

## Minutes of the FIA Council Meeting

held on Tuesday 12<sup>th</sup> October 2010

at The Bedford Hotel, Southampton Row, London WC1B 4HD

Present: Paul Bateson – Chairman  
Mike Gilmore – Treasurer  
John Marson  
Phil Whitehead  
John Colton

Secretary: Jane Morrison

Apologies: Lee Funnell – Vice Chairman, Ken Jones

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### 1. Apologies for Absence

As above.

### 2. Minutes of the previous meeting held on 21<sup>st</sup> July 2010

The minutes of the previous meeting held on 21<sup>st</sup> July were taken as read and agreed.

### 3. Reports & Actions Arising

#### a) Paul Bateson – Chairman + Test & Measurement

Mr. Bateson confirmed that he had emailed Mr. Comben on 16<sup>th</sup> August to explain and clarify his Council / Director position. He also spoke with him recently and Mr. Comben advised that he had not received the email.

The Secretary said that she had also reiterated the position to Mr. Comben in her email to him on 18<sup>th</sup> August.

#### b) Secretariat report – see attached

**Membership:** Current membership is now 196 + 1 pending (to be re-instated once paid).

**Next Newsletter:** This is planned for November.

**ACTION: MG**

**MOD forms:** It was noted that the up-to-date summary had been received from Mr. Comben on 23<sup>rd</sup> August.

**FIA AIS:** It was agreed that the Secretary should email Steve Wheatley of CSS Ltd. to advise that neither of the references he had provided to support his AIS application had replied and therefore his application could not currently proceed.

**ACTION: SEC**

The Secretary will ask Mr. Jones to contact J. Brand and Route 3 Ltd. regarding their quarterly requirement to submit an IRRP.

**ACTION: SEC/KJ**

Mr. Whitehead confirmed that the application for AIS from ACCL was partly completed. Mr. Gilmore agreed to send Mr. Whitehead a word document for ease of completion.

**ACTION: MG**

**FIA Qualification scheme:** Mr. Gilmore confirmed that on 6<sup>th</sup> September he had emailed Zafar Hayat (QS Level V applicant) to ask him to provide more specific information but had received no reply to date.

**FIA AGM:** The status was noted. All present wished to continue. Mr. Colton confirmed that he was willing to stand down and be re-elected. The Secretary will now check with Mr. Jones and confirm that LF is also willing to stand down and be re-elected.

**ACTION: SEC**

All Council noted that their reports should be sent to Mr. Bateson by 23<sup>rd</sup> November latest.

**ACTION: ALL**

At this point in the meeting Mr. Gilmore said that in coming months a member of Council should be actioned to write a procedures document covering various aspects of the FIA work (web site administration, passwords, status etc.) This would prove to be very valuable if at any time in the future Mr. Gilmore were incapacitated and unable to continue his work for the FIA.

Mr. Marson said this should be done by an existing member of Council and both he and Mr. Bateson said that they could work on this matter in coming months.

**All further items were noted and will be discussed further in the meeting.**

**c) John Marson – Commercial & Membership Director – see report attached**

**Membership:** Mr. Marson reported that 5 members had been lost and 4 gained since the July meeting.

He was in contact with Auriga as there may be a possibility that due to re-branding of the company they may re-join.

**Netcoms 10 (London 13<sup>th</sup> & 14<sup>th</sup> October):** Messrs. Marson, Gilmore & Bateson are attending on both days. Mr. Whitehead said he also hoped to attend.

**Arden launch:** This is now complete and literature will be available on the FIA stand at the Netcoms show.

**d) John Colton – Training & Lee Funnell – Qualifications (non-attendee)**

**ECS – JIB cards:** Mr. Colton said that he had tried to meet up with Mr. Jones to work on the ECS-JIB proposals but had been unsuccessful. He will now produce something in the next couple of weeks and email over to Mr. Jones for discussion.

**ACTION: JC**

Mr. Colton confirmed that he continues to work with C&G.

**e) Mike Gilmore – Treasurer & Technical Director – see report attached.**

**Financial:** The year-end (to 31<sup>st</sup> August 2010) accounts show a profit of £911.51 (after the audit fee). This may change however as a result of Auriga resignation (Corporate C).

Mr. Gilmore was happy with the financial position. The new SAGE software has been loaded on the accounts PC.

**White Papers:** Two white papers have been updated and uploaded.

**Project RGT:** The article attached in the report was sent to Netcomms Europe in September.

**TIA-B:** It was noted that the TIA-B has organised the presentations for the Netcomms show seminar.

**FIA Seminar 2011:** After discussion it was agreed that the Secretary should write to members to advise of the proposed 2011 Seminar dates of either 24<sup>th</sup> & 25<sup>th</sup> May – or – 22<sup>nd</sup> & 23<sup>rd</sup> June – to seek their preference bearing in mind the other events scheduled for this time of year. Members will also be asked to provide topics that they would like to see covered in the Seminar programme.

**ACTION: SEC**

It was agreed that the FIA Seminar would not be organised in conjunction with the Comms Expo show (28<sup>th</sup> & 29<sup>th</sup> June 2011).

The Secretary will however, contact Ian Titchener of Netcomms Europe (organisers of the Comms Expo show – June 2011) to enquire about exhibiting costs.

**ACTION: SEC**

**Netcomms Europe Magazine:** Mr. Gilmore has submitted two articles. The magazine appears every two months.

**Database updates & e-guide:** The attached report showing the Database Service details tick box was agreed.

The Secretary will email the database to Mr. Gilmore and he will update with the new format and return. All member records will then have blank service details ready for update.

As previously agreed the Secretary will then write to each member including their data sheet for update, details about e-guide advertising and the 2011 seminar information.

**ACTION: SEC**

Mr. Gilmore will also work on adding an area to the database which will include any approval renewal dates, advertising information etc. as requested by Mrs. MacFarlane.

**ACTION: MG**

**FIA LinkedIn:** Mr. Gilmore confirmed that he did not wish to be included as an administrator in the group set up for the FIA. Mr. Marson will continue to control the FIA group entry.

**Standards activity:** The list showing future meeting dates were noted.

**f) Ken Jones – Installation – (non-attendee)**

**g) Phil Whitehead – Media Expansion**

Mr. Whitehead said that he hoped to promote his work on media expansion at the Netcoms show this week.

**4. Any Other Business**

None.

**5. Confirmation of next meeting date**

The next meeting will be held, as scheduled, on 2<sup>nd</sup> December – Council & AGM – the Saracens Head Hotel, Towcester.

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13<sup>th</sup> October 2010  
emailed MG – 13/10/10  
approved MG: 16/10/10  
emailed PB – 18/10/10  
approved PB – 21/10/10  
distributed: 22/10/10