

Minutes of the FIA Council Meeting

held on Wednesday 5th December 2001

at 1.30 p.m. – The Saracens Head Hotel, Towcester

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

Jane Morrison – Secretariat

Apologies: Paul Taylor

1. Welcome new Council member(s)

It was confirmed that Messrs. Phillips and Watson had been re-elected as Council members and that Mr. Taylor had been newly appointed as a Council member at the AGM earlier that day.

2. Apologies for Absence

The Secretary reported that Mr. Taylor had contacted her the previous day. Due to circumstances beyond his control Mr. Taylor was unable to attend. He asked that Council note he was still very committed to working on Council and that his actions re the membership questionnaire would be presented at the first meeting of Council in the new-year.

3. Confirmation of Council officers, Directors + industry sector

Mr. Thompsett nominated Mr. Phillips as FIA Chairman for the coming year, this was seconded by Mr. Bateson and unanimously agreed.

Mr. Phillips nominated Mr. Watson as FIA Vice-Chairman for the coming year, this was seconded by Mr. Gilmore and unanimously agreed.

Mr. Bateson nominated Mr. Gilmore as FIA Treasurer for the coming year, this was seconded by Mr. Phillips and unanimously agreed.

To date all FIA Council members are appointed as Directors of the company and the Secretary was asked to confirm this matter with Mr. Taylor. If he accepts the directorship the Secretary will organise the relevant forms and file with Companies House.

ACTION: SEC

The Secretary to also ask Mr. Taylor for a photograph and biography for the Council section of the FIA web-site.

ACTION: SEC

Mr. Cupitt was also reminded to submit his photograph.

ACTION: JC

The industry sector and activity sheet prepared by Mr. Phillips for his Chairman's report was discussed.

Everyone was happy to keep with their allotted portfolios.

Mr. Smith apologised that he had been extremely busy during the previous 12 months and he thanked Mr. Gilmore for working on the C&G matters and attending the various meetings. Mr. Smith hopes that his time constraints will improve in the next year.

Continuing from the informal discussions after the AGM relating to the Approved Installer scheme it was agreed that a definite plan should now be drawn up to action suggestions made earlier. Mr. Cupitt and Mr. Thompsett will work together to formulate the plan for the next meeting.

The plan will include the possibility of calling a meeting of all those currently approved to discuss the current benefits of the approval and other items that could be added to make it more attractive.

Fresh input was required to address the issues of ISO 9000. It may be possible to relax the ISO requirement if a company can meet certain system assurance requirements. It was thought possible that the FIA could define these requirements.

The free arbitration service currently given to all members may have to be changed to be free only to those approved installers.

An FIA document could be produced that could accompany tenders. Links to an FIA web-site page detailing the scheme criteria could be set up from the approved companies.

Text macros that would extol the virtues and end-user benefits of the scheme could also be provided by the FIA, for inclusion in approved installers' tender submissions.

It was agreed that it would be a struggle to influence end users and consultants but an initial plan and a meeting with those involved would identify areas that can be changed and should conclude with a scheme that was industry recognised and could be promoted.

ACTION: JC/PT

A Design C&G qualification was discussed but it was felt that the current meetings with C&G relating to 3466 should be finalised first.

It was also minuted that from the discussions after the AGM there was a proposal for collaboration with TIA SIG2. The FIA welcomed this as previous attempts for collaboration had not been concluded.

4. Minutes of the previous meeting

The minutes of the previous meeting held on 7th November were taken as read and agreed.

5. Financial report & Technical Directors report - See report attached.

Mr. Gilmore had previously emailed Council with the October accounts. These showed a year to date profit of £442.48. Liquidity was £28,963.49

6. FIA secretariat report - See report attached.

Mr. Gilmore had drafted a new promotional leaflet listing the benefits of membership. This was circulated to those present. Council were asked to provide Mr. Gilmore with any changes they felt necessary.

The Secretary had obtained a quotation of £355 for 2000 copies. She was asked to confirm the format required by the printer. Approval was given for the new leaflet to be printed.

ACTION: SEC

7. 2002 Seminar Programme

Mr. Gilmore suggested organising 2 seminars for 2002 (March and September), both to be over 2 days, containing 4 presentations. Both to be promoted to ECA members and members of TIA SIG 2.

After discussion it was concluded that perhaps 2 seminars both for one whole day might be of more benefit. These could both be repeated in Scotland.

There had been suggestions of moving away from Bisham Abbey and holding the seminars in the North, but it was decided that Bisham Abbey was a good venue and was suitable for the FIA requirements. If the seminars were for a whole day then the start time could be delayed until 10.30 a.m.

Mr. Gilmore and Mr. Watson hope to have a plan for the events at the next meeting. Discussions with the ECA regarding seminars was ongoing.

ACTION: MG/AW

8. Membership questionnaire update (PT)

See item 2.

9. FIA Promotion and PR activities for 2002 (AW)

Mr. Watson was currently working on the PR plan with Mr. May and this will be circulated in the new-year.

ACTION: AW

10. FIA Strategy & Special Projects for 2002

This had already been covered in item 3.

11. Any Other Business

None.

12. Next meeting date and dates for 2002

The following dates were proposed:

***Friday 1st February, Friday 22nd March, Friday 17th May, Friday 12th July, Friday 4th October
Friday 6th December (Council & AGM)***

All meetings to be held at The Saracens Head, Towcester. The Secretary to make provisional bookings.

ACTION: SEC

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Approved: MP: 10/12/01
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