

# Minutes of the CIBSE Lifts Group Executive Committee Meeting

06 March 2025, 1430-1700h



## PRESENT

Adam Scott	AS
Ben Richardson	BR
Dave Cooper (Online)	DC
Erkan Soydan (Online)	ES
Gemma Moore	GM
John Bashford	JB
Jonathan Bracken (Online)	JBr
Leonora Lang	LL
Michael Bottomley	MB
Paloma Huelva Coronado	PHC
Paul Clements	PC
Phil Pearson	PP
Richard Peters	RP
Rory Smith (Online)	RS
Vincent Sharpe	VS
Wee Chuan Lim	WCL

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## APOLOGIES

John Carroll	JC
Nick Mellor	NM
Stefan Kaczmarczyk	SK

## DISTRIBUTION

Those present, apologies and web site

**1. Welcome and apologies**

The meeting was opened by MB.  
Apologies received were noted.

Note

**2. Minutes of previous meeting**

The previous minutes were reviewed and accepted without amendment.

Note

**3. Matters arising not on agenda**

None.

Note

**4. 2025 AGM**

The AGM will be held in person at SWECO London on 06 March 2025 at 1730h.

a. CL had prepared a summary of 2024 events.

Note

b. **NEW** Nominations of 2025:

Note

Chair MICHAEL BOTTOMLEY

Vice Chair PHILL PEARSON

Secretary WEE CHUAN LIM

Assistant Secretary LEONORA LANG

Treasurer RICHARD PETERS

Assistant Treasurer BEN RICHARDSON

Events Organiser (North) GEMMA MOORE

Events Organiser (South) PALOMA HUELVA CORONADO

BSI Representative / Codes and standards ADAM SCOTT

Event Exhibition JOHN BASHFORD

Training Development DAVID COOPER

Press & Publicity PAUL CLEMENTS

LEIA Representative NICK MELLOR

University of Northampton Representative STEFAN KACZMARCZYK

SAFED Representative JONATHAN BRACKEN

INITA Representative VINCE SHARPE

International Representative USA RORY SMITH

International Representative AU JOHN CARROLL

International Representation UAE ERKAN SOYDAN

5.	<b>Events in 2025</b>	Note
	a. Even though many register and fail to turn up for the events (approximately 40% no show), all agree the events will be free to attend if we do not have to pay for venue. We will continue to charge for larger events like the Annual Seminar.	
	b. PP/GM/PHC reported that the Executive were planning the following seminars/events:	Note
	<ul style="list-style-type: none"> <li>• 6 Mar 2025 (1730 - 1900h) –AGM and Evening Seminars</li> <li>• 23 Apr 2025 (1700 - 1930h) – Scotland Seminar</li> <li>• 21 May 2025 (1600 - 1800h) – Manchester Seminar</li> <li>• 2 or 3 Jul (1600 - 1800) – Birmingham Seminar</li> <li>• 23 Sep 2025 – Guide D Launch</li> <li>• 24-25 Sep 2025 – Lifts and Escalators Symposium</li> <li>• Oct 2025 – Away Day for SoVT planning</li> <li>• Nov 2025 – Annual Seminar</li> </ul>	
	c. The 2025 events to finalise details at least 3 MONTHS BEFORE event for necessary publicity and circulation.	Note
	d. RP to share Lift and Escalator Symposium information for promotion via CLG website.	RP
	e. Erkan to share online training details	ES
6.	<b>Press and Publicity</b>	
	a. Paul Clements continue with social media <ul style="list-style-type: none"> <li>- Regular posts via LinkedIn</li> <li>- All posts to be reviewed by Execs before posting.</li> </ul>	PC
	b. Publicise MORE about CIBSE Guide D 2025 over the next 6 months (LinkedIn, CIBSE, LIN and newsletters)	PC/RP/WCL
	c. CIBSE Journal Articles, to link editor with Lift Industry News (Pat). RP will write an article about CIBSE Guide D for the Journal.	RP
	d. TSIB UoN/CLG journal – To CLG and LinkedIn – 2025 published, URL below: <a href="#">Archives   Transportation Systems in Buildings</a>	Note
7.	<b>Lift and Escalator Symposium</b>	
	Registration open.	Note

8.	<p><b>Industry Training</b></p> <p>On Behalf of SK and the University of Northampton:</p> <ul style="list-style-type: none"> <li>Both undergraduate (Certificate/HNC/HND) and postgraduate (MSc) courses are closed to new enrolments and are in the teaching-out process.</li> <li>At this stage we are working with the University to secure an agreement about IP rights to use the programme learning materials.</li> <li>Once we have the agreement, we will be able to discuss with the industry setup appropriate platform(s) for alternative delivery modes (a meeting has been planned for next week with LEIA / CIBSE LG representatives).</li> </ul> <p>ES: will prepare online training to introduce the elevator components and fundamentals step-by-step.  WCL: can this be a series of fundamental training as pre-assessment for SoVT?  MB: wants to ensure if other societies have this and for other “levels” of membership without such experience.</p>	Note
9.	<p><b>Web site and database</b></p> <p>RP:  There may be an upgrade to the LES library.  The Micropedia may be hosted and made available on the LES portal.</p>	ES / Note
10.	<p><b>Treasurer’s report</b></p> <ul style="list-style-type: none"> <li>Refer AGM Slides.</li> </ul>	Note
11.	<p><b>Standards and Regulations</b></p> <ul style="list-style-type: none"> <li>Refer AGM Slides.</li> </ul>	Note
12.	<p><b>Any other business</b></p> <p>a. To review how we should include collaboration with HSE, INITA, LEIA, SAFED</p> <p>b. AS: the SoVT will hopefully raise the profile of the Lifts group.</p> <p>c. WCL mentioned that all Societies have Galas and events that will raise the profile. But the big problem is the hard work is dependent on the volunteers. Hence our recent recruitment.</p> <p>d. PHC: Consider linking and collaborating on the events with other groups and societies. AS: good to consider for future events.</p> <p>e. Nominations to receive CIBSE Medals. Dr Gina Barney and Dr Richard Peters.</p>	MB / VS / JB / DC
		Note
		Note
		PHC/GM
		WCL

13.

**Next meeting**

To be agreed with MB. WCL will send TEAMS invites to all Execs.

Note /WCL

14.

**Society Updates**

**RG at 1530h:**

Good feedback from board meeting of Feb 2025.

Next Board meeting is 23 April some actions are required:

Note

- Society Cost Forecasts
- Membership Assessment process
- International Structure
- Marketing and Branding

End