

## **Minutes of the FIA Council Meeting**

**held on Thursday 12<sup>th</sup> December 2002**

**at 10.30 a.m. – The Saracens Head Hotel, Towcester**

Present: Mike Phillips – Chairman  
Mike Gilmore - Treasurer  
Paul Bateson  
Steve Strange  
Peter Thompsett  
Stuart Smith

Jane Morrison – Secretariat

Observer: Andrew Watson

Apologies: John Cupitt

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### **1. Apologies for Absence**

As above.

### **2. Minutes of Previous Meeting**

The minutes of the previous meeting held on 4<sup>th</sup> October 2002 were taken as read and agreed and were signed by the Chairman.

### **3. FIA y/end accounts to 31/8/02 – formal approval**

The year-end accounts had previously been emailed to all Council members. There being no queries the y/end accounts were formally approved by those present.

### **4. AGM status**

The status was as follows: 4 members other than Council members were expected to attend. Messrs. Thompsett and Bateson had both stood down from Council and were eligible for re-election. Both had been nominated. Due to his unexpected departure from Molex Premise Networks, Mr. Watson had resigned from Council. Due to further work commitments Mr. Smith had also resigned his Council place. These two places together with the vacant Council place left by Mr. Taylor's departure earlier in the year meant that there were three further vacancies. Three new nominations have been received.

### **5. Special Project for 2003 – see attached report**

The outline as attached was discussed. It was agreed that this outline could be announced later today at the AGM. The project will be formally detailed in the January Newsletter and the winner announced at the proposed FIA dinner in late March.

There had been discussion regarding the IP rights and it was felt that as the FIA was funding the project all rights would be owned fully by the FIA. The company developing the scheme has first refusal on running and exploiting it.

It was difficult at this stage to determine the exact agreement as each project will probably be case sensitive. Further work will be done between now and the announcement in the Newsletter to establish the guidelines.

Messrs. Gilmore and Phillips will work on this item further and keep Council informed via email. Council was asked to give priority to this item and respond as soon as possible when required.

**ACTION: MG/MP**

Mr. May will be asked to prepare a press release on the project early in January.

**ACTION: NM**

**The meeting adjourned at 11.00 a.m.**

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**The meeting re-convened at 1.15 p.m. – those in attendance were as follow:**

Mike Phillips  
Mike Gilmore  
Paul Bateson  
Steve Strange  
Peter Thompsett  
John Colton

Jane Morrison – Secretariat

(note: New Council members Messrs. Carswell and Buckingham have sent apologies)

## **6. Welcome new Council members**

Mr. Phillips welcomed Mr. Colton to the meeting.

Mr. Colton was asked to forward a photograph and short biography for the FIA website. Both should be sent to Mr. Gilmore via email.

**ACTION: JColton**

Messrs. Carswell and Buckingham will also be asked for this information.

**ACTION: SEC/DC/AB**

## **7. Confirmation of Council officers, Directors + industry portfolios**

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

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

Portfolios are as follows:

Technical Director: Mr. Gilmore  
Commercial Director: Mr. Strange  
Test & Measurement: Mr. Bateson  
Installation/FIA AIS: Messrs. Thompsett & Cupitt  
Training and Qualifications: Mr. Colton

Messrs. Carswell and Buckingham will be contacted shortly by Mr. Phillips to ascertain their respective interests.

**ACTION: MP**

Mr. Phillips explained to Mr. Colton that Council members were usually appointed as Directors of FIA Ltd. Mr. Colton accepted a Directorship. The Secretary will arrange the relevant forms. She will also organise forms of resignation for Messrs. Watson and Smith and see if Messrs. Carswell and Buckingham will accept Directorships.

**ACTION: SEC**

#### **8. Financial report / Technical report – see attached**

The y/end accounts having been approved at the AGM were signed by the Chairman and Secretary and will be returned to the auditors.

**ACTION: SEC**

Mr. Gilmore has recently emailed full details of the October accounts to Council. More recent information for November showed a year-to-date loss of £627, which is normal at this time of the year due to very few membership renewals in November. Liquidity is £28,695.

#### **9. Mike Phillips**

**Trade Association survey – Constance University:** This has been completed.

**EU group – DTI:** Mr. Phillips was not sure of the relevance of this item as it was to make our members more aware of the opportunities of EU enlargement.

#### **10. Secretariat report – see attached.**

Membership is currently 209. In addition to this there is one new member whose subscription is awaited and two new applications just received.

It was agreed that the next Newsletter should appear early in January. The Secretary will ask Mr. Atterbury to prepare the text and send to Mr. Gilmore on 4<sup>th</sup> / 5<sup>th</sup> of January.

**ACTION: SEC**

Items for inclusion: AGM, new Council members, 22<sup>nd</sup> January seminar and FIA special project announcement.

**ACTION: RGA**

Mr. Gilmore will include information on the ECA CSCS scheme.

**ACTION: MG**

### **11. Seminar programme for 2003**

The repeat of the 14<sup>th</sup> May 'Stand out from the Crowd' seminar is going to be held on 22<sup>nd</sup> January at the Building Centre in London. This is a full day seminar and the venue has been booked. All speakers except for Eddie Power of Improcom have confirmed their attendance.

The Secretary was asked to talk to Mr. Watson who has made these initial arrangements and ask if he can chase Mr. Power for his answer. If he has not replied by 18<sup>th</sup> December then Mr. Gilmore will try to obtain a speaker from Ove Arup.

**ACTION: SEC/MG**

The FIA members' fee for attendance will be £99 plus VAT as before. Details will be emailed to members at the beginning of January.

**ACTION: MG**

Mr. Strange will speak to Mr. Watson to pick up on any actions remaining relating to FIA seminars.

**ACTION: SS**

A positive response has been received back from Mr. Gilmore's email to the ECA re a series of seminars for 2003. The seminars can be attended by FIA and ECA members free-of-charge. ECA will provide the venues.

A meeting will now be set up with the ECA to discuss this in more detail (possible date - 7<sup>th</sup> January). Messrs. Gilmore and Strange will attend together with Mr. Watson.

**ACTION: MG/SS**

**FIA Dinner:** Mr. Gilmore has some after dinner speaker contacts that he will investigate. Possible dates are weeks beginning 24<sup>th</sup> March and 7<sup>th</sup> April.

**ACTION: MG**

The Science Museum Assembly room was suggested as a possible venue and Mr. Strange will investigate.

**ACTION: SS**

There may be a possibility to include the ECA in these dinner arrangements.

## **12. FIA PR plan for 2003**

Mr. May has circulated the first draft of his PR plan – see attached.

The plan was discussed and it was felt that the FIA was happy to continue with Mr. May's services for 2003 although realistically it was felt that Council would be unable to produce all the information required in the suggested articles etc.

In 2002 approximately £4,000 was spent on PR. A rise of 20% bringing the fee for 2003 to £5,000 was thought to be a more realistic cost.

Mr. Strange will talk to Mr. Watson and arrange that Mr. May produces an updated plan for the next FIA Council meeting.

**ACTION: SS**

## **13. Special project for 2003**

This has already been discussed at the morning meeting.

## **14. Any Other Business**

**TCT 7/3:** The Secretary reported that Mr. Smith had indicated that although he was standing down from Council he was willing to continue to represent the FIA on this standards group.

Council agreed that Mr. Smith should continue and the Secretary was asked to formally write to Mr. Gilmore (convenor of the group) to confirm this.

**ACTION: SEC**

**Mr. Watson involvement with FIA:** Mr. Thompsett felt very strongly that Mr. Watson should be allowed to continue to attend Council meetings.

This was generally agreed but it was pointed out that as he was not a member he could not take a Council position or be co-opted to Council. He can attend Council meetings as an observer and can carry out work as instructed by Council but cannot vote at any meetings.

Mr. Thompsett's attention was drawn to the Memorandum and Articles of Association which govern the FIA as a limited company.

Rules etc. laid down in the Memorandum and Articles of Association can be changed at EGM's or AGM's and Mr. Thompsett took the action to read through and make proposals at the next Council meeting on any rules that he thinks should be amended or changed.

**ACTION: PT**

Notwithstanding the above, it was agreed that it is highly desirable that the FIA continues to benefit from the good work that Mr. Watson has done in directing the commercial activities of the Association, especially in relation to seminar organisation and PR. It is hoped that he will be able to assist Mr.

Strange with these activities, and it was agreed that he could be remunerated for this assistance, subject to acceptable terms being agreed.

**ACTION: SS**

**OTDR document on the web-site:** Mr. Gilmore reported that this document is now finalised and on the web-site for members to download free-of-charge. Cost to non-members will be £150.

Mr. Phillips asked if the web site could give statistics on the number of documents downloaded from the passworded area. Mr. Gilmore will ask Mr. Wenner if this information can be obtained.

**ACTION: MG**

**Polarity Maintenance:** Mr. Gilmore drew Councils attention to the activity in the Data Centre world relating to this subject. He plans a document on this subject for the end of January.

**ACTION: MG**

### **15. Meeting dates for 2003**

The following dates were agreed:

**Monday 20<sup>th</sup> January – start 11.00 a.m.**

**Wednesday 12<sup>th</sup> March – start 9.30 a.m.**

**Wednesday 7<sup>th</sup> May – start 9.30 a.m.**

**Tuesday 24<sup>th</sup> June – start 9.30 a.m.**

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

**ACTION: SEC**

All Council were asked to put these dates in their diaries.

**ACTION: ALL**

The meeting closed at 3.00 p.m.

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12<sup>th</sup> December 2002  
emailed MG: 13/12/02  
approved MG: 17/12/02  
emailed MP: 17/12/02  
agreed MP: 20/12/02  
distributed: 20/12/02