



**Republic of Ireland Region
A.G.M.**

Minutes of Meeting 2013

Date: Thursday 26th April, 2013.

Venue: O'Callaghan Alexander Hotel

Time: 6pm



Republic of Ireland Region
A.G.M.

AGENDA

- | | | |
|----|-------------------------|------------|
| 1. | Chairman Opens Meeting: | D. Mowlds |
| 2. | Apologies for absence: | D. Doherty |
| 3. | Notice of AGM: | D. Doherty |
| 4. | Minutes of 2012 AGM: | D. Doherty |

REPORTS

- | | | |
|----|---|------------|
| 5. | Honorary Secretary's Report*: | D. Doherty |
| 6. | Branch Professional Interview Co-ordinator Report*: | G. Keating |
| 7. | Branch Almoner's Report*: | J. Doherty |
| 8. | Honorary Treasurer's Report*: | D. Flynn |

- | | | |
|-----|---------------------------------------|---------|
| 9. | Election of Committee for 2012/2013*: | S. Dowd |
| 10. | Chairman's Address: | S. Dowd |
| 11. | Appointment of Honorary Auditors*: | B. West |
| 12. | Appointment of Auditor*: | B. West |
| 13. | Any Other Business: | S. Dowd |

* Items require Proposed/Seconded

1. Chairman Opens Meeting:

D. Mowlds

Chairman welcomes the gathered committee and members.

This formally opens the AGM.

2. Apologies for absence: Secretary,

D. Doherty

The following apologies were received and noted.

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3. Notice of AGM: Secretary

D. Doherty



**The Chartered Institution of Building Services Engineers
(Republic of Ireland Region)
Notice of Annual General Meeting**

The Annual General Meeting of the CIBSE Republic of Ireland Region will be held on **Thursday, April 25th 2013, in the Annesley Suite, O'Callaghan Alexander Hotel, Dublin 2 at 6.00pm.** The meeting will commence at **6.00pm sharp.** If possible, please confirm your attendance to the Hon Secretary as we are arranging food and drinks after the meeting for attendees.

Under the rules of the Institution, all Officers and half the Committee are required to resign.

The Committee nominates the following Officers for the 2013/2014 session.

| | |
|-------------------------|---------------|
| Chairman | Sean Dowd |
| Immediate Past Chairman | Derek Mowlds |
| Vice Chairman | David Doherty |
| Hon. Secretary | Brian West |
| Hon. Treasurer | Damien Flynn |
| Events Manager | Gary McKeown |
| Publicity Officer | Pat Lehane |
| Careers Officer | Damien Flynn |
| Website Coordinator | Keith Mellon |

The Committee also nominates the following new members, and existing members of last years Committee:

| | | |
|------------------|-------------------|----------------|
| Greg Traynor | Brian Geraghty | Gerard Keating |
| Jim Fogarty | Michael McNeerney | Niall Bourke |
| Keith Sunderland | Pat Lehane | Kevin Kelly |
| John Doherty | Jim Rogers | Damien Flynn |
| Margaret Dolan | Declan Kissane | Enda Gilroy |
| Sharon Roffe | Michael McDonald | Patrick Field |
| Alan Hogan | Andrew Cambell | |

Regional Representatives:

| | | | |
|-----------|---------------|------------|-------------------------|
| Cork: | Tadhg Hickey | Galway: | Eddie Heavey/Bill Noone |
| Limerick: | Liam Kavanagh | Waterford: | Mervyn Doyle |

Auditors: Doody Crowley

The above nominations and the retirement of the existing Committee members are all in accordance with the rules of regions as laid down by the Council. Also as per rules, further nominations in writing may be received by the Hon. Secretary within 21 days of the date of this notification together with the written consent of such persons to accept office, if elected. The committee is actively seeking new members. You are encouraged to attend the AGM but please note that under existing rules only corporate grades are entitled to vote at the meeting.

David Doherty

Hon. Secretary (ROI Region) CIBSE, www.cibseireland.org

4. Minutes of 2012 AGM:

D. Doherty

Minutes included in small print for records only. Attached separately.

5. Honorary Secretary's Report 2012/13: D. Doherty

The Hon. Secretary report, the highlights of which were:-

- a. During 2011/2012 there were a total of **eight** Committee meetings with additional sub-committee meetings as required.
- b. CPD Technical evening meetings of were held throughout the country with varying degrees of attendance.

2012, saw the introduction and collaboration with IGBA where two site visits were organized to Tesco, Cabra and Mater Hospital. The visits were a great success with good attendance on both. Thanks to all involved.

Our thanks to DIT for the provision of lecture theatres and Engineers Ireland for the use of their facilities for meetings and lectures.

- c. The annual golf event was organised by Declan Kissane and several committee members. The event took place in September at Edmondstown Golf Club. Our thanks to all involved in organising the event.
- d. The Annual Christmas lunch was held in the Davenport Hotel on Friday, December 7th, 2012. Attendance figures reached over 250 which is the highest figures to date., The after lunch address was delivered by Sean Fitzpatrick of Carillion Energy. The event was a huge success with thanks to Social Secretary, Gary McKeon and his sub-committee for all their efforts.
- e. Our **Eight** Annual one day Conference was once again held in Croke Park Conference Centre on Friday, April 12th of this year. The Conference this year was entitled "SLL/CIBSE International Lighting Conference". The conference was a huge success with good numbers attending and an exceptional mix of national and international speakers.
- f. The Annual Student Awards took place again this year in DIT, Bolton St. in March 2012 in DIT Bolton Street. Student awards were presented to 6 students in total on each of the following courses:

- Level 8, Honours Degree Building Services Engineering
- Level 7, Ordinary Degree Building Services Engineering

The Awards were presented by the CIBSE Ireland Chairman, Derek Mowlds and sponsored by Hevac Ltd.

Proposed by; _____ *Seconded by;* _____

6. Branch Professional Interview Coordinator: Lee Harrison

CIBSE Republic of Ireland

Professional Interview Co-ordinator Report for AGM 2013-04-25

Prepared by Lee Harrison

1.0 Introduction

Over the period of the term for Chairman for Derek Mowlds commencing from May 2011 to May 2013, there has been a continued strong interest in obtaining professional status in the industry within the Republic of Ireland and this appears to correlate to the economic climate and need for professional qualification when competition is high for job opportunities.

2.0 Summary

During the last year there has been a total of four professional interviews taken place with a further one due to take place over the summer months known to date.

The number of applicants for professional interview has significantly decreased from the same period 2011/2012 with four now from eleven previously. Of the four applicants, there the following levels of membership were applied for:

- Member/CEng – 3 No.
- Member – 1 No.
- ACIBSE – None.

Of all those applicants interviewed, all were successful, so an excellent pass rate.

3.0 Special Thanks

I would like to thank all of those who have helped in the busy work schedules to participate in the interviews over the last year and would like to say a special thank you to John Doherty & Eugene Phillips who have been fundamental in the seamless working and procedure we have in place in the region. Many thanks and great support!

I would also like to say well done to Derek Mowlds for his great work as Chairman over the last two years and wish the incoming chairman lots of luck for the year ahead and look forward to working along side him.

Lee Harrison
Professional Interview Co-ordinator

Proposed: _____

Seconded: _____

7. Branch Almoner's Report:

J. Doherty

Almoners Report, CIBSE RoI AGM 25th April 2013

The Benevolent Fund is eighty years in existence this year and has been helping some clients for nearly half that time. During 2012/13 the Benevolent Fund received a considerable increase in requests for help from members who are suffering from illness, redundancy, or other financial difficulties. While the fund endeavours to respond to these requests some of the traditional sources of financial support from the building services from the professions and industry have been reduced or cancelled due to the financial constraints.

The mains sources of income to the fund being:

- a. Voluntary contribution from members in conjunction with their subscription £ 5.00 at present.
- b. Fund raising events organised by the branches. The RoI branch has made a contribution of £1,000.00 from the proceeds of the Annual Christmas lunch for the last couple of years.
- c. The interviewers fees from the professional interviews in Ireland have traditionally been donated to the fund but as the interviews have fallen off in 2012/13 these amounts have reduced significantly.
- d. Occasional legacy left by members in their wills.
- e. Contributions from the industry or professions

The trustees and almoners of the fund meet in CIBSE headquarters in Balham every three months to consider requests from help from new applicants and to review the clients in receipt of ongoing assistance. The next meeting is scheduled for the middle of May.

Requests for assistance are initially submitted to Balham and are then referred to the local almoner to meet the individual and get more details of the individual case. The support often means the difference between recipients being able to carry out essential repairs or a contribution to a motorised wheelchair at the cost of a few hundred pounds or going without.

Anybody interested in finding more about the CIBSE Benevolent Fund information is available on the CIBSE website at www.cibse.org and hopefully this year we can create a link from our local website to the UK Benevolent Fund web page much the same as we have done with the membership page. We have one active case in our region at present.

Thank you very much for your time.

John Doherty
Almoner RoI CIBSE

Proposed: _____

Seconded: _____

8. Honorary Treasurer's Report:

D. Flynn

CIBSE Republic of Ireland
Treasurers Report 2012:

1) MAIN ACCOUNT

Please refer to Doody Crowley auditor's report as attached.

2) BENEVOLENT FUND

CIBSE ROI made a contribution of £1,000.00 sterling (€1,167.00) to the Benevolent Fund.

3) CONFERENCE 6th MARCH 2012

| | |
|--------------|-------------|
| Income: | €12,580.00 |
| Expenditure: | € 11,250.00 |

| | |
|---------------|------------|
| Total Profit: | € 1,330.00 |
| | ===== |

With thanks to all sponsors and the main Sponsor SEAI.

4) GOLF 2012

| | |
|--------------|------------|
| Income: | €8,175.00 |
| Expenditure: | € 4,688.98 |

| | |
|---------------|------------|
| Total Profit: | € 3,486.02 |
| | ===== |

With thanks Declan Kissane all our sponsors and participants.

5) CHRISTMAS LUNCH 7th DECEMBER 2012

| | |
|--------------|------------|
| Income: | € 8,300.00 |
| Expenditure: | € 6,008.50 |

| | |
|---------------|------------|
| Total Profit: | € 2,291.50 |
| | ===== |

With thanks to organiser Gary McKeon.

6) STUDENT AWARDS:

DIT BOLTON ST STUDENT AWARDS :

| | |
|-------------------|------------|
| CIBSE Sponsorship | € 2,072.46 |
|-------------------|------------|

| | |
|--|------------|
| With thanks to our main sponsors HEVAC Ltd | € 1,500.00 |
|--|------------|

YOUNG LIGHTER 2012

| | |
|---------------------------|-----------|
| CIBSE Prizes Sponsorship: | €1,800.00 |
|---------------------------|-----------|

Thanks to Kevin Kelly and the staff at DIT Kevin Street and Chris Montague and the Staff and DIT Bolton Street.

7) Website Sponsorship:

A special thanks to Eurogas, Wilo, Kingspan, HEVAC, Nuair and Johnson Controls for sponsorship of the Website.

8) ACKNOWLEDGEMENTS:

Thanks to all member companies for supporting events

Thanks to DIT Kevin St. and Bolton St and Engineers Ireland for use of facilities for CPD events.

**C.I.B.S.E.
REPUBLIC OF IRELAND BRANCH**

MAIN ACCOUNT

**Income and Expenditure Account
For year ending 31st December 2012**

| | 2012 € | 2012 € | 2011 € | 2011 € |
|---------------------------------|-------------------|-------------------------|------------|--------------------------|
| <u>INCOME</u> | | | | |
| Region - Branch Grant | €12,300.71 | | €13,061.37 | |
| Award Sponsorship | | €12,300.71 | €500.00 | €13,561.37 |
| | <u>€12,300.71</u> | | | |
| <u>EXPENDITURE</u> | | | | |
| Hire of Meeting Room /CPD's | -€1,428.90 | | -€447.69 | |
| Refreshments/ Catering | -€313.04 | | -€660.00 | |
| Printing Stationary | -€5,034.79 | | -€5,428.63 | |
| Bank Charges | -€98.89 | | -€95.51 | |
| Travel Expenses / Accommodation | -€2,956.41 | | -€709.83 | |
| Photography | -€2,050.00 | | -€2,425.00 | |
| Auditing | | | -€302.50 | |
| Website | -€675.00 | | | |
| Past Chairs Board | -€2,413.95 | | | |
| SDAR | -€3,112.49 | | | |
| Conference Deposit 2013 | -€1,840.00 | | | |
| CITA Membership | -€307.50 | | | |
| Irish Green Building Council | -€300.00 | | | |
| ETCI Membership | | | -€254.00 | |
| Energy Show Stand | | | -€726.00 | |
| Student Sponsorship | | | -€700.00 | |
| | | <u>-€20,530.97</u> | | <u>-€11,749.16</u> |
| Surplus for Year | | <u>-€8,230.26</u> | | <u>€1,812.21</u> |
| Opening Balance | | €13,107.84 | | €11,295.63 |
| Closing Balance | | <u><u>€4,877.58</u></u> | | <u><u>€13,107.84</u></u> |

CERTIFICATE OF AUDIT

In our opinion and to the best of our information, according to the explanation given to us, this

Signed: Donor Flynn (Honorary Treasurer)

Signed: Doody Cronley Ltd (Chartered Accountants)

Dated: 23/04/13

Proposed: _____

Seconded: _____

9. Election of Committee for 2012/2013: S. Dowd

In compliance with the Institutions Rules, the retirement of the existing committee and nominations below are proposed:

The Committee nominates the following Officers for the 2013/2014 session.

| | |
|-------------------------|---------------|
| Chairman | Sean Dowd |
| Immediate Past Chairman | Derek Mowlds |
| Vice Chairman | David Doherty |
| Hon. Secretary | Brian West |
| Hon. Treasurer | Damien Flynn |
| Events Manager | Gary McKeown |
| Publicity Officer | Pat Lehane |
| Careers Officer | Damien Flynn |
| Website Coordinator | Keith Mellon |

Proposed: _____

Seconded: _____

The Committee also nominates the following new members, and existing members of last years Committee:

| | | |
|------------------|------------------|----------------|
| Greg Traynor | Brian Geraghty | Gerard Keating |
| Jim Fogarty | Michael McNerney | Niall Bourke |
| Keith Sunderland | Pat Lehane | Kevin Kelly |
| John Doherty | Jim Rogers | Damien Flynn |
| Margaret Dolan | Declan Kissane | Enda Gilroy |
| Sharon Roffe | Michael McDonald | Patrick Field |
| Alan Hogan | Andrew Cambell | |

Proposed: _____

Seconded: _____

Regional Representatives:

| | | | |
|-----------|---------------|------------|-------------------------|
| Cork: | Tadgh Hickey | Galway: | Eddie Heavey/Bill Noone |
| Limerick: | Liam Kavanagh | Waterford: | Mervyn Doyle |

Auditors: Doody Crowley

Proposed: _____

Seconded: _____

10. Chairman's Address:

S. Dowd

Report from Sean here....

11. Appointment of Honorary Auditors: B. West

The following officers of the committee were proposed as Honorary Auditors:

- Derek Mowlds
- Sean Dowd
- Damien Flynn

Proposed: _____

Seconded: _____

12. Appointment of Auditor: B. West

Doody Crowley were proposed as Auditors

Proposed: _____

Seconded: _____

13 Any Other Business: S. Dowd

Attendance List at the AGM 2013;