

**Fibreoptic Industry Association**

**Annual General Meeting**

**Friday 8<sup>th</sup> December 2006 at 11.30 a.m.**

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

Attendees:	Paul Bateson	Optical Test and Calibration Ltd.
	Mike Gilmore	The Cabling Partnership
	John Colton	Lucid Optical Services Ltd.
	Lee Funnell	Astro Communications Ltd.
	Peter Lythgoe	Lythgoes Ltd.
	John Marson	Twistnet Communications Ltd.
	Phil Whitehead	Ortronics
	Sydney Hogg	Schneider Electric UK Ltd.
	Chris Atkin	Total Communications Ltd.
	*Matt Davies	Total Communications Ltd.
	Alan Bullen	Lynx Networks plc
	Mike Phillips	Fibre Optic Solutions Ltd.
	David Madsen	DMOptics
	Mark Lilley	Turnkey Fibre Solutions Ltd.

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

\* - Observer - each Corporate member has one vote

One proxy vote: Nigel Rowe of Line Management Ltd. - vote to Mike Gilmore

***Total voting members identified: - 14***

Jane Morrison FIA Secretariat

Apologies: None.

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

**1. To approve the minutes of the Annual General meeting held on 8<sup>th</sup> December 2005**

The minutes of the previous Annual General Meeting held on 8<sup>th</sup> December 2005, had previously been circulated to members on 31<sup>st</sup> January 2006. It was proposed by Mr. Phillips, 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 2006, together with the report from the Auditors.**

Chairman's Report: This report and management structure sheet was circulated – see attached.

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

He said the FIA was here entirely for the membership. The organisation's aim was to promote excellence in many areas including installation methods. The FIA is here to assist member companies in their business activities.

Membership numbers have fallen and as in previous years there is always a 'churn'. Mr. Bateson felt that the industry is now experiencing a slight upturn and hopefully more businesses will be able to survive.

The Qualification scheme seems to be gaining momentum and to give the FIA installer companies 'an edge' the newly introduced Approved Installer scheme is now in place and will be promoted in the new-year. The FIA hopes to see more people qualified and installers with the scheme tools to help in their business.

Mr. Bateson personally thanked the Council members for not only supporting him during his first year as FIA Chairman but also in helping to drive forward the benefits for members. His thanks were also extended to the Council members' companies who allow them the time to commit to FIA business.

Mr. Bateson added a special thanks to Mr. Gilmore for his tireless work on the website, technical documents, standards and of course his work as Treasurer.

The accounts for the year show a small profit that will be ploughed back in to provide more member benefits.

Mr. Marson, in his first year on Council, continues to work on increasing the membership numbers.

Mr. Whitehead, in his first year on Council, is aiming to liaise with other associations such as CITA and BICSI to bring us closer together.

Messrs. Colton and Funnell are working to get more people on the Qualification scheme and earlier on this year Mr. Gilmore was the first person to be awarded the FIA Certified Expert award. This award was given after Mr. Gilmore completed a thesis and sat an examination in the presence of Professor Ian White from Cambridge University.

The FIA continues to have input in the infrastructure design of the City & Guilds examinations.

Mr. Lythgoe assisted Mr. Gilmore in organising the September seminars that gave members an insight into the new Approved Installer scheme.

The 'mode controller launch cord' which the FIA originally funded from a product sponsorship programme in 2004 should be available to members very soon at discounted prices.

**Treasurer's report & Y/end accounts to 31/8/06:** Mr. Gilmore circulated his Treasurer's report together with the audited accounts – see attached.

Mr. Gilmore reported that the financial position has generally improved over the last year with a profit of £2,166. He pointed out however that the aim was not to make a profit and as in past years the intention is to give this back in the form of member benefits.

Membership revenue is down 1.5% although overall income has increased.

The commitment remains to provide members with free of charge or very low cost benefits. The seminar fees remain low to just 'cover costs' and are very low compared to the usual commercial rates.

The aim is to run twice as many seminars in 2007 with the first ones scheduled for February and March. Mr. Gilmore appealed to the FIA members to get in touch and suggest topics for forthcoming seminar programmes.

The costs for the Standards activity have actually increased this year by 20% against the 10% reduction last year.

The fall in membership income is of slight concern and thought to be a direct result of the difficult conditions installation companies are currently experiencing.

The new Approved Installer scheme has been designed to give assistance to installers and the promotion work will also be aimed at getting the consultants on board.

Mr. Gilmore was pleased to report that the FIA has recently become a partner with the UKCPO (UK Consortium for Photonics and Optics) regarding the Photonics Knowledge Transfer Network (KTN) A government-funding amount of £5K per year (for three years) has been agreed for the FIA.

Mr. Gilmore said he expected a good financial year ahead for the FIA and the following year will put us in a good position to look at funding more projects.

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

**3. To consider the re-appointment 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 this is the first year that Critchleys have carried out the FIA audit as they were appointed at the AGM in 2005. He was happy with their work and happy that their costs were lower than the previous auditors.

The appointment of Critchleys as above was proposed by Mr. Funnell, seconded by Mr. Lythgoe 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. Mr. Colton, in line with the rotation rules, is standing down but is willing and eligible to be re-elected. The second vacant place has been carried over from the AGM in 2005.

We have received two nominations for the two vacant places. John Colton of Lucid Optical Services Ltd. (nominated by Lee Funnell of Astro Communications Ltd.) and David Madsen of DMOptics (nominated John Colton of Lucid Optical Services Ltd.).

Both are willing and eligible.

The two proposed new Council members, John Colton and David Madsen were proposed by Mr. Funnell, seconded by Mr. Marson and unanimously voted on to Council

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

**5. Any Other Business**

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

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8<sup>th</sup> December 2006  
emailed MG – 11/12/06  
approved MG – 11/12/06  
emailed PB: 11/12/06  
approved PB: 19/12/06