

Minutes of the FIA Council Meeting

held on Wednesday 6th December 2000

at 1.30 p.m. – The Warwick Room, Bisham Abbey, Marlow, Bucks

Present: Mike Phillips
Mike Gilmore
Peter Thompsett
Andrew Watson
Steve Strange
Stuart Smith
Paul Bateson

Jane Morrison – Secretariat

1a. Welcome new Council members

Mr. Phillips welcomed Mr. Smith to the meeting as a full Council member.

The Secretary to contact Mr. Cupitt to confirm his appointment and to welcome him to FIA Council.

ACTION: SEC

Mr. Cupitt will also be added to the contact list for Council. The Secretary will circulate the list via email to all Council.

ACTION: SEC

1b) Confirmation of Council officers and industry sectors

It was confirmed that Mr. Phillips would remain as Chairman for the coming year.

It was confirmed that Mr. Gilmore would remain as Treasurer for the coming year.

All Council members were happy with their allotted portfolios/industry sectors.

Mr. Phillips reminded Council that the 'Active Components' area was still not covered.

The Secretary would speak to Mr. Cupitt and ask if he could suggest a specific area of task that he may be able to cover as his Council portfolio. He would be asked to give the matter some thought between now and the first Council meeting of 2001.

ACTION: SEC

The Secretary advised Mr. Smith of the usual procedure for Council members to become Directors of FIA Ltd. Mr. Smith was happy to be appointed Director and the Secretary would organise the relevant forms.

ACTION: SEC

The Secretary would ascertain if Mr. Cupitt was willing to be appointed as a Director.

ACTION: SEC

2. Apologies for Absence

None.

3. Minutes of the previous meeting

The minutes of the previous meeting held on 12th October 2000 were taken as read and agreed and were signed by the Chairman.

As the meeting was short of time the actions from the meeting held on 12th October were not reviewed. All Council were asked to please check the action list and ensure that their individual actions were completed in time for the first meeting of 2001.

ACTION: ALL

4. Council – formal approval of the FIA accounts – y/end 31/8/00

The accounts had been previously circulated to all members. They had been formally approved by the AGM earlier that day and the Secretary was asked to minute the formal approval of the Council.

The y/end accounts were signed by the Chairman and the Secretary would arrange signature by the Company Secretary. The signed accounts would then be returned to the auditors for bound copies.

5. Financial report (MG)

Mr. Gilmore had circulated a Treasurers report at the AGM earlier that day.

The accounts to the end of October 2000 had been previously emailed to all Council.

Membership currently stood at 203 members.

6. FIA Secretariat – Fleming Gibbons Ltd. notice

Mr. Phillips reported that he had received formal notice from Lady Long regarding the withdrawal of secretariat services after 30th June 2001.

He was pleased to confirm that Jane Morrison was willing to take over the secretariat services in her own right.

The Secretary explained that firstly Fleming Gibbons Ltd. was moving office premises from Owles Hall on 2nd January 2001 to new offices at The Manor House, Buntingford. The Manor House was owned by Buntingford Town Council and the Council occupied offices on the ground floor whilst offices on the second floor were rented out to local businesses.

The FIA would therefore have a new postal address from 2nd January. All matters were in hand for re-direction of post etc. Telephone, fax numbers and email etc. would not change.

In the Spring, and prior to 30th June, the Secretary would liaise with the Chairman and Treasurer and arrange a contract and fee for the services from 1st July onwards.

7. 2001 Seminar Programme (AW)

The provisional dates of 6th March, 5th June, 11th September and 4th December had been booked with Bisham Abbey for 2001.

Mr. Gilmore had spoken to a contact at Brand-Rex who felt that they might be able to assist with a Scottish location.

It was planned to hold a Seminar in Bisham Abbey and the following week repeat the same Seminar in Scotland.

Mr. Watson was hoping to have a proposal with costs and topics in the next couple of weeks. He would email this to all Council for discussion.

ACTION: AW

8. Qualification Questionnaire – update (SS)

The draft qualification questionnaire had been circulated via email to all Council members prior to the meeting – see attached.

Mr. Smith asked if anyone had any changes etc. and if Council were happy for the questionnaire to go to the FIA membership.

With the following changes the document was approved:

The footers should be deleted and replaced with FIA details

ACTION: SEC

All returned questionnaires must go to the FIA Secretariat

ACTION: SEC

Richard Ednay should be acknowledged on the document as he has been the main person responsible for its inception.

ACTION: SEC

The questionnaire will go to an appropriate contact e.g. Personnel Director, in hard copy format with a covering letter to all FIA members.

ACTION: SSmith

The Secretary agreed to send the mailing out around the second week of January in the envelope also containing the FIA AGM minutes etc.

ACTION: SEC

A copy of the finalised questionnaire should also be available for download on the web.

ACTION: MG

Members will be asked to complete the questionnaire and return to the Secretariat within 14 days.

ACTION: SEC

Mr. Atterbury would be asked to include details about the questionnaire and its objectives in the December newsletter.

ACTION: RGA/SEC

All completed questionnaires would be copied to Mr. Smith who would then provide the evaluation to the FIA Council.

These replies would be added with the TIA information and would be presented to C&G in the first quarter of 2001.

At this point in the meeting the problems (announcement of 'administration') with NTO.tele.com were discussed and Mr. Phillips agreed to talk to Mr. Keith Waudby to ascertain the situation.

ACTION: MP

9. Membership Promotion and PR activities for 2001 (AW/NM)

As per discussions at the previous meeting a proposal for PR activity had been received from N. May – see attached.

It was agreed that the main item on the next meeting agenda would be this topic.

Mr. May would be invited to the January meeting.

ACTION: SEC

10. FIA Strategy & Special Projects for 2001

There were no special projects to be discussed at this time. The item to be kept on the agenda at all times.

Mr. Strange agreed to investigate the costs for a booth at the BICSI Conference to be held in July 2001 in Brighton. Depending on the costs an FIA presence at the Exhibition may be organised.

ACTION: SStrange

11. Any other Business

None.

12. Next FIA Meeting dates and dates for 2001

The following dates were agreed:

Wednesday 24th January
Friday 23rd March
Wednesday 9th May
Wednesday 18th July
Wednesday 19th September
Wednesday 7th November
Wednesday 5th December – Council & AGM

All the above meetings to be held at the Saracens Head Hotel, Towcester – starting at 10.30 a.m.

The Secretary to make the necessary bookings with the Hotel.

ACTION: SEC

FIAMINS61200
7/12/00
approved MP 15/12/00

