

Minutes of the FIA Council Meeting

held on Thursday 9th December 2004

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

Present: Mike Phillips – Chairman
Mike Gilmore – Treasurer
Peter Thompsett
John Colton
Lee Funnell
Peter Lythgoe

Secretary: Jane Morrison

Apologies: Paul Bateson

1. Apologies for Absence

As above.

2. Minutes of the previous meeting held on 5th October 2004

The minutes of the previous meeting held on 5th October 2004 were taken as read and agreed and were signed by the Chairman.

3. FIA year-end accounts to 31st August 2004

The draft accounts had been circulated to all Council via email prior to the meeting. They were in line with Mr. Gilmore's projections. There were no questions appertaining to the accounts. It was proposed by Mr. Thompsett, seconded by Mr. Funnell and unanimously agreed that the accounts for the year-end 31st August 2004 be approved.

Once approved by the AGM attendees the Secretary will arrange for the appropriate documents and accounts to be signed.

ACTION: SEC

4. AGM

The agenda and accompanying documents were sent to all members on 5th November. A status report on potential attendees etc. was tabled.

Six nominations have been received and the Secretary has prepared the relevant voting paper. Two proxy votes have been given to Mr. Gilmore.

The meeting adjourned at this point for the AGM which was held at 11.30 a.m.

The meeting re-convened at 13.30

Present: Mike Phillips
Mike Gilmore
Peter Thompsett
John Colton
Lee Funnell
Peter Lythgoe
Sydney Hogg
Nick Channon

Secretary: Jane Morrison

Apologies: Paul Bateson

5. Welcome new Council members

Mr. Phillips welcomed Messrs. Hogg and Channon to the Council.

Photo / bio for web site: Both new Council members have already submitted bios for the voting paper, these can be used for the web site. They were asked to submit photos also.

ACTION: SH/NC

6. Confirmation of Council officers, Directors + industry sector portfolios

Chairman: Mr. Colton proposed that Mr. Phillips be appointed as Chairman, this was seconded by Mr. Lythgoe. Mr. Phillips accepted the nomination and his appointment unanimously agreed. Mr. Phillips did however point out that he would probably retire from Council at the next AGM.

Treasurer: Mr. Phillips proposed that Mr. Gilmore be appointed as Treasurer, this was seconded by Mr. Funnell. Mr. Gilmore accepted the nomination and his appointment unanimously agreed.

Vice Chairman: Mr. Lythgoe proposed that Mr. Thompsett be appointed as Vice Chairman, this was seconded by Mr. Funnell. Mr. Thompsett accepted the nomination and his appointment unanimously agreed.

The Secretary explained that it was usual for Council members to be appointed as Directors for FIA Ltd. Messrs. Hogg and Channon were both willing to take Directorships and the Secretary agreed to send them the relevant forms for completion for Companies House.

ACTION: SEC/SH/NC

Industry sector portfolios: the following were agreed:

Mr. Phillips explained that the purpose of the portfolios were for Council members to take responsibility for certain industry sectors thereby reflecting members views and requirements.

Mike Gilmore – Technical
Peter Thompsett – Commercial
Peter Lythgoe – Installers
John Colton – Training
Lee Funnell – Qualifications
Paul Bateson – Test & Measurement
Sydney Hogg – Passive Components
Nick Channon – overlap of the Test & Measurement portfolio highlighting design issues – Mr. Channon to discuss this area with Mr. Bateson.

ACTION: NC/PB

Discussion took place regarding the previous suggestions made by Mr. Funnell relating to Product reviews. The secretary to send Messrs. Hogg and Channon previous emails on this matter.

ACTION: SEC

Mr. Gilmore felt that any progress on this matter should be taken with care. He stated that in theory this was a good idea but advice should be taken relating to legal issues. After discussion it was agreed that this matter would be looked at in more depth with Messrs. Funnell, Lythgoe and Channon tabling a proposal at the next Council meeting.

ACTION: LF/PL/NC

7. Mike Phillips

UKCPO: Mr. Phillips, on behalf of the FIA, had hosted a recent meeting of UKCPO. Mr. Funnell had attended this meeting and given a presentation on the FIA qualification that was very well received.

Mr. Phillips will continue to attend UKCPO meetings as the FIA representative.

8. Financial report / Technical report (MG) – see report attached.

Mr. Gilmore tabled his report.

Newsletter: This had been deferred but Mr. Gilmore is now almost ready to circulate the next issue. The format will not be changed as previously suggested. The copy already in his possession will be updated to include details of the two new Council members, details of the FIA qualification presentation and the new web site. Messrs. Colton and Funnell to send Mr. Gilmore the updated qualification slides.

ACTION: JC/LF/MG

Financial: Mr. Gilmore explained that each month management accounts are circulated to all Council members. The October accounts, which had recently been emailed to all Council, show a profit of £2,363 (£5,211 at the same time last year). Liquidity is down from £30,887 to £18,978. Although little surprise in the liquidity figures Mr. Gilmore pointed out that membership income has fallen by almost £6,000 which means that expenditure on certain items need to be carefully budgeted.

His overall projection for the year-end will be a small profit but budgets do need to be put in place now on items such as the Technical Directors work on Standards committees and expenditure relating to the FIA qualification.

Mr. Gilmore will prepare budget figures for his attendance at Standards meeting to the end of August 2005. Messrs. Funnell and Colton will prepare figures for work relating to the FIA qualification. These figures to be tabled at the next FIA Council meeting.

ACTION: MG/LF/JC

Discussion ensued relating to Mr. Gilmore's expenses in attending various Standards meetings and he did state that some might have to be curtailed. Mr. Phillips explained that Mr. Gilmore did not bill the FIA for any time he spent at these meetings and he did provide his time free of charge on many other FIA activities such as the web site, Newsletter and FIA technical documents. He added that overall the FIA did get excellent value from Mr. Gilmore's activities and expertise. Final decisions to be taken at the next meeting.

Mr. Lythgoe said that there would be costs related to the updated AIS, the highest being to market the scheme. Mr. Gilmore added that this was correct but the difference with this scheme was that there

would be some revenue to balance out the project whereas both the Technical Director activities and the Qualification scheme would not achieve revenue. Mr. Phillips asked that Mr. Lythgoe prepare a budget for these costs for the next meeting.

ACTION: PL

Web site: Mr. Gilmore has not received any feedback or comment from Council re the new site. Work is ongoing regarding the database. The new site will allow members individual passwords that can be blocked by the Secretary if subscription fees are not paid.

The new site should go live shortly after the 1st January 2005. All Council members were urged to look at the new site now and give Mr. Gilmore any comments.

ACTION: ALL

PSP: As reported the tests have been carried out. The technical abilities of the product have been proved. Messrs. Gilmore and Thompsett have a meeting later today with the technicians.

There is world-wide interest in the product. Mr. Phillips said that encouragement should be made to progress to the next step of having a small batch made.

BSI TCT7: Mr. Funnell indicated that he might be interested in becoming the FIA nominated person to attend these meetings. It was agreed to wait until the Standards meeting budget was considered at the next meeting before making a new nomination.

BSI TCT7/-/3: The amendments to the BIP will be announced in the FIA Newsletter.

ACTION: MG

9. Secretariat report – see attached.

PSP: Mr. Gilmore will request that a new invoice dated in December be issued for the remaining £1,500 payment.

ACTION: MG

FIA Web site Advertising: £3,175 in advertising has been sold to date. Advertising space forms were circulated to all those present with a hope that further advertising space might be booked.

ACTION: ALL

10. FIA Training Qualification

Messrs. Colton and Funnell have received good feedback from the FIA Training Provider companies regarding the proposal for the new qualification. AGM feedback has also been positive.

Work must now start on a proposal for the next stage. Objectives, press coverage and launch date (probably end of February 05) must now be completed together with the already discussed budget.

ACTION: JC/LF

Mr. Funnell felt that publicity could be managed without using Parkfield Ltd. Mr. Phillips had reservations on this as he felt the PR work should be continued by Mr. May. He added that the advantage of this was that Mr. May always made sure that articles were submitted on time and that Council did not always have the time to write the articles personally.

Decision on PR will be taken once a proposal on this matter is tabled at the next Council meeting.

Mr. Colton showed those present some samples of a unique logo to be associated with the qualifications.

11. FIA updated AIS

Mr. Lythgoe tabled a report 'A new Direction'. The aim is to improve and maintain Standards, create awareness, not just to the Installer but to Consultants, Specifiers, Users etc. The scheme should be listed in tender documents.

Although the meeting was running short of time a short discussion took place on the scheme. Again a budget is required to look at associated costs. Mr. Lythgoe said that the biggest expenditure would be on marketing the scheme. He added that the scheme must be policed if not it would be rendered meaningless.

Mr. Thompsett asked how the Installation company will obtain the approval and Mr. Lythgoe replied that the same process currently used would be continued.

Mr. Phillips said that the Consultants are the key people who must be made aware of the scheme and who must adopt it, although how they are made aware could prove difficult.

The scheme needs visibility. It could be marketed as a support to BS 6701.

Mr. Lythgoe was given full Council support to progress the scheme initially looking at costs and a plan of implementation that should be available for the next meeting.

ACTION: PL

12. PR & Seminar programme for 2005

This matter was not discussed. Mr. May will be notified of current budgetary problems and will be advised that the FIA PR requirements should be known after the next Council meeting.

ACTION: PT/SEC

13. Any Other Business

AGM voting papers: Mr. Lythgoe asked that at future AGMs when a voting paper is necessary that full instructions are provided detailing exact form completion.

ACTION: SEC

14. Meeting dates for 2005

These were not set at the meeting. The Secretary will contact Council with a list of proposed dates shortly.

ACTION: SEC

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9th December 2004
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