



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

**2019**

**Date: Thursday 4<sup>th</sup> April 2019**

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

**Time: 6pm**



**Republic of Ireland Region  
A.G.M.  
2019**

**AGENDA**

- |         |   |                     |  |
|---------|---|---------------------|--|
| 1.      | Chairperson Opens Meeting:                          | P. Martin           |  |
| 2.      | Apologies for absence:                              | S. Weir             |  |
| 3.      | Notice of AGM:                                      | S. Weir             |  |
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| 4.      | Honorary Secretary's Report*:                       | S. Weir             |  |
| 5.      | Branch Almoner's Report*:                           | J. Doherty          |  |
| 6.      | Honorary Treasurer's Report*:                       | B. Ronan/ P. Martin |  |
| 7.      | Outgoing Chairpersons Remarks                       | P. Martin           |  |
| 8.      | Election of Committee for 2019/2020*:               | P. Martin           |  |
| 9.      | Incoming Chairpersons' Address:                     | M. Holtkötter       |  |
| 10.     | Appointment of Auditor*:                            | P. Martin           |  |
| 11.     | Any Other Business:                                 | M. Holtkötter       |  |

\* Items require Proposed/Seconded

## **1. Chairperson Opens Meeting:**

**P. Martin**

- Chairperson welcomed the gathered committee and members.
- Statement that only paid up members of CIBSE are allowed to attend AGM. All in agreeance
- This formally opens the AGM.

## **2. Apologies for absence: Honorary Secretary S. Weir**

The following apologies were received and noted.

- Cian Hennessey
- Aaron Brogan
- Seamus Homan
- David Regan
- Keith Brazil
- James Fogarty

### 3. Notice of AGM: Honorary Secretary S. Weir 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 04<sup>th</sup> 2019, 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 2019/2020 session.

Role	Name
Chair	Mona Holtkötter
Immediate Past Chair	Paul Martin
Vice Chair	Michael Curran
Hon. Secretary	Stephen Weir
Hon. Treasurer	Barry Ronan
Committee Member – Branch Almoner	John Doherty
Committee Member – Past Chair & Events	David Doherty
Past Chair (retiring from Committee)	Brian West
Committee Member – Events & Publicity Officer	Pat Lehane
Committee Member – CIBSE UK Vice President	Kevin Kelly
Committee Member - Education	Michelle Perry
Committee Member	Eoin McLean
Committee Member	James Porter
Committee Member	Damien Flynn
Committee Member	Eugene Philips
Committee Member	David Regan
Committee Member	Aaron Brogan
Committee Member	Padraic O'Connor
Committee Member	Michael McDonald
<b>Interview Panel</b>	
Committee Member – Interview Panel	Jim Rogers
Committee Member – Interview Panel	Jim Fogarty
Committee Member – Interview Panel	Tom Keane
Committee Member – Interview Panel	Niall Burke
Committee Member – Interview Panel	Eugene Philips
<b>YEN</b>	
Committee Member - YEN	Jordan McSharry
Committee Member - YEN	Ryan Loney
Committee Member - YEN	Sarah Callaghan
Committee Member - YEN	Robert O'Connor

Regional Representatives	
Committee Member – Regional Rep Cork	Cian Hennessy
Committee Member – Regional Rep Limerick	Keith Brazil
Committee Member – Regional Rep Galway	Michael Curran
Committee Member – Regional Rep Waterford	Mervin Doyle

**Auditors:** JM Butler & Co.

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.

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

*Proposed by; Pat Lehane*

*Seconded by; Eoin Mclean*

## 4. Honorary Secretary's Report:

S. Weir

During 2018/2019, there were a total of eight committee meetings with additional sub-committee meetings as required. This was indeed a special year with the 50<sup>th</sup> anniversary of CIBSE ROI region being celebrated throughout.

CPD Technical meetings were held up until the early part of the year 2018-2019, however due to lack of attendance at a number of these and indeed a shift in the way which CPDs are being conducted (direct at consultancies more so) we are looking at replacing CPDs with CIBSE Technical courses.

NZEB event held in Engineers Ireland was hugely successful along with talks presented in WIT, Limerick, NUIG on NZEB also. Technical meeting were also held on CHP, FGas regulations, Homes of the future (with Tom Lelyveld CIBSE UK @ SEAI Energy show), Legionella, Deep retrofit @ RIAI conference and Smoke control.

The annual golf event was held in the fantastic location of Lutrellstown Castle and was a resounding success with over 100 golfers involved. Special thanks to committee members who assisted on the day and all sponsors of the event, in particular our primary sponsor Grundfos. We shall be returning to Lutrellstown once again this year on Friday the 30<sup>th</sup> August.

With it being the 50<sup>th</sup> anniversary of CIBSE ROI Region it was decided to mark this with a special occasion of our annual Christmas lunch changing to a dinner event held on the 30<sup>th</sup> November at the Clayton Hotel, Burlington Rd. There were over 720 in attendance on the night which was MC'd by Lorraine Keane with after dinner entertainment from Mario Rosenstock and the Velvet Lounge Band.

Thanks to Mitsubishi Electric for sponsoring the welcome reception. Stephen Lisk President of CIBSE thanked all CIBSE Ireland members for their commitment to the Industry.

The event was all the more special with 3 awards being presented for best practice in respect of the design and installation of building services. With 15 entries across the three categories it was no small task choosing the winners as listed below.

### **Up to €2m - Sponsored by Wilo – Albert Quay, Cork.**

**Consultants** – Arup

**Contractors** – Airflow Services

### **€2m - €5m - Sponsored by Hevac – Irish Life Building, Dublin.**

**Consultants** – Homan O'Brien

**Contractors** – Jones Engineering Group

### **€5m & Over – Sponsored by Daikin – Criminal Courts of Justice, Dublin.**

**Consultants** – J.V Tierney

Huge thanks to all the judges, entrants and sponsors (Wilo, HEVAC and Daikin) of the awards.

Chosen Charity on the night was Capuchin Day Centre for the Homeless. CIBSE Ireland donated €3,000 and this in conjunction with collection on the night meant over €14,000 was donated to this worthy charity. Johnathon Smyth on behalf of Brother Kevin accepted the donation and gave an insightful speech on the work of Brother Kevin and all at the Capuchin Day Centre.

CIBSE Routes to Chartership Breakfast briefing session was held on the 3<sup>rd</sup> April at the Dean hotel and it was great to have two representatives from CIBSE UK Membership team Olga Mendes & Emma Linnane to present at this event along with members of the CIBSE ROI interview panel James Fogarty & Eugene Philips. This was also presented to Winthrop Engineering and to the students of TU Kevin St.

2019/2020 promises to be an exciting year for CIBSE Ireland with a number of events planned and I look forward to continued promotion of building services within the region.

I would like to thank Paul Martin in his role as Chair and for all the time and effort he has put in throughout his term and wish Mona the very best in her tenure as chair through 2019/2020.

***Proposed by; Kevin Kelly***

***Seconded by; Ryan Loney***



## 5. Branch Almoner's Report:

**J. Doherty**

**Almoners Report,  
CIBSE Republic of Ireland  
AGM 4<sup>th</sup> April 2019**

**The Fund** has continued its work during the year, helping the beneficiaries who depend on it both with financial support and with help and advice from its almoners. Help is provided both in the long term, for those who have ongoing needs, and for those who face short term crisis due to unexpected circumstances. The Funds Almoners work to keep in touch with all its beneficiaries, past and present, to provide an ongoing point of contact and help should assistance be needed.

**The work of the Fund** is undertaken by volunteer Almoners with administrative support from CIBSE Headquarters and we have active cases in our region.

**Thank you** to CIBSE Members and other donors for their continued support, which is so important for the beneficiaries that depend on it.

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

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

*Proposed by; Michael Curran*

*Seconded by; Niall Bourke*

## **6. Honorary Treasurer's Report: B. Ronan & P. Martin**

### **CIBSE Ireland finance report for year 2018/2019**

CIBSE Ireland is a 'regional branch' of CIBSE HQ, and undertakes its business in accordance with the CIBSE HQ guide for regions. The guide instructs the committee on how to conduct its business and CIBSE Ireland complies with these instructions. CIBSE Ireland member's subscriptions are paid by members direct to CIBSE HQ.

CIBSE Ireland submits a funding application and receives a grant from CIBSE HQ each year. In this period we received a grant of €21,023.22 in May 2018, we thank CIBSE UK for backing the great work done by the CIBSE Ireland committee and their continued support. The grant for CIBSE UK goes to the running of our day to day business including:

- Towards the publication of the SDAR journal
- Committee Meetings
- CPD's
- Grant to IT's, TU and Uni's including student sponsorship, prizes
- Website, Stationary etc.

### **HONORARY TREASURER ROLE**

We were unfortunate to lose Charles Dunn as Honorary Treasurer in 2018 and I would like to thank Charles for his time in this role. We are very lucky to add Barry Ronan into this position who is committed to holding the role.

### **FINANCE SUB COMMITTEE**

A finance sub-committee comprising Barry Ronan (hon. treasurer), Paul Martin (Outgoing chairperson) and Mona Holtkötter (incoming Chairperson) and Stephen Weir (Hon. sectary) looks after the day to day running of CIBSE Ireland financial affairs, to ensure that suitable checks and balances are in place.

### **ACCOUNTS**

CIBSE Ireland maintains books of account, and sends a return including copies of bank statements to CIBSE HQ each year, this year submitted by Paul Martin. Receipts for all transactions are retained, which form the basis of the annual return. From our funds, CIBSE Ireland pays for an annual third-party inspection by an independent auditor. JM Butler & Co. were appointed to review and report on the accounts for year 2018, and completed this task in April 2019. This procedure is a requirement from CIBSE HQ.

We changed from Bank of Ireland to Permanent but we no longer have a bank card (due to rules for non-profit/society accounts) or cheque book but internet banking is working well.

## INCOME

During the year, CIBSE Ireland received a grant of €21,023.22 from CIBSE HQ. At the time of accounts submitted to the UK there was a surplus of €4,919.74 (Dec 2018)

At the time of transfer of banks on the 21/3/19 we had €2703.75, this money, the table below details the list of committed expenditure after returns were submitted:

Women in energy joint event with SEAI ant the SEAI Energy Show March 2019	€1,000.00 (ex VAT)
AGM	€600.00
Auditor	€959.40
Cibse breakfast briefing	€785
Chairs expenses	€84.30

CIBSE Ireland issued an interest free of €2,000 loan on 29/3/19 (agreed by finance committee) to CIBSE Business account until our 2019 grant is received.

## LOANS

CIBSE Ireland gave an interest free loan from their social account to the main business to cover shortfall in funds while awaiting the payment of our grant from CIBSE UK. The €2,000 loan was transfer from the social account 27/03/18, the loan was paid back from the business account on the 03/07/18.

As detailed above CIBSE Ireland issued an interest free €3000 loan on 29/3/19 (agreed by finance committee) to CIBSE Business account until our 2019 grant is received.

## EXPENDITURE

All monies expended are directed towards the promotion of building services engineering in Ireland, and particularly towards the promotion of CIBSE. The primary expenditure in 2018 was directed similar to previous years, and there were no significant changes in the expenditure plan.

Items of expenditure included:

*VENUE HIRE* - including lunch for committee and sub-committee meetings, CPD professional development lectures and technical talks.

*CHAIRMAN'S EXPENSES* - including travel to meet regulatory authorities (all RLC travel expenses are reclaimed from CIBSE UK).

*WEBSITE* – Ireland is unique in maintaining its own web site [www.cibseireland.org](http://www.cibseireland.org), which is separate from the CIBSE UK webs site.

*PRINTING AND ADVERTISING* - including the well-established SDAR sustainable design and research journal. Note that Pat Lehane's Pressline produces BSN Magazine with CIBSE news and photographs, for which Pat Lehane does not charge CIBSE.

*SPONSORSHIP AND AWARDS* – including student awards for third level projects related to building services engineering.

## **SOCIAL EVENTS**

CIBSE golf and Christmas dinner have been well established events in the engineer's calendar for many years. These events continue to be self-financing events which also manage to raise considerable monies for charity causes. These events promote building services and the CIBSE name in Ireland, and it is expected that these events will continue into the future. Note that these events are only nominally "self-financing" as a result of the many hours of voluntary work undertaken by committee members.

## **LOOKING FORWARD TO 2019**

CIBSE Ireland had made application to CIBSE HQ for funding of €24,959 in 2019 to boost promotion of the building services industry in Ireland in 2019/20. We await the outcome from our submission.

*Proposed by; Sarah Callaghan*

*Seconded by; Eugene Phillips*

### ***Discussions***

- *Discussed that anything over €300 must be approved by more than 3 senior committee members*
- *Social Account was discussed of which CIBSE UK are aware of – PM*
- *All regions have a social account – KK*
- *€2,275 spent on stationary & website last year*
- *CIBSE UK are aware of interest free loan – PM*
- *Accounts were discussed and explained further by PM*
- *Drinks do not get funded by CIBSE grant*
- *PL – VAT can be claimed back, perhaps look at registering for Vat*

## 7. **Outgoing Chairpersons Remarks: P. Martin**

I would like to thank all of the committee members for their support and hard work throughout my term as Chair. We could not exist without your tireless support and dedication in organising our major events, CPD's, supporting students, SEAI Energy Show, SEAI Energy Awards, SDAR publication and awards, participating in the professional interviews, raising the profile and marketing Building Services Engineering.

We again have brought the industry together at our 50th Anniversary Christmas Dinner. This year we had over 720 industry representatives at the Dinner and awards in the Burlington Hotel. A huge amount of work done by all but in particular the Event committee. I hope we all had the night we all deserved for the all hard work in bring one of the best CIBSE Ireland events. It should be noted that all of the organisation of the dinner and the awards was done by CIBSE Ireland volunteers.

The thing we all should be most proud of is the €14,000 we raised for the Capuchin day centre. Barry Ronan and I had the pleasure of delivering the cheque which was accepted with thanks from all at the centre by Brother Kevin. The money raised will provide over 2800 food parcels for the most vulnerable people in Ireland. But I think there is so much more we all can do as an industry for this great cause. I have proposed to the committee that we ask industry to come together to upgrade the Building Services elements in the centre. We have scheduling a meeting with Br. Kevin and hopefully this is something that will happen in the near future.

We had the pleasure of nominating Seamus Homan to be awarded the Silver Medal. Which he accepted at the CIBSE Presidents dinner last year. It was a fantastic night and well deserved for a true gentleman of the Building Services Industry. Seamus send his apologies as he would have loved to thank the committee.

We changed venue to Luttrellstown for our annual Golf Day, thanks to Stephen Weir who led the event along with Michelle Perry, Pat Lehane and others who contributed on the day.

We had 2 committee representatives invited to the SEAI Energy Awards Dinner this year, networking with industry and promoting all of the good work we do. The SEAI Energy show had three committee members on its panel this year.

We have as highlighted last year expanded our wing to get ourselves in the mix with other industry groups and government agencies. We are now a part of the working group for Part L and F of the Building Regulations. I was invited to the AECI dinner, the first time a CIBSE Chair was invited to the event.

We are very lucky to have Kevin Kelly Vice-President who represents CIBSE at Board level. Kevin has been pushing the BCAR issue with CIBSE HQ and I would invite Kevin to give us an update when we come to AOB.

We together have forged new and stronger relationships with:

- Engineers Ireland (Energy Group) and ASHREA where we are promoting each other's event and having a number of joint events

- We have been invited to Part L/NZEB and Part F (ventilation) meeting and consulted on the draft documents.
- The Women in Energy group will have a joint event with CIBSE Ireland at the SEAI awards hosted by Mona

A few thank you's

I would like to thank my employer Sustainable Energy Authority of Ireland for all of their help and support over my term.

A big thank you to all committee members who have taken the time out of the working day and in their spare time to give back to CIBSE and the industry.

I would like to wish Michael, Barry and Stephen all the best in their roles as Vice-Chair, Honorary Treasurer and Honorary Secretary.

I would like to wish Mona all of the best as Chair of CIBSE Ireland. We are very lucky to have such a well-respected Engineer leading us into our 51<sup>st</sup> year and know that she will bring us to a new level.

Finally I would finally like to thank my wife and kids and who supported me 100% as Chair.

## 8. Election of Committee for 2019/2020: M. Holtkötter

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 2019/2020 session**

<b>Role</b>	<b>Name</b>
Chair	Mona Holtkötter
Immediate Past Chair	Paul Martin
Vice Chair	Michael Curran
Hon. Secretary	Stephen Weir
Hon. Treasurer	Barry Ronan
Committee Member – Branch Almoner	John Doherty
Committee Member – Past Chair & Events	David Doherty
Past Chair (retiring from Committee)	Brian West
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Committee Member	Damien Flynn
Committee Member	Eugene Philips
Committee Member	Aaron Brogan
Committee Member	Padraic O'Connor
Committee Member	Michael McDonald
<b>Interview Panel</b>	
Committee Member – Interview Panel	Jim Rogers
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Committee Member – Interview Panel	Tom Keane
Committee Member – Interview Panel	Niall Burke
<b>YEN</b>	
Committee Member - YEN	Jordan McSharry
Committee Member - YEN	Ryan Loney
Committee Member - YEN	Sarah Callaghan
Committee Member - YEN	Robert O'Connor
<b>Regional Representatives</b>	
Committee Member – Regional Rep Cork	Cian Hennessy
Committee Member – Regional Rep Limerick	Keith Brazil
Committee Member – Regional Rep Galway	Michael Curran

Committee Member – Regional Rep Waterford	Mervin Doyle
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**Auditors:** JM Butler & Co.

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.

Stephen Weir

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

*Proposed by; Jim Rogers*

*Seconded by; Michael McDonald*



## **9. Incoming Chairpersons Address:**

**M.Holtkötter**

I am very grateful for the opportunity to take on the role of the CIBSE Ireland Chair in 2019/2020.

I have been a member of the committee since 2015, starting off as the secretary and then moving on to the Vice Chair role last year. I am delighted to now take the next step and serve the region as Chair of CIBSE Ireland for the coming year.

I would like to extend a special thanks to Paul Martin, first of all for inviting me to be vice-chair last year, but more importantly, for the great work he has been doing in the last two years for CIBSE Ireland. His commitment to the committee has been outstanding and I am delighted to say that Paul is staying on the committee as an active member.

In the last two years, Paul has led the committee in a great direction, focussing on education, technical sessions, liaising with colleges and supporting the industry and universities with CIBSE's technical excellence. I am looking forward to continuing and deepen this direction in the next year.

It is also very important to mention the enormous success of the CIBSE 50<sup>th</sup> dinner last year that was led by Paul. The event was a huge success, congratulations to everyone involved.

I also would like to thank our committee members, in particular Michael Curran for stepping into the Vice-Chair role, Stephen Weir for stepping into the Secretary role, Barry Ronan our new treasurer, our new and energetic committee members as well as our long serving interview panel and past Chairs. Also, special thanks to John Doherty who this year again has taken on the role of Almoner, it is greatly appreciated.

My vision for the 12 months ahead is to focus on CIBSE's core value: technical excellence. This includes the provision of training courses, from technical basics to burning topics such as the release of new building regulations; information on routes to Chartership with CIBSE, technical field trips with hands on learning; the development of an exchange program for the Irish building services industry as well as supporting our colleagues. We will continue with great initiatives of the past years: the CIBSE Golf, YEN Soccer, support of SDAR and Women in Energy. The committee has made the decision to pause the annual lunch for 2019, to allow us to fully focus on new initiatives.

A key role I see in being a chair of the committee, is to support the ideas of our committee members. For example, I am keen to support Paul on his great plan of giving back to the community through charity work. We have a special opportunity to support the Capuchin Day centre with our building services knowledge and support our society where it's needed most.

With Brexit ahead, 2019 will be a challenging year with unknown consequences for our industry. As the new Chair, I will ensure to continue the challenging conversations around Brexit and BCAR with the support of Kevin Kelly, Vice President of CIBSE UK.

To wrap-up, I would like to state that I am committed to representing the region and its members over the coming years and communicating with our activities and challenges with CIBSE HQ in the UK.

I am looking forward to an exciting and busy year ahead.

So without further delay, I would like to hand over the past Chairman's pin to Paul Martin.

**10. Appointment of Auditor:**

JM Butler & Co were nominated as auditors.

**P. Martin**

*Proposed by: David Doherty*

*Seconded: John Doherty*

## **11. Any Other Business:**

**M. Holtkötter**

- Kevin Kelly offered an update from CIBSE UK and how BCAR discussions are coming on
- This matter is being discussed at each and every Board meeting in the UK - KK
- JD stated that EI are charging €200 to them in order to register your chartership under Engineers Ireland

## Attendance List at the AGM 2019:

Name	Membership level	
Mona Holtkötter	MCIBSE CEng	
Paul Martin	FCIBSE	
Barry Ronan	Affiliate	
Stephen Weir	Affiliate	

## Attendance List at the AGM 2019:

Name	Membership level	
KEVIN KELLY	FCIBSE	
STEVIE YOUNG	LAI / LEADVANCE	
RYAN LONEY	GRADUATE	
PAT LEHANE	ASSOCIATE	
EÓIN MCLEAN	ASSOCIATE.	
Debo Adedunban	Chartered	
MICHAEL CURRAN	ASSOCIATE	
Niall Bourke	Chartered	
Sarah Callaghan	Graduate.	
Colin Reilly	MIEI.	
David Deleaty	MCIBSE	
James Porter	Affiliate	
Suzanne Seely	Affiliate	
JOHN POWER	FCIBSE	
SIM ROBERTS	FCIBSE	
MICHAEL McDONNAD	MCIBSE	
CIARAN BROPHY	ASSOCIATE	
EUGENE PHILLIPS	FCIBSE	