

**Fibreoptic Industry Association**

**Annual General Meeting**

**Thursday 8<sup>th</sup> December 2005 at 11.30 a.m.**

**The Saracens Head Hotel, 219 Watling Street, Towcester NN12 7BX**

Attendees:	Mike Phillips	Fibre Optic Solutions Ltd
	Mike Gilmore	The Cabling Partnership
	Peter Thompson	Ensign Communications Ltd.
	John Colton	Lucid Optical Services Ltd.
	Lee Funnell	Astro Communications Ltd.
	Peter Lythgoe	Lythgoes Ltd.
	Paul Bateson	Optical Test & Calibration Ltd.
	Chris Atkin	Total Communications Ltd.
	Alan Bullen	Lynx Networks plc
	John Marson	Twistnet Communications Ltd.

***Present voting members identified: - 10***

Two proxy votes: Nigel Rowe of Line Management Ltd. - vote to Mike Gilmore  
Gary M. Tuff of Britelec Network Services Ltd. - vote to Mike Phillips  
Paul Talbut of Hardware Planning Services – vote to Mike Phillips

***Total voting members identified: - 13***

	Jane Morrison	FIA Secretariat
Apologies:	Sydney Hogg	Schneider Electric UK Ltd.
	Phil Whitehead	Ortronics
	Robert Chevasco	Richco International Co. Ltd.
	Nigel Rowe	Line Management Group Ltd.
	Gary M. Tuff	Britelec Network Services Ltd.
	Dan Hammett	Megger Ltd.
	Jeremy Hodge	BASEC
	D. Charlton	The Rosebery Group
	Paul Talbut	Hardware Planning Services Ltd.

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Mr. Phillips opened the meeting and welcomed those attending.

**1. To approve the minutes of the Annual General meeting held on 9<sup>th</sup> December 2004**

The minutes of the previous Annual General Meeting held on 9<sup>th</sup> December 2004, had previously been circulated to members. It was proposed by Mr. Atkin, seconded by Mr. Bullen and unanimously agreed that the minutes be approved.

**2. To receive the Chairman's Report, Treasurer's Report and the Accounts of the Company for the year ended 31<sup>st</sup> August 2005, together with the report from the Auditors.**

Chairman's Report: This report was circulated – see attached.

Mr. Phillips did not read out the entire report but touched on a few important points.

The current structure and composition of the Council of Management is shown on page 3 of the report. Mr. Phillips personally thanked the Council members for supporting him during his time as FIA Chairman. His thanks was also extended to the Council members' companies who allow them the time to commit to FIA business.

Mr. Phillips confirmed that he was, along with Mr. Thompsett, retiring from Council this year. Mr. Phillips has been involved with the FIA since it started in 1990.

He stated that the FIA provides respectability for those in the fibre industry.

The web site continues to be the first port of call for members and Mr. Gilmore has continually provided more guidance and technical documents free of charge to members.

Membership numbers are disturbingly down this year which is worrying. This issue is going to be addressed by the new Council in the coming year.

PR spend has been put on hold but this will be looked at again to target specific areas that could attract new members.

The Seminar programme has been re-instated and a good number of members attended the recent seminar held on 1<sup>st</sup> December in London.

The web site has been renamed and relaunched with thanks to Mr. Gilmore.

The special project of 2004 has now come to fruition from the initial competition launched three years ago whereby member companies could apply for funding of any project that would in turn create a benefit for all members.

Work in the past year has been focussed on the new Qualification scheme that is now fully functional with all information on the web site. This new scheme gives Learners the opportunity to rise from Level 1 qualification right up to degree level qualifications. A number of Certified Trainers have been accepted. The scheme is administered through the Secretariat and Mr. Gilmore organises the badges and web site database.

Efforts are now being addressed to update the Approved Installer scheme and get it noticed by the end-users.

**Treasurer's report & Y/end accounts to 31/8/05:** Mr. Gilmore circulated his Treasurer's report together with the audited accounts.

Mr. Gilmore reported that the financial position has generally improved over the last year as the accounts show. Last years losses were deliberate due to the one off expenses mentioned. This year the reserves have been re-built and a small profit of £2K was made for the year.

Membership revenue is down 6.5%. This will be addressed in coming months.

A lot of work has been put into the Qualification scheme and revenue is now beginning to be achieved.

The FIA is still committed to delivering services free of charge to members. Most correspondence is now done via email, which has cut costs in postage.

The PSP has been very successful and has had ramifications around the world at standards level. The devices are now standardised internationally, which is really good news for the FIA. We are currently committed to negotiating a special deal whereby members will be able to purchase the product at a discounted rate.

As Mr. Phillips announced, there is a worrying trend with regard to the drop in membership numbers. The FIA understands that business is difficult and margins are not good. There is a risk to all companies that installations done incorrectly or that go wrong can wipe out profits. The FIA is therefore working on a re-vamped Approved Installer scheme to help address these issues. We aim to provide members with tools to help them trade professionally and ethically and also minimise the risk of failure in certain areas.

Overall Mr. Gilmore concluded that he was happy with the figures for the year.

There were no questions appertaining to the Chairman's report, Treasurer's Report or the year-end accounts.

Mr. Atkin proposed, Mr. Bullen seconded that the above reports and accounts are received and approved, this was carried unanimously.

**3. To consider a change of auditors, from Deloitte & Touch LLP of City Square, Leeds to Critchleys, Greyfriars Court, Paradise Square, Oxford OX1 1BE as Auditors of the Company until the conclusion of the next general meeting of the Company at which accounts are laid before the members and to authorise the Council to determine their remuneration.**

Mr. Gilmore advised that Council is proposing a change of Auditors this year. Critchleys are a company known to the Secretary and they have provided an acceptable quotation for the audit work.

The appointment of Critchleys as above was proposed by Mr. Funnell, seconded by Mr. Gilmore and unanimously agreed.

**4. To consider elections to Council from the Nominations received.**

As per the letter sent with the AGM notice there are three vacant places. Messrs. Phillips and Thompsett are retiring and Mr. Channon resigned from Council in May 2005.

We have received two nominations for the three vacant places.

John Marson of Twistnet Communications Ltd (nominated by Lance Jobson of Optical Fibres and Ken Jones of EDS Systems (NW) Ltd.) and Phil Whitehead of Ortronics (Nominated by Wayne Connors of Active Communication Company Ltd.).

Both are willing and eligible.

The two proposed new Council members, John Marson and Phil Whitehead were proposed by Mr. Bullen, seconded by Mr. Lythgoe and unanimously voted on to Council

To confirm the FIA Council (9 members allowed) are now: Messrs. Gilmore, Colton, Funnell, Lythgoe, Bateson, Hogg, Marson, Whitehead + one vacant place.

**5. Any Other Business**

There being no further business to transact Mr. Phillips closed the meeting.

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8<sup>th</sup> December 2005  
approved MG – 09/12/05  
approved MP – 05/01/06