

## Council Meeting Minutes

**Meeting Title: CIBSE Council Meeting**

**Meeting Date and Time: 26 February 2025 1330-1530**

**Location: This meeting is online only via Microsoft Teams**

**Invited: All 2024/25 Council Members (See Council Report)**

### **Chair**

Fiona Cousins CIBSE President

### **CIBSE Executive:**

Ruth Carter (RC)	CEO
Richard Goldsbrough (RG)	Membership Director
Anastasia Mylona (AM)	Technical Director
Chris Winston (CW)	Director of Finance
Simon Parker (SP)	Managing Director of CIBSE Services
Michael Wallace (MW)	Director of Operations
Kieran O'Brien (KO)	Director of CIBSE Certification
Melissa Drayton (MD)	Marketing and Communications Director

### **Apologies received:**

Mike Carter (MC)  
Andrew Rowe (AR)  
Adrian Catchpole (AC)  
Kevin Mitchell (KM)  
Josh Emerson (JE)  
Dave Cooper (DC)  
Laura Mansel-Thomas (LMT)  
Neil Rooney (John Sproxtton attended on his behalf)  
Mark Walker (Steve Clifford attended on his behalf)  
David Stevens (James Campbell attended on his behalf)

### **Welcome from the Chair (Fiona Cousin - FC)**

FC welcomed all attendees to the Council meeting, expressing appreciation for their participation and ongoing commitment.

### **Minutes of the last meeting**

All Council members approved the minutes of the 2024 October Council Meeting.

### **Chief Executive's Report (Ruth Carter - RC)**

RC opened the meeting by thanking the members whose tenures are coming to an end, acknowledging the significant contributions of departing colleagues. She highlighted the strength of CIBSE's ability to bring in fresh perspectives through new members.

She then reflected on the success of 2024, describing it as one of CIBSE's best years in its history. RC noted the increase in the organisation's visibility through global media coverage and participation in influential events, including COP 29.

Membership continued to grow, reaching 23,216 members, marking a 4% increase from the previous year. This growth demonstrates strong engagement, despite the broader challenges within the sector. RC pointed out the record numbers of young engineers joining the organisation.

RC emphasised that the growth of membership has not come at the cost of quality, with over 50% of members still in corporate grades. The organisation continues to attract a diverse range of members, both seasoned professionals and younger engineers.

She updated the Council on the successful move to the new headquarters at Saffron Hill, acknowledging some initial challenges but noting that the space has been well received. Future plans for the building include member lounges and training suites to further enhance the facilities.

RC spoke about the long-term decarbonisation journey, with a focus on sustainability over the next 45 years, positioning CIBSE for continued growth in the future.

RC also announced the opening of medal nominations to recognise exceptional volunteer service, with bronze, silver, and gold medals for 10, 15, and 25 years of service, respectively.

She encouraged members to attend the upcoming CIBSE Building Performance Awards in London, which are expected to have a record number of attendees. The event will celebrate the achievements of CIBSE members within the building performance industry.

RC concluded the report by expressing her gratitude to all members for their passionate support of CIBSE, recognising their contributions as crucial to the organisation's ongoing success.

### **Membership Update (Richard Goldsborough - RG)**

RG provided an update on CIBSE membership growth, highlighting positive progress due to increased efforts and strategic engagement. The organisation's membership continues to grow, supported by targeted actions at all levels. Over the past year, CIBSE engaged with over 80 organisations, addressing their membership and professional development needs. This work also extends to non-UK regions, increasing global outreach.

The department is actively working with universities to ensure graduates continue their professional journey with CIBSE and in accrediting courses across the world. It was also reported that the membership renewals are looking very positive for 2025 so far.

Additionally, the CIBSE Code of Conduct has been updated, with an email sent to all members. This is part of the bi-annual update process led by the Professional Conduct Committee (PCC) on behalf of the Board.

The revamped Experience route to membership and registration was launched late last year, providing an inclusive pathway for individuals from diverse backgrounds, including those without traditional academic qualifications. This streamlined route is designed to engage a broader audience.

The CIBSE team has expanded with the addition of Ceri Saunders, Senior Societies Manager, who will focus on supporting Societies. With two full-time staff dedicated to Societies, CIBSE is developing strategic plans to support growth and engagement within each society.

RG also thanked Council members for their involvement in governance changes, which are reviewed annually to ensure flexibility and maximise efficiency. The membership marketing team has expanded to three staff members, enhancing global engagement efforts and member communications through increased newsletters and campaigns.

In closing, RG expressed gratitude to those stepping down this year, acknowledging their dedication and hard work. He encouraged continued efforts to drive membership engagement

### **Technical Update (Anastasia Mylona - AM)**

AM provided a technical update, highlighting key activities and developments from the past few months. She began by discussing CIBSE's international presence, noting that the organisation had a strong presence at COP 29 in Baku last November. She personally presented at a session on sustainable cooling at the UK Pavilion, and Julie Godefroy, CIBSE's Head of Net Zero, presented the Net Zero Carbon Building Standard. AM also highlighted the organisation's involvement in a series of workshops between the UK and China, focusing on decarbonisation and climate resilience policy, which were fully funded by the British Embassy in Beijing. These workshops were held both in London and China, with the goal of creating a long-term partnership to advance these critical agendas.

AM shared that CIBSE had been awarded the Best Retrofit Innovation or Project at the Building Innovation Awards, for its publication on the Retrofit Revisited project, which evaluated the performance of homes ten years after energy retrofits. Additionally, two addendums to TM65 were published, which attracted significant interest in North America and the UAE, further reinforcing CIBSE's leadership in the decarbonisation space.

She mentioned that a revision of TM39, the building energy metering standard, is underway, led by Ellen Salazar, CIBSE's new Head of Building Services Engineering. The revision is expected to be completed by the end of the year and will integrate monitoring requirements for standards such as NABERS and the Net Zero Carbon Building Standard. Ellen is also working on a metering plan for the Saffron Hill building, which ties into this ongoing work.

AM then highlighted the positive reception of the Net Zero Carbon Building Standard webinar, which attracted nearly 5,000 registrations and over 2,500 attendees. The pilot programme associated with this standard has also gathered significant attention, with hundreds of case studies in the pipeline for testing. She also noted that the revised climate change action plan is now available online for review.

CIBSE is also working closely with the Ministry of Housing, Community and Local Government (MHCLG) in response to the final report on the Grenfell Tower fire. AM noted that the government

response is expected this week, and CIBSE will be preparing an PR campaign to inform our members. Furthermore, we have been invited by MHCLG to discuss CIBSE's work in this area and further collaboration opportunities. t.

Finally, AM shared updates on upcoming events, including the Build2Perform Live event and the Decarbonisation of Heating and Cooling event on May 21st. She encouraged members to participate in these events, which focus on critical topics in building performance and decarbonisation.

AM concluded by offering to elaborate further on any of the topics discussed and thanked the members for their attention.

### **Engineer of the Year (Phil Draper - PD)**

PD shared his reflections on his tenure as Engineer of the Year. He expressed his gratitude for the opportunity but also highlighted areas where he felt the title could be more prominently recognised within CIBSE. PD discussed how he had been actively promoting the title, including attending events such as the Yorkshire Awards and Build2Perform, and mentoring 15 individuals. PD has continued to support others in the industry through personal connections and is proud of his efforts in promoting the profession.

He went on to share his thoughts on how the Engineer of the Year title could be more strategically involved in the wider CIBSE framework. This includes having the Engineer of the Year join the Council, engage more with knowledge panels, and take on a more prominent role in networking and mentoring. PD expressed his commitment to further promoting the role through increased visibility in media, social platforms, and events, suggesting that the title should be more integrated into CIBSE's initiatives and strategic goals.

PD concluded thanking the group for their support and emphasised his passion for contributing to CIBSE's growth.

### **RLC Update (Vince Arnold - VA)**

VA provided an update on the recent Regions Liaison Committee (RLC) meeting, which he chaired. The meeting was an important opportunity for regional chairs to share their experiences, both positive and negative, as well as their learning points from activities in their regions. Topics discussed included CPD, and various events organised across the regions.

The committee reviewed updates to the regional governance, operating procedures, and guidance, which had been revised recently. VA specifically praised the work done by Ella Summer, who had played a key role in presenting the final version of the regional scoring matrix. This matrix, after consultation with several regional chairs, was now finalised and published. Four regions volunteered to trial the scoring process, which provides a personal reflection tool for regional chairs to assess the performance of their regions. The aim of the matrix is to allow regions to evaluate their effectiveness in a self-assessment format, without central oversight. Feedback from regions indicated that the tool was particularly useful for new chairs, providing clarity on what is expected in the role and how to measure effectiveness.

In addition, volunteer induction sessions had been scheduled, with good attendance expected. These sessions will help regional teams stay updated on the various tasks and responsibilities they handle within the regional committees.

A highlight of the meeting was Ruth Tatanga's presentation, where she shared insights into the global activities of YEN. VA noted the enthusiasm of YEN members, sharing his recent experience meeting the YEN Hong Kong branch and emphasising the energy and passion that young engineers bring to the profession.

VA concluded by thanking all those who attended the RLC meeting and expressed appreciation for the continued support of the regional teams. He encouraged any further questions or thoughts to be submitted, noting that both he and Ella would be available to respond once Ella returns from annual leave.

### **Groups and Societies Update (Emeka Efe Osaji - EO)**

The meeting, chaired by FC on Thursday, 20th February, was well-organised and efficiently conducted. Key topics discussed included updates on CIBSE governance amendments, committee structures, and the introduction of a proposed FAQ document for stakeholders. Andrew More raised the question of how SIG names might be changed, with a process outlined for voting on such changes at the next AGM. Additionally, volunteer inductions were announced for May 21st in Manchester and June 10th in London, with encouragement for participation. Ellen Salazar, CIBSE's new Head of Building Services, was introduced and discussed her work on updating TM39 and invited contributions from members. The meeting also explored the use of AI in meeting management, with discussions on its potential for improving efficiency in transcription and note-taking, while emphasising the need for human oversight. **Society – SLL (Dan Lister - DL)**

DL provided a comprehensive update on the Society for Lighting's recent activities, highlighting key achievements and initiatives. The annual *Ready Steady Light* event at Rosebury College, which engages both professionals and students in lighting design, celebrated its 30th year in October 2024. Additionally, the *SLL Young Lighter* competition, now in its 31st year, was successfully held as a hybrid event across four UK cities, with Kate Turley's project on dynamic lighting for dementia care emerging as the winner. SLL's early careers community, which began this summer, has gained traction and now actively participates in the Society's executive meetings. Engagement with STEM initiatives, such as the *Pockets of Light* project, has expanded, with successful events like the Remembrance Day installation in collaboration with local schools. At *Build to Perform*, SLL focused on the environmental and human aspects of lighting, including spectral lighting and neurodiversity, with a preview of the upcoming *Lighting Guide 23*. DL also mentioned SLL's participation in *Light and Build* in Dubai, where they connected with international members, and the launch of on-demand presentations for members to access recorded content. The Society continues to make strides in various areas, including expanding its educational offerings and member engagement.

### **Group – Energy Performance Group (Emeka Efe Osaji - EO)**

EO, Chair of the Energy Performance Group (EPG), provided an update on the group's activities and achievements. Since taking on the role in April last year, EO has focused on four key

principles: government policy, practice, people, and principles. The group has successfully celebrated the contributions of stakeholders through certificates of thanks, ensuring that all members, including young engineers, feel valued and included. Additionally, the group has achieved global representation across the committee structure, and has continued to run the Carbon Bytes initiative, addressing key industry topics. EPG also developed and approved a budget, which is actively monitored and reported on.

Notable events held by the group included a well-received power session on achieving energy efficiency and net-zero by 2050, featuring experts from various fields. The group also hosted a successful quiz night, blending professionalism with social interaction. EPG has been actively involved in responding to the UK Government's consultation on energy performance of buildings and is preparing for a power session on the UK Net Zero Carbon Building Standard, scheduled for April 2nd. The session will feature key speakers, including Julie Godefroy, who will provide important policy updates.

Looking ahead, EPG has scheduled its AGM for April 4th and has already completed the election of a new committee for the 2025-2026 term. The group is also participating in events such as the IBPSA-England Technical Symposium and the Decarbonisation of Heating and Cooling Conference. EO highlighted the success of the Young Energy Performance Group (YEPT), which has been regularly organising seminars for its members. Overall, the Energy Performance Group continues to thrive with close to 24,000 members globally, actively engaging with important industry issues and initiatives.

### **Region – Home Counties (Ruth Tatanga - RT)**

RT provided an update on the activities of the Home Counties regions, covering the Southwest, Northwest, Northeast, and Southeast. The regions have made significant progress in fostering collaboration and building stronger relationships within the larger region. Notably, they organised a successful Black History Month event in partnership with the EDI panel at the end of last year. Early this year, a knowledge-sharing event on "The Road to Fellowship" was held, involving strong support from fellows across the regions. Looking ahead, the Home Counties are excited about hosting the first-ever CB London Gala in May, a major event in the region. Additionally, they are planning an International Women in Engineering Day event, which will feature diverse panels, including neurodiversity and gender-focused discussions, to promote inclusion and leadership in engineering. Another upcoming initiative is the STEM outreach event at LSBU, where networking and volunteer sessions will engage students and promote the importance of diversity in engineering. RT emphasised the vision for 2025, focusing on continued collaboration, meaningful events, and addressing diverse topics within the engineering world, including leadership and governance. The Home Counties are committed to strengthening ties and creating impactful events moving forward.

### **Strategy – Group Breakouts & Feedback (Mike Burton - MB)**

MB opened the strategy agenda item, directing attendees to the summary paper included with the council report. A link to the document was also posted in the chat for easy access. MB walked the group through the key components of the draft strategy, focusing on:

1. Key Outcomes

2. Strategic Priorities
3. Key Topics

MB encouraged feedback from Council Members as part of the discussion.

The Strategy discussion was structured into three parts:

1. Interactive Word Cloud (See Annex 1) An online tool was used to collect one word that best describes CIBSE, creating an engaging word cloud that sparked interesting insights.
2. Survey on Agreement  
The same tool was used to gauge Council Members' level of agreement with the draft strategy. 27 responded and the average score was 7.6 from a possible 0-10 score.
3. Breakout Group Discussions:  
Attendees were split into four virtual groups to discuss the following points:
  - Is anything missing from the Strategic Priorities?
  - Is anything missing from the Key Topics?
  - How would you pitch the strategy in an elevator pitch?

Each group shared their key discussion points with the wider group, and all feedback will be compiled and shared with the Strategy Working Group for review.

**Action:** All detailed feedback from Council Members to be summarised and forwarded to the Strategy Working Group for further consideration.

### **Board Q&A**

During the Board Q&A session, EO wished to expressed gratitude for the support he has received from CIBSE, sharing a positive story about Isabel, a young engineer and second-generation professional. He highlighted her enthusiasm and the strides she has made since September, including being appointed a student ambassador. EO praised CIBSE for its welcoming, supportive environment, noting that it fosters growth for young professionals.

No further questions were raised

### **AOB**

Fiona Cousins expressed her gratitude to all Council members for their service, particularly thanking those whose terms were coming to an end who had moved on, or who were no longer chairing committees. She emphasised the important role they play in making CIBSE a great community. FC also reminded members that it is medal season, encouraging them to nominate deserving individuals for medals and citations through the various groups represented by the Council. The closing date for nominations was set for March 21st, with these to be announced at the President's Awards dinner later in the year. FC concluded by thanking everyone for their contributions and looking forward to their continued involvement in the future.

**Next Council Meeting: 17<sup>th</sup> June 2025**



## Annex 1

