

**Fibreoptic Industry Association
Annual General Meeting**

Tuesday 1st December 2020 at 11:15 a.m.

Zoom Meeting due to Covid 19 restrictions

Attendees:	John Marson	Twistnet Communications Ltd.
	John Colton	Lucid Optical Services Ltd.
	Alan Bullen	Lynx Networks plc
	Frank Kler	Core Integrated Solutions Ltd.
	Nigel Hedges	Fluke Networks Ltd.
	Martin Smith	CNET Training
	Jonathan Lewis	Huber & Suhner (AG) Ltd.
	Steven Brown	Optilec Ltd.
	Carl Adshead	Networks3 Group Ltd.
	Marcus Cooke	Networks3 Group Ltd.
	Tim Oldershaw	J. Brand Ltd.
	Adrian Newell	Data Techniques
	Tony Benn	Leviton Manufacturing UK Ltd.

Present voting members identified: - 12 (note one vote per Corporate member)

Jane Morrison FIA Secretariat

Apologies: Paul Forster Total Networks Solutions (Europe) Ltd.

Proxy votes: None

Mr. Marson opened the meeting, welcomed those present and thanked them for attending.

1. To approve the minutes of the Annual General Meeting held on 3rd December 2019.

The minutes of the previous Annual General meeting held on the 3rd December, had previously been added to the FIA web site and members informed of the url in Issue 138 of the FIA Newsletter. It was proposed by Mr. Kler seconded by Mr. Brown 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-end 31st August 2020, together with the report from the Auditors.

Chairman's Report: This report was circulated via email to attendees – see attached. Mr. Marson did not read out the entire report but summarised a few important items.

It has obviously been a difficult year due to COVID-19. Council has been working in the background and holding regular Zoom meetings.

The Seminar for 2020 was cancelled but it is scheduled for 10th & 11th June 2021 and we very much hope it will be allowed to go ahead.

Membership actually shows we are just one member less than in December 2019 which is a positive sign and our Membership Director, Steven Brown, has informed us today that he hopes to sign up a couple of new members in coming weeks.

Jonathan Lewis, Communications Director keeps an eye on the web site and also represents the FIA on various Standards committees. Additionally he is working on a collaboration with the BCA.

Alan Bullen, our Treasurer and Vice Chairman, along with Margaret MacFarlane, looks after the associations finances. He also works on Marketing and has organised various updates to the web site.

Frank Kler looks after the Accredited Installer Scheme which unfortunately has not had any training sessions due to the cancellation of the Seminar. We hope this gets back on track for 2021.

Frank has also worked closely with the IET to produce the NHS Code of Practice which has now been published. Additionally he is also looking into the UK Gigabit program to see how our members can benefit.

Nigel Hedges has teamed up with Martin Smith to work on Training & Qualifications and they have produced a draft Training Provider matrix that will be published next year.

Nigel also looks after MOD liaisons.

John Colton's work with the TQC has been slow this year due to COVID-19. He is also our Technical Director and is on hand to answer any technical questions that come in. He is also on the FIA FTTH sub-committee.

Steven Brown has been working on two promotional videos for the FIA and we hope these will be published very soon.

Finally, Mr. Marson added that all Council give their time voluntarily, and, in all cases, promote the FIA. This is very much appreciated.

Treasurer's report & y/end accounts to 31/08/20: The Treasurer's report and the year-end accounts were circulated via email to all attendees.

Mr. Bullen said he was pleased that the year-end accounts showed a profit of £6k after the loss the previous year. The cancellation of the Seminar meant a loss of sponsorship monies. We have saved money since the retirement of Mike Gilmore as we are not currently paying for Standards work. Additionally money has been saved by Council meeting via Zoom since March instead of the usual face-to-face meetings.

The FIA is in a sound position and if reserves are maintained a profit of £12k could be expected next year.

There had been a question from a member regarding the year-end accounts. The query was the amount of £8k for accounting and Mr. Bullen explained this is the annual fee paid to Margaret MacFarlane who is responsible for the day-to-day finances of the FIA.

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

Mr. Newell proposed and Mr. Hedges seconded that the above reports and accounts were received and approved, this was carried unanimously.

- 3. To consider the re-appointment of Minney & Company Limited, 59 Union Street, Dunstable, Bedfordshire LU6 1EX 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.**

Council are happy to continue with the services of Minney & Co. Ltd. This was therefore proposed by Mr. Kler seconded by Mr. Smith and unanimously agreed.

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

This year we are looking to fill 2 places on Council. Frank Kler is stepping down due to the rotation rules but is willing and eligible to be re-elected, plus there is another vacant place due to the resignation of Dan Little.

Two nomination forms have been received:

Frank Kler of Core Integrated Solutions Ltd. – nominated by John Marson of Twistnet Communications Ltd.

Paul Forster of Total Networks Solutions (Europe) Ltd. – nominated by Chris Atkin of Total Comms Training Ltd.

It was proposed by Mr. Bullen seconded by Mr. Hedges and unanimously agreed that Messrs. Kler and Forster be elected as a Council members.

To confirm the FIA Council (9 members allowed) are now: Messrs. Marson, Bullen, Colton, Lewis, Kler, Hedges, Smith, Brown and Forster.

- 5. Any Other Business**

- a) Mr. Newell asked that in the light of COVID had any lessons been learnt on the way forward for the FIA. Mr. Marson replied that the majority of the Council meetings had taken place via Zoom which had worked well and saved money and maybe in the future we would have a mixture of both
- b) Mr. Oldershaw asked about plans for a Standards web site, similar to that previously hosted and managed by Mike Gilmore. Mr. Lewis replied that the FIA is currently in discussion about this matter but affordability is an issue and the matter will be debated in detail at the Council meeting after the AGM.

There being no further business to transact Mr. Marson closed the meeting and again thanked those in attendance.

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emailed to JM – 07/12/20
approved: JM – 07/12/20
emailed to Council – 09/12/20