



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

**Minutes of Meeting 2016**

**Date: Wednesday 27<sup>th</sup> April 2016**

**Venue: Radisson Blu Royal Hotel, 8 Golden Lane, Dublin 8**

**Time: 6pm**



**Republic of Ireland Region  
A.G.M.  
2016**

**AGENDA**

- |    |                         |            |
|----|-------------------------|------------|
| 1. | Chairman Opens Meeting: | D. Doherty |
| 2. | Apologies for absence:  | P. Martin  |
| 3. | Notice of AGM:          | P. Martin  |
| 4. | Minutes of 2015 AGM:    | P. Martin  |

**REPORTS**

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

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

\* Items require Proposed/Seconded

## **1. Chairman Opens Meeting:**

**D. Doherty**

Chairman welcomes the gathered committee and members.

New members were welcomed.

This formally opens the AGM.

## **2. Apologies for absence: Honorary Secretary P. Martin**

The following apologies were received and noted.

- Conor Quigley
- Sean Dowd
- Declan Kissane
- Cian Hennessy

**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 Wednesday, April 27<sup>th</sup> 2016, in the Radisson Blu Royal Hotel, 8 Golden Lane, Dublin 8. 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 2016/2017 session**

Role	Name
Chairman	Brian West
Immediate Past Chairman	David Doherty
Vice Chairman	Paul Martin
Hon. Secretary	Mona Holtkoetter
Hon. Treasurer	Damien Flynn
Vice Treasurer	Charles Dunn
Publicity Officer	Pat Lehane
Committee Member - Careers Officer	<i>Michael Crowley (Retiring)</i>
Committee Member - CPD Coordinator	David Regan
Committee Member - Past Chairman	Kevin Kelly
Committee Member - Webmaster	David Doherty
Committee Member - Branch Almoner	John Doherty
Committee Member - Interview Panel	Niall Bourke
Committee Member - Interview Panel	Jim Rogers
Committee Member - Interview Panel	Jim Fogarty
Committee Member - Interview Panel	Tom Keane
Committee Member - Student Awards	Orla Coyle
Committee Member	Ciara Ahern
Committee Member - Irish Lighter Awards	Keith Sunderland
Committee Member	Enda Gilroy
Committee Member + SSL Rep	Michael McDonald
Committee Member + SSL Rep	James Duff

Events Sub Committee	
Events Officer	Padraic O'Connor
Committee Member	Barry Ronan
Committee Member	Brian West

Committee Member	David Doherty
Committee Member	Paul Martin
Committee Member	Pat Lehane

Provincial Reps	
Cork	Cian Hennessey
Limerick	Keith Brazil
Galway	Michael Curran
Waterford	Mervin Doyle

YEN Committee Rol	
YEN Committee Rep.	Aaron Brogan
YEN Chairman Rol	Adam Dent
YEN Vice Chairman Rol	Gerald Caulfied
YEN Treasurer Rol	
YEN Secretary Rol	Barry Ronan

### 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.

Paul Martin  
Hon. Secretary (ROI Region) CIBSE, [www.cibseireland.org](http://www.cibseireland.org)

**Proposed by;** *name required*           **Seconded by;**

**4. Minutes of 2015 AGM:**

**P. Martin**

Minutes of 2015 AGM are available upon request.

## 5. Honorary Secretary's Report:

**P. Martin**

During 2015/2016, 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, WIT and GMIT for the provision of lecture theatres.

The annual golf event was organized by David Doherty and Pat Lehane, which took place on Friday 4<sup>th</sup> September 2014 at Castleknock Golf Club. Our thanks to those involved in organizing the event, who again made it a great success this year.

The annual SDAR awards took place in Bolton Street DIT on Tuesday the 7<sup>th</sup> of March. The first prize was sponsored by Sisk and runners up prizes are sponsored by CIBSE Ireland and DIT. This was the fifth year of the competition and included entries from Electrical, Architectural, Construction and Mechanical disciplines. The quality was evident from the number of entries and quality of final papers submitted. Dervilla Niall of the School of Civil & Structural Engineering, DIT. Her research on thermal mass behaviour of concrete panels incorporating phase change materials was a narrow but deserved winner. She won a €1,000 prize sponsored by John Sisk & Son and her paper will be published in the next Journal of Sustainable Design & Applied Research (SDAR).

The Annual Christmas lunch was held in the Ballsbridge Hotel on Friday, 4<sup>th</sup> December 2014. Attendance figures reached over 700 which is the highest figure to date. The event was MC'd by Alan Shortt and the after lunch address was delivered by Nick Meade President of CIBSE UK. The SDAR was also launched by Kevin Kelly. The event was a huge success thanks to subcommittee members for all their efforts.

The Construction Dream Team', this was the first collaborative all industry event hosted by CIBSE (Chartered Institute of Building Services Engineers). A panel of industry experts including; Sean Downey (CIF), Carole Pollard (RIAI), David Corrigan (ACEI) and Dr. Kevin Kelly, (DIT) made up the representative team where the audience were encouraged to become the fifth panel member by David Doherty (Chairman) in his opening address. The event facilitator was entrepreneur, Dragons Den panellist, Sean Gallagher who himself had an active interest in the discussion.

The Annual Student Awards took place again this year in DIT, Bolton St. on the 10<sup>th</sup> March 2016. 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, David Doherty and was sponsored by Hevac Ltd.

The Annual Student Awards will take place again this year in WIT on the 19<sup>th</sup> May 2016. Student.

The Awards will be presented by the CIBSE Ireland Vice Chairman, Paul Martin and was sponsored by Douglas Carroll Consulting Engineers.

***Proposed by;***

***Seconded by;***

## **6. Branch Professional Interview Co-ordinator: Nick Everitt**

### **Completed interviews (1 May 2015 – 30 April 2016)**

#### **Decision ratified by Registration Panel**

James HAYDE – Transfer from Affiliate to MCIBSE CEng – Interviewed on 26 June 2015 by John Doherty & Eugene Phillips

John KELLEHER – Transfer from LCIBSE EngTech to MCIBSE EngTech – Interviewed on 11 August 2015 by Kevin Kelly and Jim Rogers

Kevin LYNCH – Transfer from Affiliate to MCIBSE – Interviewed on 9 October 2015 by John Doherty & Tom Keane

Keith BRAZILL – Transfer from Graduate to MCIBSE CEng – Interviewed on 9 October 2015 by John Doherty & Tom Keane

Kevin COLEMAN – New applicant for MCIBSE – Interviewed on 16 November 2015 by Kevin Kelly & Jim Rogers

Declan HOLMES – Transfer from Affiliate to MCIBSE CEng – Interviewed on 17 November 2015 by Niall Bourke & Tom Keane

Padraic O’CONNOR – Transfer from Affiliate to MCIBSE – Interviewed on 18 January 2016 by John Doherty & Jim Rogers

#### **Decision pending to be made at Registration Panel on 26 May 2016**

Sara NI RUAIRC – Transfer from Affiliate to MCIBSE CEng – Interviewed on 20 April 2016 by James Fogarty & Tom Keane

#### **Applications received and in progress**

Conor MOLONEY – New application for MCIBSE

Kind regards

**Nick Everitt**

**International and Regions Coordinator**

*Proposed by;*

*Seconded by;*

## 7. Branch Almoner's Report:

**J. Doherty**

### **Almoners Report, CIBSE Republic of Ireland AGM 27th April 2016**

The Fund has had another busy year during which its beneficiaries have continued to depend on the support it provides, both financially and through the work of the Almoners. Long term support has continued for those in need of it and new cases have been taken on - sometimes to provide help through a short term crisis, or perhaps to meet an urgent one off need to cover to unexpected but essential costs. Our Almoners continue to keep in touch with many past beneficiaries, providing ongoing contact and reassurance and standing ready to provide further support if needed.

The generous support of CIBSE members underpins all this work. The fund made grants of over £58,440.00 (€75,193.00) and CIBSE members provided the bulk of the income to support this. Donations from individual members and fund raising efforts in the CIBSE regions both increased compared with the previous year, and our region normally contributes £1,000.00 (€1,308.00) annually and professional interviewer fees are also donated. We are very grateful for this vital support, without which the work of the fund could not continue. Another source of valuable support has been legacy income, and we hope that members will consider helping the fund through this form of support in the future.

The work of the fund is substantially undertaken by the volunteer Almoners with administrative support from CIBSE HQ in Balham. They meet every three months in London to consider new and review ongoing cases.

Over the last year the Fund has been able to provide:

1. Help towards funeral costs.
2. Urgent repairs to a boiler to provide heat for the winter.
3. Removal expenses to move to an accessible property.
4. Work to relieve damp in a home before winter sets in.
5. Special support towards a child's educational trip.

Also Beneficiaries were helped by:

1. Regular quarterly grants for general living expenses.
2. One off grants to meet specific needs and cover unexpected bills.
3. Advice and support – someone to talk to during difficult times.

Anybody interested in finding out more about the CIBSE Benevolent Fund information is available on the CIBSE website at [www.cibse.org](http://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 CEng FCIBSE

Almoner RoI CIBSE

The above is based on details from the report David Woods, Chair of Trustees of the Fund.

***Proposed by;***            ***Seconded by;***

## 8. Honorary Treasurer's Report:

D. Flynn

CIBSE Republic of Ireland  
Treasurers Report 2015:

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 (€1,337.00) to the Benevolent Fund.

3) GOLF 2015

Income: € 14,750.00

Expenditure: € 7,442.00

Total Profit: € 7,308.00

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

4) CHRISTMAS LUNCH 8<sup>th</sup> DECEMBER 2015

Income: € 32,271.00

Expenditure: € 24,350.00

Total Profit: € 7,921.00

Donations of €2,000 where made by CIBSE Ireland to Laura Lynn Children's Hospice from the proceeds of the Christmas Lunch. An additional €5,377.19 was raised by the lunch attendees

With thanks to all the committee members for organisation of the event and attendees for generous support.

6) Student Awards:

DIT Bolton Street Student Awards :

CIBSE Sponsorship € 500.00

With thanks to our main sponsors HEVAC Ltd € 500.00

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

WIT Student Awards:

CIBSE Sponsorship € 500.00

With thanks to our main sponsors Pearse Douglas € 500.00

Thanks to staff to Mervin Doyle and the Staff at WIT.

7) Website Sponsorship:

Thanks to Eurogas, Grundfos, Sisk, C&F Quadrant ,ATP Ireland , HEVAC, Mitsubishi Electric for sponsorship of the Website. Total amount of sponsorship €1750.00

8) Student Sponsorship:

€1000.00 sponsorship was provided for two WIT Students Patrick Browne and Danny Murphy to attend the Green Building Solutions Conference in Vienna Austria

10) Acknowledgements:

Thanks to all member companies and all our industry colleagues for supporting our events .

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

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

Thanks to Kevin Kelly, Michael Mc Donald and DIT Staff for the ongoing support with the Irish Lighter and SDAR events and Mervin Doyle for our WIT events

***Proposed by;***

***Seconded by;***

## 9. Outgoing Chairman's Remarks: D. Doherty

Firstly, I want to thank all those on the committee for their support in organising CPDs, social outings and events throughout the year. The 2015 – 2016 was one of our busiest yet. It is really encouraging when events sell out, meeting rooms are at capacity and members rally to support CPD evenings.

The profile of CIBSE is now at a high, our remodelled website is receiving hits in excess of 4,800 with the busiest day of the week, a Tuesday and most popular hour 11am. The most popular pages are Calendar, Membership, Christmas Lunch and Construction Dream Team.

Meanwhile LinkedIn membership is currently standing at 718. Our current membership is 837!

CIBSE has strengthened its relationships with CIT, DIT, NUIG, WIT, IHEEM, ASHRAE and SEAI. It is through these links that our profile will continue to grow.

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On review of the years activities, I just want to mark some highlights.

- CPDs 10
- Committee Meetings 6

Looking at social events;

In September, the annual golf outing took on a new format with a shot gun start with new sponsorship format including primary sponsor of Daikin. We had 22 teams out and generated in excess of €7,000.

While in December, we staged the largest lunch yet with 508 attendees. President, Nick Meade attended along with a guest appearance from President Higgins in the form of Alan Shortt. We also donated in excess of €7,000 for Laura Lynn including a CIBSE donation.

While, our academic events included;

- Irish Lighter Awards
- YEN Conference
- Membership Briefing
- DIT Student Awards
- School of Electrical and Electronic Engineering Student Awards
- Breakfast Briefing
- SDAR Awards
- Pat Benson Lecture
- WIT student awards on May 19<sup>th</sup>

We launched the fifth SDAR journal this year and continue to support research and development through the sustainable design and research awards.

Well done to Ciara Ahern, Keith Sunderland, Michael Crowley, Michael McDonald and Kevin Kelly for their efforts and Brian West and Paul Martin for judging at Student Awards and SDAR awards respectively.

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Applications for chartership are becoming more and more popular with the introduction of BCAR and as members look to advance their career. There was a total of 8 interviews this year.

Thanks to interview panel: Niall Bourke, John Doherty, Jim Rogers, Kevin Kelly, Jim Fogarty and Tom Keane for volunteering.

Our growth within the industry is not without effort and I want to acknowledge the efforts of Pat Lehane and BS News for constantly broadcasting the message by word of mouth, website and Linked in. Well done as always.

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Looking ahead, I foresee our membership continue to grow and events build in popularity. I believe the biggest challenges facing building services in Ireland is a public understanding in what we do, promotion of our discipline as a worthy career path and leveraging our position in a growing construction industry.

Finally, I would like to thank the all the committee for their support over the year and acknowledge the support from head office in Balham

I wish Brian and Paul every success over next 12 months in their new roles as chair and vice chair of CIBSE Ireland and I will continue to support the committee and CIBSE activities.



## 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 2016/2017 session**

Role	Name
Chairman	Brian West
Immediate Past Chairman	David Doherty
Vice Chairman	Paul Martin
Hon. Secretary	Mona Holtkoetter
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Events Sub Committee	
Events Officer	Padraic O'Connor
Committee Member	Barry Ronan
Committee Member	Brian West
Committee Member	David Doherty
Committee Member	Paul Martin
Committee Member	Pat Lehane

Provincial Reps	
Cork	Cian Hennessey
Limerick	Keith Brazil
Galway	Michael Curran

Waterford	Mervin Doyle
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<b>YEN Committee Rol</b>	
YEN Committee Rep.	Aaron Brogan
YEN Chairman Rol	Adam Dent
YEN Vice Chairman Rol	Gerald Caulfied
YEN Treasurer Rol	
YEN Secretary Rol	Barry Ronan

**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.

Paul Martin  
Hon. Secretary (ROI Region) CIBSE, [www.cibseireland.org](http://www.cibseireland.org)

*Proposed by;*                      *Seconded by;*

## **11. Incoming Chairman's Address:**

**B. West**

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

I have been a member of the committee since 2011, and it has been great to be involved with a committed group of people, all of whom willingly give something back to the industry and support the institution and all its activities.

I would like to thank David Doherty for inviting me to be vice-chair for the past year, and commend him on a very successful term, big boots to fill! I am very happy to confirm that Dave will remain on as an active committee member, being mainly involved in the events sub-committee.

I also would like to thank Paul Martin for stepping into the Vice-Chair role. Paul has served the region well in his duties as Honorary Secretary this last year, 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.

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Looking forward to the next twelve months;

CIBSE Ireland will continue to build relations with other institutions, such as the RIAI, IGBC, the Institutes of Technology, IHEEM and SEAI to name but a few.

I will be representing the region at CIBSE HQ and communicating with them the activities and challenges facing the Building Services industry in Ireland. This starts with the first RLC meeting on the 16<sup>th</sup> June in Balham.

We will build on the success of targeted site based CPD visits, and with the help of our regional representatives, plan to run a number of site visits across the country in Dublin, Cork, Galway and Waterford. Our regional representatives in Galway and WIT have organised several very successful CPD events this year. I will be looking for committee member's support and suggested projects of interest around the country. David Regan will be assisting in co-ordinating the CPD activities this year.

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.

We must also assist all the ITs in promoting Building Services Engineering as a good career choice to the 1<sup>st</sup> year engineering students, to strengthen its essential role in the industry.

I am keen to continue the very successful inaugural Construction Dream Team Breakfast Briefing which recently took place at the Radisson Blu Hotel, and want to explore with the events committee how we can build on this year's event.

On the social events, the Annual Golf outing will be held at Castlewarden Golf Club on Friday 2<sup>nd</sup> September. This will be followed in December by the Annual Christmas Lunch which this year will be held again in the Ballsbridge Hotel following the success of the event in this venue last year. This has already been booked for Friday 2<sup>nd</sup> December.

This year also promises to be a busy year for the Young Engineers Network with the 5-side soccer tournament in the Astro Park Tallaght on May 6<sup>th</sup>.

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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 David Doherty.

**12. Appointment of Honorary Auditors: P. Martin**

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

- Brian West
- Paul Martin
- Damien Flynn

*Proposed:*

*Seconded:*

**13. Appointment of Auditor: P. Martin**

Doody Crowley were proposed as Auditors.

*Proposed:*

*Seconded:*

**14. Any Other Business:**

**P. Martin**

**Attendance List at the AGM 2016:**