

Lifts Group

Minutes of the CIBSE Lifts Group Executive Committee
9 February 2016



PRESENT

Gina Barney (Events Organiser)
John Bashford (Chairman)
Michael Bottomley (Treasurer)
Dave Cooper (Lift Academy)
Elizabeth Evans (Publicity)
Len Halsey (Vice Chairman)
Phil Pearson (Committee Member)
Adam Scott (BSI Representative)
Richard Peters (Secretary)

**The Chartered Institution of
Building Service Engineers**

222 Balham High Road

London SW12 9BS

Telephone 020 8675 5211

Facsimile 020 8675 5449

www.cibse.org

APOLOGIES

WeeChuan Lim (Committee Member)

DISTRIBUTION

Those present and web site
Ken Butcher (CIBSE), Nyree Hughes (CIBSE)

1. Welcome and apologies

The meeting was opened by JB. Apologies had been received from WeeChuan Lim.

2. Minutes of previous meeting

The previous minutes were reviewed and accepted without amendment.

3. Matters arising

The Symposium Organising Committee (Jonathan Adams, David Cooper, Elizabeth Evans, Stefan Kaczmarczyk, Nick Mellor) had decided to keep the exhibition as part of the event. There is a commitment to ensure that the Symposium does not become an event with any commercial influence.

4. AGM Report

RP presented the proposed annual report for the AGM as a PowerPoint. The written version is attached to these minutes and will be circulated to the press.

EE

5. AGM Elections

There had been no proposals other than the existing committee, all of whom are happy to stand again. Some changes to roles were agreed for proposal at the AGM:

Chairman, Len Halsey
Vice Chairman, Michael Bottomley
Secretary, Richard Peters
Treasurer, Elizabeth Evans
BSI Representative, Adam Scott
Events Organiser, Gina Barney
Media WeeChuan Lim
Lift Academy, David Cooper
Exhibitions John Bashford
Events Team, Phil Pearson

At this point there was discussion about the Lift Academy, which is recorded under item 8 of these minutes.

6. Events in 2016

GB noted that it was more difficult to get people to attend events than it used to be. We now have some large events, but we used to have up to 7 meetings per year.

The annual seminar will be on 2 November 2016, with the topic “Standards and Regulations: past, present and future.” GB to arrange speakers, EE to book room.

It was agreed to try another event in Manchester on 1st June 2016. Phil Pearson will confirm/book the venue. MB will present his paper on Scooters, and GB/AS will talk about standards. Final details to be confirmed to RP/EE by 19th February to give time for publicity.

We are not planning an event before the Lift Symposium in 2016. EE to book Highgate House for 2017 (book full day, but may be half, to be confirmed).

GB/EE

PP

EE

7. Lift and Escalator Symposium

RP reported that the 6th Lift and Escalator Symposium organised with the University of Northampton and LEIA will be on 21st and 22nd September 2016.

The event has grown each year and is now well established. The second call for papers has just been made.

8. Lift Academy

The Lift Academy has not made progress. There has been little support from the industry in recent years, perhaps because of commercial considerations. However, it was felt that training was a priority for the group and a different approach should be tried if this is what was needed to make it happen. WCL’s input on media is likely to be important; it was thought that an approach including social media/video would be more likely to be successful.

DC to organise a round table industry meeting to progress this.

DC

9. Publicity

EE reported that we had wide coverage in the lift industry trade journals in 2015. In particular, all the magazines covered the release of CIBSE Guide D 2015. AS has recently published an article in the CIBSE Journal. There is a good relationship with the Journal editor, Alex Smith, who has offered to cover individual chapters of Guide D.

Lift & Escalator Symposium papers are republished widely. Videos of the presentations are now available on YouTube (follow links from www.liftsymposium.org).

10. Treasurer's report

The accounts had been circulated prior to the meeting. A copy is attached to the AGM minutes.

The accounts were approved for presentation at the AGM.

To hold a bank account, the Lifts Group needs to have a constitution. RP/EE had prepared and circulated a simple constitution with input from GB. The constitution protects from current/future officers misappropriating funds, and assures that funds revert to CIBSE in the event of the group being wound up, or the officers trying to divorce the Lifts Group from CIBSE. The proposed constitution, attached to these minutes was approved unanimously.

GB provided a cheque to EE of the balance of funds currently held by her of behalf of the Lifts Group. This will be paid into the new account.

There are surplus funds which will be held pending a project which the group would like to support.

EE

11. Standards and Regulations

GB/AS reported that it was an exciting time for standards! All standards which reference EN 81-1 and EN 81-2 are being updated to account for EN 81-20 and 50. Some require minor changes, others are more substantial. There needs to be a pragmatic approach during the transition. We need to monitor the Drafts for Public Comment and encourage people to engaged/influence.

12. Any other business

A media brief for WCL needs to be developed following Lift Academy discussions.

WCL

MB has provided feedback to CIBSE HQ on Product Data Templates (BIM). The Lift Group does not think that this project is going in the right direction and the timescale given to work on it was too short. MB will follow up to highlight our concerns.

MB

A possible research to investigate the link between breakdown rates and trips has been suggested by Andrew Gorin. There are probably a lot more factors involved, but the group would be interested to consider sponsorship of the research. JB will contact Andrew Gorin to develop a formal proposal. DC/GB happy to have input.

JB

RP will confirm with CIBSE HQ that Nyree Hughes is still the correct person these minutes should be sent to on behalf of CIBSE.

RP

GB has been engaged to revise the Guidance document, Design and maintenance of lifts in the health sector (HTM 08-02).

Reported in the CIBSE Journal, the presidents of CIBSE, B&ES and RIBA have called for more collaboration between members of the construction supply chain. GB proposed a round table discussion on lifts given that they are generally not considered early enough. There would be some value in early design tools.

GB has been appointed to the CIBSE Professional Practice Committee (PPC).

DC expressed his thanks for the support following the passing of his wife, Lyn Cooper.

13. Next meeting

The next Lifts Group Executive/AGM and Evening Meeting will be on Tuesday 7 February 2017. EE will reserve rooms.

EE

CONSTITUTION OF THE LIFTS GROUP

1. Name

The name of the body is “The Lifts Group”.

2. Main Object

The main object for which the body is established is to advance the education of engineers, technicians and students with an interest in lifts (and escalators). This will be achieved through the organisations of events including seminars, workshops, conferences, and educational visits.

3. Subsidiary Object(s)

In furtherance exclusively of the foregoing main object, the body shall have the following subsidiary objects: to provide small grants supporting research and development in lifts (and escalators).

4. Powers

To the extent that the same are essential or ancillary to the promotion of the main object of the body as heretofore set out the body may exercise the following powers:

1. to raise funds. In exercising this power, the members must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;
2. to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
3. to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the objects;
4. to acquire, merge with or enter into any partnership or joint venture arrangement with any other charity formed for any of the objects;
5. to create such advisory committees as the members think fit;
6. to employ and remunerate such staff as are necessary for carrying out the work of the body;
7. to do any other lawful thing that is necessary or desirable for the achievement of the objects.

5. Rules

Membership shall be open to engineers, technicians and students with an interest in the lift (and escalator) industry.

The organization shall be managed by an Executive Committee including Chairman, Treasurer and Secretary. Officers shall be working within the lift industry (including consultancy), or may have retired. The executive shall meet at least once per year.

An AGM shall be held once per year in February. The AGM shall include elections for Officers nominated by the membership. Membership shall be notified of the AGM with at least three week's notice.

In the event of there not being three Officers elected, the body shall be wound up.

The Lifts Group shall work in close co-operation with the Chartered Institution of Building Services Engineers (CIBSE) Group specializing in Vertical Transportation. In the event of this co-operation ending, the the Lifts Group shall be wound up.

6. Income and Property

The income and property of the body, shall be applied solely towards the promotion of its main object as set forth in this Constitution. No portion of the body's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of

profit, to the members of the body. No Officer shall be appointed to any office of the body paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the body. However, nothing shall prevent any payment in good faith by the body of:

- a) reasonable and proper remuneration to any member of the body (not being an Officer) for any services rendered to the body;
- b) interest at a rate not exceeding 5% per annum on money lent by Officers or other members of the body to the body;
- c) reasonable and proper rent for premises demised and let by any member of the body (including any Officer) to the body;
- d) reasonable and proper out-of-pocket expenses incurred by any Officer in connection with their attendance to any matter affecting the body;
- e) fees, remuneration or other benefit in money or money's worth to any Company of which an Officer may be a member holding not more than one hundredth part of the issued capital of such Company.

7. Winding-up

If upon the winding up or dissolution of the body there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the body. Instead, such property shall be given or transferred to some other charitable institution or institutions having main objects similar to the main objects of the body. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the body under or by virtue of Clause 6 hereof. Members of the body shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object.

8. Keeping of Accounts

Annual accounts shall be kept and examined as required by law and made available to the Inland Revenue or Charity Commission on request.

9. Bank account

Any bank or building society account in which any of the funds of The Lifts Group are deposited must be operated by the members and held in the name of The Lifts Group. Unless the regulations of the members make other provision, cheques and orders for the payment of money up to and including the value of £1,000.00 (one thousand pounds) from such an account shall be signed by at least one member. Cheques and orders for the payment of money over the value of £1,000.00 (one thousand pounds) from such an account shall be signed by at least two members.

Signed:

Chairperson

Signed:

Secretary

Signed:

Treasurer

Date