

Regional CIAT Committee Meeting

18:30hrs 14th October 2013
David Young Community Academy, Leeds
Revision C - 27.11.2013

1.01 Present

MW	Mark Wilson MCIAT	Regional Chairman
HS	Henry Spence MCIAT	Regional Councillor
MK	Mark Kennet MCIAT PPCIAT	Regional CPD Officer
NW	Nik Wilson MCIAT	Regional Treasurer
DC	David Cormack MCIAT	Committee member
NJ	Nick Jauncey TCIAT	Committee member
DE	Dai Evans MCIAT	Committee member

1.02 Apologies

MP	Matthew Peat MCIAT	Regional Educational Officer
PT	Philip Thompson MCIAT	Regional Secretary
RT	Richard Turner MCIAT	Committee Member

1.03 Guests

MT	Matthew Thompson ACIAT	Yorkshire regional member
NJV	Natasha Jayne Vermeulen ACIAT	Yorkshire regional member
JL	Jon Legge MCIAT	Yorkshire regional member
SH	Stephanie Hall ACIAT	Yorkshire regional member

2.0 Introductions

- 1 MW asks everyone to introduce themselves and gives his first address as regional chairman on his future aspirations for the region to the committee.

3.0 Minutes from previous meeting

- 1 MW motions for previous committee meeting minutes to be voted on. Committee votes uncontested and minutes are approved as a true and accurate record.

4.0 Matters arising

- 1 DE and DC were elected to committee at last committee meeting.
- 2 Confirmed MW was elected Regional Chair at last committee meeting.
- 3 MK elected Regional CPD officer at last committee meeting.
- 4 MP not present to confirm communication between Leeds Metropolitan University and Rowntree trust regarding sustainability case studies. Request MP to attend next committee meeting for an update. However CPD objectives are met for this year so it's not too crucial.

5.0 Regional Councillors report

- 1 ATSL technologies and registers the CIAT Subsidiary firms are making a loss but are guaranteed by CIAT.
- 2 Karl Grace MCIAT has been confirmed as the next president elect.
- 3 Gordon Souter MCIAT has been re-elected as Honorary Secretary un-challenged.
- 4 Gary Mees MCIAT has been re-elected as VP Practice un-challenged.
- 5 Rob Hill MCIAT elected VP Education defeating Prof Sam Allwinkle MCIAT in a two horse race.
- 6 All four councillor representatives to the exec board were unchallenged and remain as before.
- 7 Councillor exec-board deputies' role will remain for now however may be changing in the near future.
- 8 Membership futures Project has now been formally closed. All recommendations have been absorbed into the institute.
- 9 Apparent that CIAT had no strategic plan. The exec-board within their capacity have instructed Sam Allwinkle MCIAT to review it in conjunction with the exec-board and head office for the 2013-2018 period. Document to be forwarded to all members.
- 10 Resolutions on the codes of conducts to be brought forward by the code of conducts committee and voted on at the 2013 AGM.
- 11 Honorary membership to be issued this year. At present being kept a secret.
- 12 Four candidates approved to receive the Gold award.
- 13 Status Report at London's AGM 16.11.2013. First year trialling the short AGM day to be finished at 15:00 hrs. No president's dinner to be held this year.
- 14 Awards presentation luncheon which replaces the president's dinner to be held on the 29.01.2014. Venues in London TBC. One member per region centre to attend. Councillors may not necessarily be included, due to cost cutting. Details TBC.
- 15 AGM next year in Nottingham
- 16 CIAT's web site meant to be fully operational. However, still has bugs that need to be resolved.
- 17 Home Building and renovation show. To be held 1st weekend in November in Harrogate. Head office are making requests for members to volunteer to man the stand.
- 18 The Institute has been criticised on its PR material. It is noted that professional help will be required.
- 19 Talk about Expo's – need to get practices to promote themselves and CIAT – need to be encouraged. Suggested that Adam Endacott to canvas local firms for regional shows to promote their practices and CIAT.
- 20 HS suggests the committee appoints a regional committee member to be coordinator for regional promotion.

6.0 Regional Secretaries Report

- 1 Nothing to report.

7.0 Regional Treasurers Report

- 1 Allocated monies from head office with current expenditure and joint ventures with CIOB the credit sheet will balance with the head office allocation.
- 2 HS and the council votes on per capita head cost for CPD events. Costs were cut this year although a reserve is available but very reluctant.
- 3 We must change to more effective venue as hotel conference use is prohibitive on cost.
- 4 SH to check on Trombes conference room availability for regional CPD activity to reduce cost.
- 5 DC voices members potentially paying for CPD events.
- 6 HS and NW state that the region has always provided free CPD events as a value for membership and should continue.
- 7 NW states we're ok for this year, although changes will in all likelihood need to be changed in the coming years.

8.0 Regional Education Officers Report

- 1 WM Saunders have made contact looking for assistance with promotion of Student Placements. MP provided contact details for regions accredited universities.
- 2 Leeds Metropolitan University have appointed their new AT Course Leader Tahira Hameed MCIAT.
- 3 MW, JL and HS to go 5th November to judge student work.
- 4 MW is giving lectures at various universities. First one 6th November at Leeds Metropolitan University. Other dates and venues MW to forward.
- 5 Please see attached EO's report in addendum.

9.0 Regional CPD Officers Report

- 1 Japanese Knotweed CPD went very well.
- 2 Last weeks Legal update also went very well. The legal and building regulations updates are joint ventures with CIOB and historically always well received.

Future events

- 3 12th November 2013 Chris Duckworth to give a talk on SIPS panelling.
- 4 3rd December 2013 MicroCAD to give a talk about the practical issues of BIM.
- 5 14th January will be the Building Regulations.
- 6 We need to organise February, March and April's CPD's. RT is assisting with booking venues to gain a more reasonable rate. If RT can no longer act as hotel contact when booking the costs associated with the venues may rise.

Possible future events

- 7 Marley Eternit roofing. Three possible events
- 8 Specifying Wash Rooms
- 9 Kingspan with multiple event options.
- 10 HS voices possible Sherburn facility visit.
- 11 Possible acoustic seminar.
- 12 Lead sheet association seminar.
- 13 NJ & DC voices a couple of suggestions, Modcell and point cloud scanning for modelling.
- 14 MW reports feedback received suggests past CPD events have been mainly dry and uninspiring.
- 15 MW and MK met with CIOB to discuss joint CPD ventures as a potential cost saving.
- 16 HS suggests an official CIAT, CIOB, and CIC – CPD Coordinator.
- 17 SH possibly able to organise structural glass CPD under Trombes banner.
- 18 DC to check out his Point Cloud contact
- 19 NJ to forward Modcell details.
- 20 NJ recalls that Latchway arrest systems was surprisingly well received.
- 21 Committee Meeting tabled for the end of January 2014.
- 22 DE tables David Young academy as venue for future CPD and committee venue.
- 23 28th January committee meeting, 11th February CPD, 18th March CPD, 24th April CPD (site visit?) and 21st May CPD and annual business meeting.

10.0 Regional Chairman's Report

- 1 Website is coming on and looking good.
- 2 Roles and responsibilities. MW has requested all committee Job Descriptions to be pointed out/clarified. It would appear that roles have overlapped and confusion has arisen.
- 3 Secretary's role certainly needs clarifying.
- 4 HS refers to Regional Centre Handbook for role guidance.
- 5 MW asks again for Roles and Responsibilities off each committee member.
- 6 Rob Langley received bottles of wine as a gift from CIAT for exceptional help towards CPD for the institute for the legal updates.
- 7 Second wine gift of thanks. Proposed and seconded for Martin Conlon who gives the building regulations update each year.
- 8 John Farrah recognition gift of thanks seconded and motioned for involvement with Region Committee – Ticket for awards Dinner as Regional Member.
- 9 Chairman's note well received. Avenues to be website and email through Adam Endacott.
- 10 MK asks if the CPD acknowledgement form could be digitally handled.
- 11 CPD topics could be more relevant.
- 12 MW Regional university talk dates about CIAT 1) 6th November – Leeds 2) 21st November – Huddersfield 3) 12th December – Sheffield.
- 13 MW to talk about automatic sign up for students into CIAT.
- 14 MW to pursue practitioners to lecture Yorkshire events.
- 15 HS suggests morning coffee shop project critique sessions in universities to promote CIAT.
- 16 MW raises CPD webinar events. Committee MW included believe that these are not the way forward.
- 17 MW invites NJV and SH to join the committee.
- 18 RT has indicated his intentions Stand Down from the committee if necessary.
- 19 NW staying in Committee for the foreseeable future.
- 20 MW are proposing MCIAT graduation events.
- 21 SH and NJV proposed and seconded onto the Committee.
- 22 JL proposed and seconded onto the committee.
- 23 MW proposes Shadow/Assistant Roles to ensure everyone on the committee has a job to do.
- 24 MK Proposes Sub Region CPD events.
- 25 NJ agreed for North Yorkshire Area sub CPD.
- 26 DC to talk to Adam Endacott for email access.
- 27 MW suggests event Sponsorships – Industry/CIAT/Industry.
- 28 MP has indicated his intentions to stand down as educational officer.
- 29 DE steps up as Intermediate Regional Educational officer.
- 30 For another 2 years in May – Henry and Mark Wilson Voted.
- 31 PT has indicated his intentions Stand Down as regional secretary.
- 32 NJ steps up as Intermediate Regional secretary until May.
- 33 MW proposes a map to be made to illustrate Membership Demographic.
- 34 DC and SH offer to make the MAP.
- 35 Marketing committee member needed.

11.0 Any other business

- 1 MT suggests college visits to discuss CIAT. DE to look into matters.
- 2 DE to attend on 29th November at Huddersfield Revalidation of the Masters on sustainable architecture.
- 3 DC requests committee for critiques by the 15th November on the website.

12.0 Next meeting

- 1 28th January 2014 at the David Young Community Academy 18:00 for 18:30 start.

13.0 Distribution

2 As above, Plus Head office.

14.0 Addendum

1 Education officers report

EDUCATION OFFICER REPORT TO THE CIAT YORKSHIRE REGION COMMITTEE MEETING HELD AT 18:30 ON THURSDAY 07 OCTOBER 2013 AT THE DAVID YOUNG COMMUNITY ACADEMY, LEEDS

- 1.0 The Leeds office of the Architectural Practice William Saunders made contact to enquire if the Yorkshire Region Committee could assist in the promotion of student placements. Contact details were provided for the Accredited Universities within the Region.
- 2.0 Leeds Metropolitan University has appointed a new Course Leader. Contact has been made.
- 3.0 The current CPD events calendar has been sent to the Course Leaders at the Region's Accredited Universities. A request has been made for the Course Leaders to encourage students and staff to attend the events.
- 4.0 The Regional Chairman Mark Wilson will be delivering a series of presentations at the Region's Accredited Universities.