

Minutes of the FIA Council Meeting

held on Thursday 6th December 2007

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

Present: Paul Bateson – Chairman
Mike Gilmore – Treasurer
Peter Lythgoe – Vice Chairman
John Colton
Lee Funnell
John Marson
Phil Whitehead

Secretary: Jane Morrison

Apologies: Sydney Hogg
David Madsen

1. Apologies for Absence

As above.

2. Minutes of the previous meeting held on 2nd October 2007

The minutes of the previous meeting held on 2nd October 2007 were taken as read and agreed.

3. Formal approval of FIA year-end accounts 1st September 2006 to 31st August 2007

The draft accounts, which had previously been emailed to Council, were tabled. They were in line with Mr. Gilmore's projections. It was noted that the only difference to the previously circulated August 2007 management accounts were the auditors fee and an amount of £13.11 (a tax credit). There were no questions appertaining to the accounts and Mr. Bateson proposed and it was unanimously agreed that the accounts for the year–end 31st August 2007 be approved.

Once approved by the AGM attendees the Secretary will arrange for the appropriate documents, letter of representation and accounts to be signed and returned to the auditors.

ACTION: SEC

4. AGM status

The agenda and accompanying documents were sent to all members on 1st November. The Secretary reported that just three members had indicated that they would attend.

There are two vacancies, one because Lee Funnell is standing down due to the rotation rules (he is eligible and willing for re-election) and one due to the resignation of Sydney Hogg.

One nomination has been received, Lee Funnell of The Siemon Company Ltd. (nominated by John Colton of Lucid Optical Services Ltd.).

Two proxy voting forms have been received:

Alan Ogden (Independent Communication Solutions Ltd.) vote to Paul Bateson and Nigel Rowe (Line Management) vote to Mike Gilmore.

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

The meeting re-convened at 13.00

Present: Paul Bateson
Mike Gilmore
Peter Lythgoe
John Colton
John Marson
Phil Whitehead

Secretary: Jane Morrison

Apologies: Lee Funnell
David Madsen

5. Welcome new Council members

There were no new Council members to welcome.

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

Chairman: There were no other proposals for the office of Chairman and Mr. Bateson agreed to continue in this role.

Vice Chairman: There were no other proposals for the office of Vice Chairman and Mr. Lythgoe agreed to continue in this role.

Treasurer: There were no other proposals for the office of Treasurer and Mr. Gilmore agreed to continue in this role.

Company Secretary: It was confirmed that Jane Morrison would continue in the role of Company Secretary.

Directors: As there are no new Council members the only action is to complete a 'Resignation of Director' form for Sydney Hogg, this will be sent to Companies House.

ACTION: SEC

Messrs. Funnell and Colton will continue in their roles as Qualification Scheme Directors.

Mr. Lythgoe will continue in his role of Approved Installer Scheme Director assisted by Mr. Gilmore.

Mike Gilmore will continue his role as Technical Director.

John Marson will continue his role as Membership / Commercial Director.

Phil Whitehead will continue his role as Liaison Director.

David Madsen will continue his role as Test & Measurement Director.

There is no current Director for the Passive Components portfolio.

7. Secretariat report – see attached

Membership report: 199 members with 2 currently pending.

TIA-B: The action now is to write to the thirteen temporary members inviting them to apply for full membership of the FIA. It was agreed that firstly the membership application form needs to be slightly amended to include the wording 'total infrastructure sales' associated to the different levels of Corporate members. Once this has been done the new form will be sent with a covering letter to these current TIA-B members.

The above will be organised in the next week. It was noted that Mr. Gilmore would be emailing all members tomorrow updating them on the TIA-B activities and advising them of the current situation and providing them with details of the new project groups.

ACTION: MG/SEC

Newsletter: The next issue will appear in the New Year.

FIA- QS: The current situation was noted.

Mr. Colton confirmed that Mike Harrop could have his Certified Trainer badge renewed for a further two years. Mr. Gilmore to organise the new badge and certificate.

ACTION: MG

It was agreed that the information on the web site relating to a charge of £15 for the above will now be deleted.

ACTION: MG

Once Linbrooke (pending new members) has paid the relevant fees they will be accepted as Approved Trainer Providers.

ACTION: SEC

Mr. Pywell of Linbrooke will, at that time, be awarded the Certified Trainer status (carried over from his award whilst he was working for CTTS).

ACTION: SEC/MG

If Linbrooke then apply for further trainers in their company to become Certified Trainers, once they have completed the necessary documentation and paid the relevant fees, Mr. Gilmore will visit their premises to organise the CT examinations.

FIA web site - members' area password: It was agreed that the password would be changed in January. Each member company will be written to advising of the new password and given instructions that they should use their membership number as their User Name.

ACTION: MG/SEC

FIA Secretariat: The Secretary informed those present that the office will shut from Monday 17th December and will re-open on Wednesday 2nd January 2008.

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

Mr. Gilmore had emailed his report to Council the previous day.

Articles: Mr. Gilmore reported that he had sent two articles to NCN, one a 2,000 word article on the AIS and a 300 word short form report which can be used as a press release. As he has had no response from Rob Shepherd of NCN to date, Mr. Marson will now chase a reply to ascertain when it will be published.

ACTION: JM

9. FIA Qualification & Training (JC &LF)

Not discussed.

10. Installation (PL)

Mr. Lythgoe reported that a recently accepted new member, Hartwood Services Ltd., from Basingstoke, had been in touch with him about the AIS. He is planning to visit their premises to discuss the approval in more detail in the next week.

ACTION: PL

11. Commercial & Membership (JM) - see report attached.

Not discussed.

12. Liaison (PW)

Not discussed.

13. Test & Measurement (DM)

Not discussed.

14. Any Other Business

BSI - EPL76 - Laser Safety: It was noted that Mike Regan of Lucid Optical Services would be asked to formally write to Mr. Gilmore to gain permission to attend this meeting as an FIA representative.

ACTION: JC

Brand-Rex - application for ATP: The Secretary reported the auditors had questioned the fee (£605.14) paid from Brand Rex in October 2005 which was still shown on the FIA bank account.

Mr. Marson had not heard anything back from his contact at Brand Rex and it was agreed to make a decision on this credit at the January meeting. The Secretary will ensure this matter is an agenda item.

ACTION: SEC

15. Meeting dates & venues for 2008

The following dates were agreed:

Friday 1st February - Leeds - Marriott Hotel
Tuesday 18th March - London - The Bedford Hotel
Wednesday 21st May - Leeds - Marriott Hotel
Wednesday 16th July - London - The Bedford Hotel
Wednesday 1st October - Leeds - Marriott Hotel
Thursday 4th December - Council & AGM - Towcester.

The Secretary to make provisional bookings as soon as possible.

FIAMINS061207
6th December 2007
emailed MG: 06/12/07
approved MG – 06/12/07
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