



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

Minutes of Meeting 2015

Date: Thursday 7th May 2015

Venue: Sandymount Hotel

Time: 6pm



Republic of Ireland Region
2015 A.G.M.

AGENDA

- | | | |
|----|-------------------------|---------|
| 1. | Chairman Opens Meeting: | S. Dowd |
| 2. | Apologies for absence: | B. West |
| 3. | Notice of AGM: | B. West |
| 4. | Minutes of 2014 AGM: | B. West |

REPORTS

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

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|-----|---------------------------------------|------------|
| 9. | Outgoing Chairman's Remarks | S. Dowd |
| 10. | Election of Committee for 2015/2016*: | D. Doherty |
| 11. | Incoming Chairman's Address: | D. Doherty |
| 12. | Appointment of Honorary Auditors*: | B. West |
| 13. | Appointment of Auditor*: | B. West |
| 14. | Any Other Business: | D. Doherty |

* Items require Proposed/Seconded

1. Chairman Opens Meeting:

S. Dowd

Chairman welcomes the gathered committee and members.

New members were welcomed.

This formally opens the AGM.

2. Apologies for absence: Honorary Secretary B. West

The following apologies were received and noted.

- Prof. Brian Norton

3. Notice of AGM: Honorary Secretary

B. West

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, May 7th 2015, in the Sandymount Hotel, Lansdowne Road, Dublin. The meeting will commence at 6.00pm sharp. If possible, please confirm your attendance to the Honorary Secretary, as we are arranging complementary finger food and drinks, with a networking session after the meeting at 7.00pm for all 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 2015/2016 session

Chairman	David Doherty
Immediate Past Chairman	Sean Dowd
Vice Chairman	Brian West
Honorary Secretary	Paul Martin
Honorary Treasurer	Damien Flynn
Events Manager	T.B.C.
Publicity Officer	Pat Lehane
Careers Officer	Damien Flynn
SLL Rep.	Michael McDonald / James Duff
YEN Rep.	Aaron Brogan
IGBC Rep.	Sharyn Roffe
CITA Rep.	Margaret Dolan
Branch Professional Interview	John Doherty
Co-ordinator	

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

Brian Geraghty	Jim Rogers	Amanda Gallagher
Jim Fogarty	Michael McNerney	Niall Bourke
Keith Sunderland	Ciara Ahern	Kevin Kelly
Michael Crowley	Declan Kissane	Orla Coyle
David Regan	Conor Quigley	Conor Byrne
Enda Gilroy		

Regional Representatives:

Cork: Cian Hennessey
Limerick: Liam Kavanagh

Galway: Michael Curran
Waterford: Mervin 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.

Brian West

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

Proposed by; Declan Kissane

Seconded by; Pat Lehane

4. Minutes of 2014 AGM:

B. West

Minutes of 2014 AGM are available upon request.

5. Honorary Secretary's Report: B. West

During 2014/2015, there were a total of **six** committee meetings with additional sub-committee meetings as required.

CPD Technical evening meetings were held throughout the country with varying degrees of attendance. Our thanks also to DIT for the provision of lecture theatres, and Engineers Ireland for the use of their facilities for meetings and lectures.

The annual golf event was organised by Alan Hogan and Declan Kissane, which took place on Friday 12th September 2014 at Castleknock Golf Club. Our thanks to those involved in organizing the event, who again made it a great success this year.

A site visit was arranged to the recently completed Diageo Brewhouse on Thursday 20th November 2014. The visit was a success with good attendance. Thanks to all involved in organizing the event.

The annual SDAR awards took place in Kevin Street DIT on Tuesday the 4th of March. The first prize was sponsored by Sisk and runners up prizes are sponsored by CIBSE Ireland. This was the fourth year of the competition and included entries from Electrical, Construction and Mechanical disciplines. The quality was evident from the number of entries and quality of final papers submitted.

The Annual Christmas lunch was held in the Alexander Hotel on Friday, 6th December 2014. Attendance figures reached over 250 which is the highest figure to date. The after lunch address was delivered with great interest by Gerard Hosford, Principal Mechanical Engineer with Patrick Parsons and Chairman of the CIBSE North East Region. The event was a huge success thanks to Damien Flynn, David Doherty and the other committee members for all their efforts.

A joint IHEEM / CIBSE technical seminar was held on the 25th March 2015 in the Crowne Plaza hotel. The event was very well attended and had a number of excellent speakers on the subject of critical electrical systems in Healthcare.

The Annual Student Awards took place again this year in DIT, Bolton St. on the 26th March 2015. Student awards were presented to 6 students in total on each of the following courses:

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

The Awards were presented by the CIBSE Ireland Chairman, Sean Dowd and was sponsored by Hevac Ltd.

The CIBSE Masterclass and awards dinner was held in Croke Park on Thursday 16th April 2015. Leading industry professionals and academics shared new research and case studies around the subject of 'Moving to a new world of building systems performance' at the event. The event was a success with thanks to DIT Kevin Street for their efforts assisting CIBSE with the event.

Proposed by; Brian Geraghty

Seconded by; Pat Lehane

6. Branch Professional Interview Co-ordinator: NickEveritt

Please see the report on the Ireland interviews below:

Completed interviews (1 May 2014 – 30 April 2015)

Decision ratified by Registration Panel

Richard DIXON – New application for MCIBSE CEng – Interviewed on 12 May 2014 by John Doherty & Eugene Phillips

Christopher LEAHY – Transfer from ACIBSE to MCIBSE – Interviewed on 12 May 2014 by John Doherty & Eugene Phillips

Colm QUINN – New application for MCIBSE – Interviewed on 19 May 2014 by Niall Bourke and Jim Rogers

Derry KEARNEY – New application for ACIBSE IEng – Interviewed on 8 July 2014 by John Doherty & Jim Rogers

James TIERNEY – New application for MCIBSE – Interviewed on 8 July 2014 by John Doherty & Jim Rogers

Conor MOORE – Transfer from Graduate to MCIBSE – Interviewed on 6 November 2014 by Jim Rogers & Kevin Kelly

Justin KEANE – Transfer from Affiliate to ACIBSE IEng – Interviewed on 6 November 2014 by Jim Rogers & Kevin Kelly

Decision pending to be made at Registration Panel on 31 March 2015

Derek HAYDEN – New application for MCIBSE CEng – Interviewed on 4 February 2015 by John Doherty & Niall Bourke

Tadgh HICKEY – Transfer from Affiliate to MCIBSE CEng – Interviewed on 4 February 2015 by John Doherty & Niall Bourke

Applications received and in progress

John CARR – New application for MCIBSE – To be interviewed in April by Niall Bourke and Jim Rogers

Conor BYRNE – Transfer from Affiliate to MCIBSE CEng – To be interviewed in April by Niall Bourke and Jim Rogers

Shane FAGAN – New application for MCIBSE IEng – Application in process/awaiting information

James HAYDE – Transfer from Affiliate to MCIBSE CEng – Application in process/awaiting information

Kind regards

Nick Everitt

International and Regions Coordinator

**Chartered Institution of Building Services Engineers | 222 Balham High Road | London
| SW12 9BS**

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Proposed by; Damien Flynn

Seconded by; John Doherty

7. Branch Almoner's Report:

J. Doherty

The last twelve months have been a very busy period for the fund with over 50 beneficiaries receiving support, financially and personally from it. Some individuals have been receiving support for many years due to their circumstances others have applied to the fund for short term assistance after an illness or job loss.

Thanks to the generous donations from CIBSE members over recent years, at the end of 2013 the trustees were able to increase the regular grants to the beneficiaries, Combined with many extra requests for help, including many substantial one off needs, the total grants paid over the twelve month period to the end of September last year was £ 54,000.00.

At the moment we have:

- a. 25 Beneficiaries of quarterly grants.
- b. 10 Beneficiaries received single grants for one off needs.
- c. 18 Beneficiaries received Christmas gifts.

While member's donations and associated gifts fell a little in the year the fund was grateful to receive a substantial legacy from a past CIBSE President and we hope that other members would consider this kind of support in the future.

The income to the fund is made up from the following sources:

- a. Voluntary contribution from members in conjunction with their subscription £ 5.00 at present.
- b. Fund raising events organised by the branches. The Rol branch has made a contribution of £1,000.00 from the proceeds of the Annual Christmas lunch or Golf outing for the last couple of years.
- c. The interviewer's fees from the professional interviews in Ireland have traditionally been donated to the fund but as the interviews have fallen off in 2014/15 these amounts have reduced significantly.
- d. Occasional legacy left by members in their wills.
- e. Dividends and interest from investments built up over the years.

The work of the fund is undertaken by volunteer trustees and almoners who meet at 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 June.

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 means that help is available to members who find themselves in difficult circumstances on a confidential basis to provide a one off contribution to sort a problem or provide ongoing assistance if need be. The normal grant is £400.00 paid every three months based on the almoner's recommendation at the quarterly meetings.

Anybody interested in finding out more about the CIBSE Benevolent Fund information is available on the CIBSE website at www.cibse.org. The contact details for all the almoners from the various regions are provided on this link.

Thank you very much for your time.

John Doherty
Almoner RoI CIBSE

Proposed by; Niall Bourke

Seconded by; Paul Martin

8. Honorary Treasurer's Report:

D. Flynn

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) GOLF 2014

Income: €8,250.00

Expenditure: € 4,980.49

Total Profit: € 3,269.15

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With thanks to David Doherty, Declan Kissane and all our sponsors and participants.

4) CHRISTMAS LUNCH 6th DECEMBER 2014

Income: € 13,950.00

Expenditure: € 7,450.00

Total Profit: € 6,500.00

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Donations of €1,000 where made by CIBSE Ireland to the Irish Cancer Society and Simon from the proceeds of the Christmas Lunch and the Golf day.

With thanks to all the committee members for organisation of the event.

6) Student Awards:

DIT Bolton Street Student Awards :

CIBSE Sponsorship € 500.00

With thanks to our main sponsors HEVAC Ltd € 500.00

Thanks to Ciara Ahern, Chris Montague and the Staff at DIT Bolton Street.

7) Website Sponsorship:

We will be requesting support from Eurogas, Wilo, Kingspan, HEVAC, Nuaire, C&F quadrant and Johnson Controls for sponsorship of the Website. We sincerely thank the companies for their support to date.

8) Student Sponsorship:

A fund of €1000.00 was made available for Building Services Engineering and Electrical Services Engineering students at DIT Bolton Street and Kevin Street for assistance with tuition fees. We hope to make these funds available on a yearly basis.

9) Summer Barbecue May 2014:

CIBSE Ireland organised a Young Engineers Network Barbecues in Dublin and Waterford in 2014. Events such as the Barbecue are important for encouraging new student members to join CIBSE.

Thanks to Michael Mc Donald and Mervin Doyle for organising the events.

10) 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.

Thanks to John Sisk and DIT for continued Sponsorship of the SDAR awards.

Proposed by; Kevin Kelly

Seconded by; Niall Bourke

9. Outgoing Chairman's Remarks: S. Dowd

First of all, on behalf of the committee, I would like to thank everyone and anyone who attended, participated in, helped to organise and support all of our events in the past year. It is both heartening and encouraging to see and experience the continued efforts of our members and colleagues.

CIBSE Ireland has continued to maintain and develop relationships with other groups and organisations through joint events, synergies, participation in activities and sharing information and expertise.

We have built good links in recent links with the SEAI, the Dept. of the Environment, ACEI, WIT, DIT, CITA, ETCI, IHEEM and others, these connections are key to maintaining our profile within the building services engineering industry, so thanks to all involved. We all need to continue our campaign of promoting building services in Industry.

We also continue to support research and development through the sustainable design and research awards, the Young and Irish lighter, the Bolton St student awards, and the SDAR Journal, and we were both proud and delighted to publish our fourth Journal in collaboration with DIT Kevin St. and BS News late last year...this publication was well received by our peers in industry, education and in CIBSE HQ – we thank Kevin Kelly of DIT who, with the support of others at DIT and Pat Lehane, was instrumental in making this happen

Without mentioning every single event, some highlights of the years activities included:

- CPD site visits to a number of recently completed projects including a district heating scheme, the LEED/BREEAM accredited Diageo Brew House, the new Dun Laoghaire Library and a data centre extension building.
- CPD lectures covering BIM, energy management systems, fire protection in IT rooms, wind energy research & electrical safety in healthcare
- Half day masterclass at Croke Park Conference Centre held jointly with DIT that included a wide variety of speakers and topics covering environmental ratings, case studies, renewables, new approaches to design and fabrication, new energy regulations and research.
- Social events including the annual lunch at the Alexander Hotel and the annual golf social event at Castleknock golf and country club
- Young Engineer Network (YEN) 'end of exam' BBQs in Waterford and Dublin

We also participated and attended;

- The SDAR awards at DIT Kevin St.
- The Bolton St Student awards

Huge Appreciation is deserved by Keith and Mick from DIT Kevin St for their efforts in delivering the SDAR event at Kevin St and to Ben and Ciara at Bolton St. in relation to the student awards. Well done also to Mervin at WIT for setting up recent CPD events in the Waterford area.

There has been great commitment over the last year by our panel of professional interviewers including Niall Bourke, John Doherty, Jim Rogers, Kevin Kelly and Eugene Philips and thank you for volunteering.

Pat Lehane at BS News continues to represent and support CIBSE in so many ways throughout the year by promoting CIBSE Ireland in the magazine, and through his extensive network – we thank Pat for his continued support and loyalty to the Institution.

Finally I would like to thank the rest of the committee for their support over the last 2 years in ensuring that CIBSE Ireland has been able to continue our role in providing CPD and social events for our members. There was great assistance given to me by David Doherty (vice chair), Brian West (secretary), Damien Flynn (treasurer), previous committee chairs, Declan Kissane (golf) and also all from the newer members of the committee, Orla Coyle, Conor Quigley and Paul Martin. Great assistance has always been available from CIBSE HQ from Nick Everitt and his colleagues.

I wish David great success over next 12 months in his new role as chair of CIBSE Ireland and I will continue to be an active committee member and provide support to David and the other committee officers.

MANY THANKS TO YOU ALL AND I LOOK FORWARD TO MEETING YOU SOON

10. Election of Committee for 2015/2016: D. Doherty

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 2015/2016 session

Chairman	David Doherty
Immediate Past Chairman	Sean Dowd
Vice Chairman	Brian West
Honorary Secretary	Paul Martin
Honorary Treasurer	Damien Flynn
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Enda Gilroy		

Regional Representatives:

Cork:	Cian Henessey	Galway:	Michael Curran
Limerick:	Liam Kavanagh	Waterford:	Mervin 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.

Brian West

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

Proposed by; Declan Kissane

Seconded by; Pat Lehane

11. Incoming Chairman's Address:

D. Doherty

I am delighted and honoured to assume the chair of CIBSE Ireland and will endeavour to maintain the high standards set by the previous chairs of the committee

I have been a member of the committee since 2009 and it has been great to be involved with a committed group of people whom all give up their time so willingly to give something back to the industry and support the institution and all its activities.

I would like to thank Sean Dowd for inviting me to be vice chair for the past two years and commend him on a very successful term with all the activities. Sean has been in the vice and chair role longer than most and congratulate him on ensuring the region has been well represented. I am delighted to hear that he will remain on as an active committee member.

I also would like to thank Brian West for stepping into the vice chair role. Brian has served the region well in his duties as secretary and I am delighted to have his support for the coming year.

Also, I would like to thank the committee members for continuing to stay on in their respective roles and welcome all the new members. It is great to get new faces and new energy on the committee. I look forward to working with you all for the coming year.

So, to look forward to the next twelve months;

CIBSE Ireland will continue to build relations with other institutions, such as the RIAI, DIT, SEAI and CIF to name but a few.

I will be representing the region at CIBSE HQ and communicating with them the activities and challenges facing building services engineers in Ireland. This starts with the first RLC meeting next month in Balham.

CPD Events; I want to build on the success of targeted site based CPD visits and with the help of our regional representative plan to run a total of 4-5 site visits across the country in Dublin, Cork, Galway and Waterford. I will be looking for committee member's support and suggested projects of interest around the country.

We will also continue to collaborate on CPD events with other organisations in the built environment and promote an integrated approach to design and energy efficiency.

The **DIT Student Awards, The Young Lighter Awards & SDAR Awards** will all continue to be a key focus on the calendar. It is important that these events continue to be supported by CIBSE in order to allow students the opportunity to publish their works to a wider audience and for projects to get the exposure they deserve.

I am keen to continue the half day **Masterclass** which recently took place at Croke Park and want to explore with the committee of how we can build on this year's event. I welcome all suggestions on how to grow this event and we will review the feedback from this year at our next committee meeting.

On the social events, the **Annual Golf outing** will continue and will be held at Castleknock Golf Club on Friday September 4th. This will be followed in December by the **Annual Christmas Lunch** which this year will see a change of venue to accommodate the increased interest from the industry. This event is be held on Friday December 4th.

This year also promises to be a busy year for Young Engineers Network with the inaugural **5-side soccer** on May 21st and **Summer BBQ** on May 28th. I encourage all companies to consider entering a team and committee to come along to the BBQ.

Finally, I wish to conclude in stating that I am committed to represent the region and its members over the coming year. I look forward to working with the committee and the challenges ahead. I would encourage all members to get involved in at least one event during the year and welcome suggestions on how we may serve our members better.

So without further delay, I would like to hand over the past chairman's pin, to our Sean Dowd.

12. Appointment of Honorary Auditors: B. West

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

- David Doherty
- Brian West
- Damien Flynn

Proposed: Niall Bourke

Seconded: John Doherty

13. Appointment of Auditor: B. West

Doody Crowley were proposed as Auditors.

Proposed: Declan Kissane

Seconded: Damien Flynn

14. Any Other Business:

D. Doherty

- Kevin Kelly thanked Sean Dowd for carrying out the duties of Chairman over the last two years so well, and wished David Doherty luck in his new role as incoming Chairman.
- Pat Lehane inquired if there would be a conference next year, and noted that it is a good revenue stream. It was agreed to discuss as soon as the committee reconvenes after the summer.
- Niall Bourke noted that the grant was significantly reduced this year.
- Paul Cowling who represents IMechE suggested a jointed IMechE/ CIBSE event during the year. It was agreed this was a good idea and would be explored by the committee.
- Brian Geraghty suggested a joint site visit and CPD seminar would be a good idea. It was noted that this is a good idea, and that the Diageo Brewhouse visit which was a very successful event was in this format. Brian also noted that the committee has been in good hands over the last few years, and wished David Doherty success in the role as Chairman.

Attendance List at the AGM 2015:

- David Doherty
- Sean Dowd
- Brian West
- Damien Flynn
- Paul Martin
- Niall Bourke
- Pat Lehane
- Michael McDonald
- John Doherty
- David Regan
- Aaron Brogan
- Adam Dent
- Declan Kissane
- Darren Yourell
- Brian Geraghty
- Paul Cowling
- Michael Crowley
- Kevin Kelly
- Cian Hennessy
- James A Cullen