

**Fibreoptic Industry Association**

**Annual General Meeting**

**Thursday 9<sup>th</sup> December 2004 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.
	Lee Funnell	Active Communications Company Ltd.
	Peter Lythgoe	Lythgoes Ltd.
	Chris Atkin	Total Communications Ltd.
	Martyn Cook	CTTS Ltd.
	John Pywell	CTTS Ltd. <i>(note only one vote per Corporate membership)</i>
	Paul Tyler	Cooknell Optronics Ltd.
	Sydney Hogg	Schneider Electric UK Ltd.
	Adrian Harrison	Lambda Photometrics Ltd.
	Phil Whitehead	Ortronics
	Alan Bullen	Lynx Data Cabling plc
	Nick Channon	Megger Ltd.
	Colin Snook	Cablenet Training Ltd.

***Present voting members identified: - 15***

Two proxy votes: Nigel Rowe of Line Management Ltd. - vote to Mike Gilmore  
Paul Bateson of Optical Test & Calibration Ltd. - vote to Mike Gilmore

***Total voting members identified: - 17***

	Jane Morrison	FIA Secretariat
Apologies:	Paul Bateson	Optical Test & Calibration Ltd.
	Robert Chevasco	Richo International
	J. Dilworth	Accommodation Services Management Ltd.
	Richard Ednay	Optical Technology Training Ltd.
	John Marson	Twistnet Communications 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 4<sup>th</sup> December 2003**

The minutes of the previous Annual General Meeting held on 4<sup>th</sup> December 2003, had previously been circulated to members. It was proposed by Mr. Funnell, seconded by Mr. Lythgoe 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 2004, 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.

There has been a couple of new exciting projects this year, the PSP and the FIA qualification – the latter will be presented to attendees at the end of the meeting.

The structure and composition of the Council of Management is shown on page 3 of the report. Mr. Phillips extended his thanks to the efforts of Council in the past year and their support to him as Chairman. Council members receive no financial reward other than the satisfaction of providing a benefit to the industry. Thanks should also be extended to their companies who allow them the time to commit to FIA business.

Although a small organisation the FIA is creating a name for itself by producing an excellent set of technical documents together with a fine web site.

Membership numbers are down but due to random effects. There does not appear to be a decline due to the increase in membership fees at the last AGM.

The financial position remains good and is very well managed. We have recorded a loss for the second year running but this has been due mainly to one off items of expenditure. The coming year will see budgets put in place and expenditure on new projects will remain prudent.

Mr. Gilmore has given a great deal of time and effort again this year and we have a vast amount of information now available on the web site for members to download free of charge.

The four seminars in 2004 were very well received although it would have been nice to see more delegates.

Work in the Training & Qualifications area has been very active with regular contact with City & Guilds. The FIA continues to have a good level of influence now in these courses.

The launch of the FIA Qualification scheme is very exciting and is a very important project for the FIA. The aim is to provide a structure which people can progress (from low-level right up to degree level) and carry around with them and take to new employers.

In conclusion, Mr. Phillips said that there are many things to do in the coming year including a re-launch of the FIA web site. A complete re-structure, new host and new design will provide members with better access facilities.

The PSP has resulted in the sponsorship of the development of a 'reference lead for light sources', this is now nearing completion and will be available to members at a discounted rate.

The Approved Installer scheme is also being reviewed.

**Treasurer's report & Y/end accounts to 31/8/04:** Mr. Gilmore circulated his Treasurer's report together with the audited accounts.

Mr. Gilmore confirmed that Council had made the decision, after making profit in previous years, to spend some of the reserves by giving back more benefits to the members in 2003/2004.

The items listed were all unique expenditure that gave exceptional member benefits.

The new web site is nearing completion and will provide forums and Q&A sessions. It will provide the ability to block members reaching the password protected area if subscriptions are not paid.

The PSP is very important and will have worldwide interest. Testing on the product has been done and production is only weeks away.

The FIA was the lead organisation working with BSI to organise the BIP0007.

There has been monies spent to date in setting up the FIA Qualification scheme.

Mr. Gilmore concluded that all the above activities do cost money but Council was confident that the FIA members would gain benefits in the long term.

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

Mr. Funnell proposed, Mr. Snook 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 are laid before the members and to authorise the Council to determine their remuneration.**

Mr. Gilmore explained that Deloitte & Touche LLP provided a good service and Council felt it was fundamental that proper accounts were provided to the membership.

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

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

As per the letter sent with the AGM notice there are two vacant places. Ken Williams resigned from Council in June 2004 and John Cupitt resigned in October 2004.

We have received six nominations for the two vacant places.

*Nick Channon of Megger Ltd.  
Sydney Hogg of Schneider Electric UK Ltd.  
John Marson of Twistnet Communications Ltd.  
Colin Snook of Cablenet Training Ltd.  
Paul Tyler of Cooknell Optronics Ltd.  
Phil Whitehead of Ortronics*

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

Mr. Hogg was successfully voted on to Council. There was a tie for the second Council place between Messrs. Channon and Whitehead.

A second ballot was held and Mr. Channon was duly voted on to Council.

The other candidates were thanked for their participation.

The two new Council members, Sydney Hogg and Nick Channon were proposed by Mr. Phillips, seconded by Mr. Cook and unanimously voted on to Council.

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

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

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

Following the AGM Messrs. Colton and Funnell gave a presentation on the new FIA Qualification.

This presentation is available to all FIA members – at [www.fibreoptic.org.uk/pdf/L4382qual.pdf](http://www.fibreoptic.org.uk/pdf/L4382qual.pdf)

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9<sup>th</sup> December 2004  
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