

# Fibreoptic Industry Association

## Annual General Meeting

Thursday 4<sup>th</sup> December 2003 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 Thompsett	Ensign Communications Ltd.
	John Colton	Lucid Optical Services Ltd.
	Paul Bateson	Optical Test and Calibration Ltd.
	Neil Townsend	Fibre Optic Communications (FOC) Ltd.
	Phil Whitehead	Ortronics
	Ken Williams	ITT Industries NS&S
	Adrian Harrison	Lambda Photometrics Ltd.
	Peter Lythgoe	Lythgoes Ltd.
	Chris Atkin	Total Communications Co. Ltd.
	Tim Oldershaw	J. Brand Ltd.
	Gordon Burkinshaw	Hedley 2000 Ltd.

***Present voting members identified: - 13***

Two proxy votes: Nigel Rowe of Line Management Ltd. vote to Mike Gilmore  
Sydney Hogg of Avenue Solutions vote to Mike Phillips

***Total voting members identified: - 15***

Jane Morrison FIA Secretariat

Observers: Andrew Watson  
Nigel May

Apologies:	Dave Carswell	Black Box Network Services (North West) Ltd.
	John Cupitt	Dwellight Ltd.
	Kevin Ager	Branch Technologies
	Rob Coleman	Optical Services & Sales Ltd.
	Darren Smith	Core Cabling Ltd.
	Dennis Charlton	The Rosebery Group
	Brian Tuff	Britelec Network Services Ltd.
	Nigel Rowe	Line Management Ltd.
	John Senders	BASEC
	Lee Funnell	Krone (UK) Technique Ltd.
	Sydney Hogg	Avenue Solutions
	Alan Bullen	Lynx Data Cabling plc

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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 12<sup>th</sup> December 2002.**

The minutes of the previous Annual General Meeting held on 12<sup>th</sup> December 2002, had previously been circulated to members. It was proposed by Mr. Colton, seconded by Mr. Thompsett 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 31st August 2003, together with the report from the Auditors.**

**Chairman's Report:** Mr. Phillips read his report – see attached.

He concluded that the FIA was now 'coming of age' and was perceived as a credible voice in the industry.

The final page of his report lists the FIA Council and their contributors during the year. He thanked Council for their time, effort and contribution in the past year. Council meets approximately six times a year and had supported Mr. Phillips in his role of Chairman.

**Treasurer's Report & Y/end accounts to 31/8/03:** Mr. Gilmore circulated his report together with the audited accounts – see attached.

Mr. Gilmore explained that the reduction in turnover for year-end 31/08/03 is largely attributed to the absence of events and the members' guide advertising. Costs have increased under the technical directorship but have resulted in more technical documents being delivered free-of-charge to members via the web-site.

He explained that mid-way through the year Council's attention was drawn to the increased costs involved with the Standards work but Council had taken the decision that they did not want to hold back on any activities and that the work should continue.

The accounts show a loss of £4,626 and being a non-profit making company a profit / loss swing is to be expected.

Mr. Gilmore expressed his thanks to Margaret MacFarlane who takes care of the FIA accounts. Mrs. MacFarlane produces monthly accounts and prepares the books for the auditors. Her work this year resulted in just 3 post audit journal transactions.

The proposal to increase in subscriptions from 1<sup>st</sup> January 2004 is, as announced in the recent Newsletter, the first increase since November 1993. Considering the growth of the FIA activities Council feels that the increase is justified.

There were no questions appertaining to the Chairman's report, Treasurer's report of the y/end accounts.

Mr. Colton proposed, Mr. Williams seconded that the above reports were received and approved, this was carried unanimously.

**3. To consider the re-appointment of Deloitte & Touche LLP of City Square, Leeds as Auditors of the Company until the conclusion of the next general meeting of the Company at which accounts re laid before the members and to authorise the Council to determine their remuneration.**

Mr. Gilmore reported that alternative audit companies have been looked at through the years. Council feels that although the company was not required, due to the turnover, to have a full audit they were happy to continue with the services of Deloitte & Touche LLP.

The re-appointment of the Auditors as above was proposed by Mr. Gilmore, seconded by Mr. Whitehead and unanimously agreed.

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

The Secretary explained that there were 3 vacant Council places as per the letter sent to all members on

31<sup>st</sup> October and that 4 nominations had been received.

Steve Strange had resigned from Council in July 2003 due to work commitments. Messrs. Carswell and Buckingham, after having served one year on Council, are both standing down due to their work commitments.

Voting papers containing a short biography on each candidate were circulated. Those present were asked to vote for 3 of the 4 candidates listed. The two proxy votes were also used.

The successful candidates were: Lee Funnell – 10 votes, Peter Lythgoe – 12 votes, Ken Williams – 10 votes  
2 voting papers were void.

Unfortunately Mr. Townsend was not successful. He was thanked for his participation.

The 3 new Council members as above were proposed by Mr. Phillips, seconded by Mr. Townsend and were unanimously voted onto Council.

To confirm the FIA Council (9 members allowed) are now: Messrs. Phillips, Gilmore, Cupitt, Thompsett, Bateson, Colton, Funnell, Lythgoe and Williams.

## **5. Special Resolution:**

**To consider the proposal from Council to increase the membership fees (from 1<sup>st</sup> January 2004) as follows:**

<b>Personal</b>	<b>£75.00</b>	<b>(was £50)</b>
<b>Associate</b>	<b>£125.00</b>	<b>(was £75)</b>
<b>Corporate A</b>	<b>£250.00</b>	<b>(was £200)</b>
<b>Corporate B</b>	<b>£500.00</b>	<b>(was £400)</b>
<b>Corporate C</b>	<b>£750.00</b>	<b>(was £600)</b>
<b>Overseas Associate</b>	<b>£125.00</b>	<b>(was £75)</b>
<b>Overseas Corporate</b>	<b>£300.00</b>	<b>(was £250)</b>

There were no questions regarding the increase of membership fees and it was proposed by Mr. Phillips, seconded by Mr. Bateson and unanimously agreed that the increases be accepted.

## **6. To transact any other business**

There being no further business to transact Mr. Phillips thanked those attending and closed the meeting at 12.30 p.m.

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4<sup>th</sup> December 2003  
Emailed to: MG / MP – 8/12/03  
Approved MG: 9/12/03  
Approved MP: 12/12/03