE.

The change to the operation of the industry was noted, with M&E contractors carrying much more design responsibility, and often operational responsibility. It was the manufacturers, however, who were driving innovation, often from a world-wide base, and they were a very important part of the industry. CIBSE Patrons were mostly manufacturers, and there was a willingness to contribute.

There was support for the need to address strategic issues, as the current structure had not allowed for this sufficiently because a single committee was inevitably focussed on the practicalities it had to address. Whilst some members emphasised the design role, it was also felt that the other aspects were important for CIBSE to address.

Members were encouraged to send further thoughts and suggestions to Hywel Davies to assist with the development of the proposals.

**BOARD AWAY-DAY OUTCOMES**

David Fisk reported on the Board Away-Day which had been held in May at Cumberland Lodge. Useful discussions had been held, which had been reviewed in discussions between the President, President-Elect and Immediate Past President and would be reported in the CIBSE Journal. A number of key items had emerged, such as the lack of CIBSE student members at leading universities, from which some major employers in the industry recruited, and engagement with these universities was a focus for David Fisk’s presidential year.
Web Presence

Another issue on which David Fisk had focussed had been the Institution’s Web Presence. It was felt that a reworking of the site was needed and a number of updates, which could be undertaken easily, had been made.

Members were asked for their input as to what members expected of the website, and it was appreciated that a ‘design by committee’ would not be successful. It was suggested that the site might be simplified, bringing together all aspects of the Institution’s work including the Journal. It was felt however that information must be easily accessible, and this was not the case on the existing site. It was also suggested that the site was too focussed on HQ organisation, rather than what members or others might need or want when they visited the site.

It was noted that other bodies, such as the Institute of Physics had quick links for members to come to a members area, which targeting their front page more widely.

It was also noted that various regions and groups had set up their own sites, and that these could be combined. ASHRAE chapters ran their own sites, but with rules for the way they should be operated.

The value of a consistent branding was pointed out, with current CIBSE sites having a variety or layouts and colour schemes. The need for flexibility was noted, however, and it was appreciated that CIBSE had a very wide range of constituent groups. The need for near daily updates to the website was also noted to ensure the content was current. The value of making the website more personal was also suggested, with members of committees list and the use of photographs. It was noted that the President was being highlighted on the front page for this reason.

Members were thanked for their input, and any further contributions would be welcomed.

Business Channel Programme

Members were also informed that a TV programme would be broadcast on the Business Channel on Low Carbon Refurbishment, on which CIBSE largely had editorial control with a number of other organisations involved. This would be publicised in the CIBSE email newsletter, and would also be available online after the broadcast.