

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

**held on Thursday 3<sup>rd</sup> December 2009**

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

Present: Paul Bateson – Chairman  
Mike Gilmore – Treasurer  
John Colton  
John Marson  
Phil Whitehead  
Ken Jones  
Simon Comben

Secretary: Jane Morrison

Apologies: Lee Funnell

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

As above.

### **2. Minutes of the previous meeting held on 8<sup>th</sup> October 2009**

The minutes of the previous meeting held on 8<sup>th</sup> October 2009 were taken as read and agreed.

### **3. Formal approval of FIA year-end accounts 1<sup>st</sup> September 2008 to 31<sup>st</sup> August 2009**

The draft accounts, which had previously been emailed to Council, were tabled. They were in line with Mr. Gilmore's projections.

There were no questions appertaining to the accounts and Mr. Bateson proposed and it was unanimously agreed that the accounts for the year–end 31<sup>st</sup> August 2009 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 2<sup>nd</sup> November. The Secretary reported that just four members had indicated that they would attend.

Two members of Council are standing down due to the rotation rules (both eligible and willing for re-election), Messrs. Marson and Whitehead. Nomination forms have been received for both.

John Marson of Twistnet Communications Ltd. nominated by Mike Gilmore of TCP Ltd.

Phil Whitehead of ACCL Ltd. nominated by Paul Bateson of OTC Ltd.

One proxy voting form has been received: Nigel Rowe (Line Management Group) 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  
John Colton  
John Marson  
Phil Whitehead  
Simon Comben

Secretary: Jane Morrison

Apologies: Lee Funnell, Ken Jones

**5. Welcome new Council members**

No new members had been nominated.

**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. Funnell will be asked to continue in this role.

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

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

**FIA Ltd. Directors:** A 'Resignation of Director' form for Martyn Cook has already been sent to Companies House following his resignation on 14<sup>th</sup> October.

***Industry sector portfolios:***

Lee Funnell and John Colton will continue in their roles as Qualification & Training Scheme Directors.

Ken Jones will continue in his role of Approved Installer Scheme Director.

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 Media Expansion Director.

Paul Bateson will continue his role as Test & Measurement Director.

Simon Comben will continue his role as MOD Liaison.

**7. Secretariat report – see attached**

**FIA Membership:** The membership number of 202 was noted. Mr. Gilmore said that Mills Ltd. should re-join in January 2010, he is also hoping to sign up BT Group in the new-year.

**ACTION: MG**

**FIA – MOD Expressions on interest forms:** After discussion it was agreed that the Secretary will photocopy all the returned forms and send to Mr. Comben who will then submit them in the appropriate manner to the MOD department. Mr. Comben will ensure that all documents submitted to MOD are copied to the Secretary (including those already submitted).

**ACTION: SEC/SC**

Mr. Comben will write an explanatory page for the web site explaining the procedure of the MOD system. This will also be helpful for new members who missed the original mailing.

**ACTION: SC**

**FIA members – new password:** The Secretary shall now liaise with Mr. Gilmore on this matter. It was agreed that the letter should be sent out at the end of January together with the AGM minutes and the database data sheet giving each member the opportunity to update their record.

**ACTION: SEC**

At this point in the meeting it was agreed that the Secretary should arrange to have call-minder installed on the office telephone line.

**ACTION: SEC**

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

**Financial:** The October accounts show a year-to-date profit of £1,524.51. Liquidity is £21,446. Mr. Gilmore was pleased to say the accounts are now back in profit. He has received intimation from the standards sponsors that they will continue their support from February 2010.

**Council email address:** The new addresses were noted. Mr. Gilmore will organise an address for Mr. Comben ([defence@fia-online.co.uk](mailto:defence@fia-online.co.uk)) and provide everyone with the user names and passwords.

**ACTION: MG**

Everyone was asked to confirm that their email host could support these. (All at the meeting did confirm this).

**ACTION: LF**

**Articles:** Networking + have been advised that the FIA will not provide further articles in 2010. If any Council member does want to create an article and submit this is permissible but it is not a Council action.

**Seminar:** After discussion the following was agreed:

**Venue:** The Secretary to contact the venue to confirm actual room capacities and investigate exhibition space.

**ACTION: SEC**

**Provisional timings & talks:** All Council is actioned to review the topics suggested and contact Mr. Gilmore with their thoughts and suggestions by mid January.

**ACTION: ALL**

**Budget:** Mr. Gilmore to work on the event budget – to include speaker expenses (Seminar, Dinner and B&B – but NOT travel expenses), Council attendance (Seminar, Dinner and B&B). Draft budget to be ready by mid January.

**ACTION: MG**

*Sponsorship:* Mr. Marson to start work to achieve sponsors.

**ACTION: JM**

Mr. Comben agreed that his company would sponsor the MOD speaker costs (Seminar, Dinner and B&B). As soon as these costs are confirmed an invoice can be sent to TCM Communications.

**ACTION: SEC**

At the end of January it is hoped to have a document to send out to members (and put on the web site) providing provisional programme and fees. This document could go out to members with the end of January mailing already agreed.

**ACTION: MG/SEC**

The event will have separate fees for the Seminar, Dinner & B&B. There will be special rates for members (FIA & TIA-B). There will also be rates for non-members.

It was noted that the special rate for B&B will only apply until 14<sup>th</sup> April (after this date any unsold rooms in the FIA allocation can be returned to the hotel without cost).

The event will be advertised in NCN and other journals.

**ACTION: JM**

All Council will be expected to promote the event as widely as possible.

**ACTION: ALL**

***Proposal for new service to members with additional fees – Annexe C:*** After discussion it was agreed to proceed with this proposal although the fees were changed as follows:

Corporate A – not applicable (not offered as the service will not be of use to companies with a turnover of less than £500K).

Corporate B - £300 + vat

Corporate C - £500 + vat

The service will be operated via a password-protected area of the web site.

Member companies will sign up for the service via a separate application form and the service will run on an annual basis and be totally separate to the membership renewal invoice.

Mr. Gilmore will start work on building a 'recent history' list of documents with associated commentary in order that the service can be showcased.

**ACTION: MG**

The scheme will be discussed further at the next meeting and possibly announced to members in Q2 of 2010

## **9. FIA Qualification & Training (JC &LF)**

***Changes to CT & ATP status:*** The proposed changes from Mr. Funnell (emailed to Council on 14<sup>th</sup> October) were discussed.

It was agreed in principal that those Certified Trainers who had achieved the approval via the grandfathering-rights should now (or when their approval was due for renewal) sit the CT examination.

This will apply to 3 trainers at Lucid, 1 at CTTS, 3 at CNet, 3 at Royal School of Signals and 1 at EXFO.

Mr. Comben said that the RSS is likely to move and possibly change staff in the new-year and he will make sure that the Secretary is informed of any changes relating to their Affiliate membership.

**ACTION: SC**

The examination may therefore apply to just a handful of Trainers. There will not be any examination costs for these Trainers but costs may be chargeable if they have to re-sit.

Mr. Funnell will be asked firstly to write the new examination (incorporating the new aspects of the LAN Application Support Guide).

**ACTION: LF**

He will then be asked to provide the text for a letter to be sent to those Certified Trainers affected. The letter will explain the matter and provide dates/venues for forthcoming examinations.

**ACTION: LF**

No changes were agreed for the Approved Training provider scheme and the matter will be discussed in full at the next meeting. Mr. Funnell was asked to check the conditions that currently apply.

**ACTION: LF**

#### **10. Installation – Approved Installer scheme – see report attached**

The AIS will be discussed fully at the next meeting.

#### **11. Commercial & Membership (JM)**

Mr. Marson reminded the meeting that membership numbers were 186 at the same time last year and therefore the current number of 202 was a great achievement.

**Exhibition presence 2010:** It was agreed to take a 2x3m stand at **IFSEC (10<sup>th</sup> – 13<sup>th</sup> May in Birmingham)**. Costs are approximately £3K. Mr. Marson to choose the stand number and complete the application forms (sending copies to the Secretariat) on behalf of the FIA.

**ACTION: JM**

It was also agreed to take a stand at the **JANET Networking show (30<sup>th</sup> March – 1<sup>st</sup> April in Manchester)**. Costs approximately £2,750. Mr. Marson to choose the stand number and complete the application forms (sending copies to the Secretariat) on behalf of the FIA.

**ACTION: JM**

Mr. Marson will ask for a discount, as the FIA is a non-profit making organisation, when applying for stands at both shows.

**ACTION: JM**

**NCN:** Mr. Marson has contacted NCN regarding a link to the FIA web site but he has not received any reply. He will chase this up.

**ACTION: JM**

**AIS promotion:** Mr. Marson is open to any ideas from Council regarding AIS promotion. To date no new applications have been received and Hartwood Services remains the only Installer currently approved.

Mr. Gilmore did report that he has been working with Mr. Jones and Ove Arup on a book to be produced by BSI on Procurement of IT Infrastructures. This will be a high-level publication explaining how to use standards when writing tenders. The book will be sold by BSI via various routes and will allow the FIA to have a document that can be used as a free download giving advice for approaches to procurement. It is hoped that the AIS will achieve promotion via this tool.

The current AIS web pages allow members to get the risk elements information free-of-charge but to use them with the associated tools members have to apply for the approval.

Mr. Gilmore hopes that when published the BSI book will assist in promoting the approval.

He added that with cross-media work the AIS would eventually help to get any installation type using the best system.

## **12. Any Other Business**

Mr. Comben asked if the first two members to gain MOD approval could be advertised in the next FIA Newsletter.

It was agreed that once the web page is in place explaining the application forms and procedures involved the two companies could be added to that page.

Mr. Comben added at this point that once FIA member companies meet the criteria and are approved by the MOD they will be automatically sent all tender opportunities.

## **13. Meeting dates & venues for 2010**

The following dates were agreed:

**Wednesday 28<sup>th</sup> January - London**  
**Wednesday 17<sup>th</sup> March - Leeds**  
**Wednesday 5<sup>th</sup> May – London**  
**Wednesday 21<sup>st</sup> July – Leeds**  
**Wednesday 20<sup>th</sup> October – London**  
**Thursday 2<sup>nd</sup> December – Council & AGM – Towcester**

The Secretary will book the usual venues.

**ACTION: SEC**

FIAMINS031209  
4<sup>th</sup> December 2009  
emailed MG: 04/12/09  
approved MG – 06/12/09  
emailed PB: 07/12/09  
approved PB – 07/12/09  
distributed: 08/12/09