

Fibreoptic Industry Association

Annual General Meeting

Thursday 1st December 2011 at 11:00 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.
	John Marson	Twistnet Communications Ltd.
	Phil Whitehead	ACCL Ltd.
	Ken Jones	EDS (North Wales) Ltd.
	Alan Bullen	Lynx Networks plc
	Simon Comben	J. Brand Ltd.
	Jonathan Lewis	The Siemon Company Ltd.
	Jason James	Hellermannntyton Data Ltd.
	Chris Atkin	Total Comms Training Ltd.

Present voting members identified: - 11

Jane Morrison FIA Secretariat

Apologies:	Paul Guyatt	SEC Datacom
	Lee Funnell	The Siemon Company Ltd.
	W. J. Brown	Major Electrical Ltd.
	Jonathan Barber	Morgan Stanley (Associate member)

Proxy votes: None

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 28th January 2011.

The minutes of the previous Annual General meeting held on 28th January, had previously been circulated to members on 18th February 2011. It was proposed by Mr. Marson seconded by Comben 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 2011, together with the report from the Auditors.

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

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

He stated that although it has been a difficult year Council were pleased with the membership level and that numbers had only fallen slightly.

The Summer Seminar held in June was very well received by all attendees and thanks were due to Mr. Marson and the Secretary for the work that they had done to make the event a success. He added that plans are afoot for the 2012 Seminar, which will be held at Heythrop Park Hotel, Chipping Norton in June.

Offers of sponsorship have already been forthcoming which will enable the FIA to keep attendance fees low.

The attendance at Netcoms 11 show was poor but the FIA did gain two new members. Also following discussions at the show regarding the inspection/cleaning of connections, the FIA will be organising a new project team to consider White Papers and other documents on this subject in the New Year.

Mr. Bateson thanked Mr. Gilmore for his work as Technical Director and FIA Treasurer. A number of Barebones documents and White Papers have been published throughout the year and a lot of work has been put in regarding the Reference Grade Terminations Project. The CCA White Paper has received worldwide interest.

Mr. Bateson noted that the take up for the Approved Installer scheme has not been great and Council will try to re-visit this in 2012. Work will be done next year to try to 'sell' the scheme to consultants.

The Training & Qualifications area has been quiet this year and Mr. Colton is proposing the FIA develop a qualification for FTTH. This may be something that he and Mr. Bullen (Infrastructure Director) can collaborate on.

Mr. Bateson explained that it was sad to see Mr. Funnell step down from Council after a number of years. This is due entirely to pressure of work and he will be sorely missed.

Mr. Comben continues to work as MoD Liaison Director. The next phase is to assist those already approved to access and respond to MoD tenders. Mr. Comben is working with BIP Solutions (publishers of the Defence Contractors Bulletin) to gain special subscription rates for FIA members.

Mr. Bullen who joined the FIA Council in January has provided a FTTH presentation at the Summer 2011 Seminar and is working on a Barebones document on Cable Laying which is going to be available shortly.

Cross-Media Liaison Director, Phil Whitehead continues to promote the FIA and the AIS to consultants.

Finally, Mr. Bateson thanked all those on Council, Jane Morrison at the Secretariat and Margaret MacFarlane (Accounts) for their continued support.

Treasurer's report & y/end accounts to 31/08/11: The Treasurer's report and the year-end accounts were circulated – see attached.

Mr. Gilmore explained that the company had made a loss during the year of £2,600 despite the forecast at the last AGM of a profitable year. This is due to a drop in revenue of 3% which comprises a reduction in fee income of £1,820 and a lower than predicted 2011 Summer Seminar sponsorship. Mr. Gilmore is confident that the latter will increase again for 2012.

Standards costs should reduce next year now that a number of one-off tasks have been completed. One of these 'one-offs' is a joint publication with BSI called 'Telecommunications Cabling: standards and best practice guidance for construction projects' that Mr. Gilmore has been working on with Arup. This is now at pre-print draft and no further costs will be applicable.

Mr. Gilmore closed by expressing his thanks to Margaret MacFarlane who works on the day to day accounts and provides him with accurate information.

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

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

3. To consider the re-appointment of 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.

Council was happy with the work of the auditors and suggested they be re-appointed. The appointment of Critchleys as above was therefore proposed by Mr. Marson seconded by Mr. Lewis and unanimously agreed.

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

This year we are looking to fill 4 places on Council. This is because three Council members are standing down due to the rotation rules (both eligible and willing for re-election), Messrs. Bateson, Gilmore and Jones. Plus we have one vacant place due to the resignation of Mr. Lee Funnell.

Nomination forms have been received for:

Jonathan Lewis – The Siemon Company Ltd. – nominated by Mike Gilmore of The Cabling Partnership
Mike Gilmore – The Cabling Partnership – nominated by Tim Kennedy of Line Management Ltd.
Ken Jones – EDS Systems (North Wales) Ltd. – nominated by John Marson of Twistnet Communications Ltd.
Paul Bateson – Optical Test & Calibration Ltd. – nominated by John Marson of Twistnet Communications Ltd.

The four nominations above were proposed by Mr. Whitehead, seconded by Mr. James and unanimously voted to Council.

To confirm the FIA Council (9 members allowed) are now: Messrs. Bateson, Gilmore, Marson, Jones, Whitehead, Bullen, Colton, Comben and Lewis.

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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FIA ANNUAL GENERAL MEETING 2011 - CHAIRMAN'S REPORT

It is evident that 2011 has been a difficult year for many of our members, but despite the doom and gloom advanced by the media regarding the economic outlook, the membership of the FIA only fell slightly, perhaps suggesting that most have been able to dig in and survive.

The FIA Summer Seminar was a great success in Stratford-upon-Avon, with around 55 delegates attending, and I would like to express my thanks to Siemon and other sponsors for their generous support for this event. The feedback from attendees was excellent this year and we have plans in place for next year's event. John Marson, our Commercial Director, already has offers of sponsorship from Siemon, 3M and Haliburton. John, and the rest of the Council, has worked hard to maintain membership at a stable and respectable 191, only slightly down on last year, no doubt due in part, to the current economic climate. The FIA had a stand at the Netcoms11 show and although the show itself was poorly attended we gained 2 or 3 new members from the exhibitors & visitors. The van stickers are still a success and have been spotted up and down the country. John has also maintained a 'group' presence on 'Linked-In' which is being used for promotion of up and coming FIA events or news

Mike Gilmore, our Technical Director, has worked tirelessly on our behalf and continues to raise the profile of our association in the European and International standards committees and various trade bodies. He looks after the co-hosting the Telecommunication Infrastructure Advisory Board (TIA-B), a joint venture with the between FIA/ECA-ITEC, and the provision of documents that are accessible via the FIA web-site. In addition the TIA-B was asked to prepare the seminars associated with the Netcoms11. He is also involved in the preparation of a BSI publication aimed at the building design and construction sector, aimed at giving priority to information technology infrastructure at the earliest stages in the architectural process. Part of this activity will increase the focus on the FIA Approved Installer Scheme and the standards which have been developed with FIA involvement. Through Mike, the FIA has continued to provide a rapid response to technical queries to both members and non-members alike, undertaken technical work on Reference Grade Terminations leading to new and revised Technical Support Documents concerned with testing, introduced a wide ranging series of "Barebones" documents, and been instrumental in establishing an agreement for the FIA to issue a "optical fibre" CSCS card under the ECS scheme. The Council continue to support these key activities and they do not come without some cost, although some of the activities are still supplied free of charge by Mike through his company e-Ready Building Ltd. Careful management by the Council of these activities and some additional commercial sponsorship, ensures an excellent cost benefit in the delivery of these services to the FIA, many of them free members. However, most of this cost management assumed a stable membership, but the slight fall in income, reduced sponsorship for the Summer Seminar and some one-off standards tasks has resulted in a 3% downturn in 2011 of £3,086.00.

Due to work demands our Installation Director, Ken Jones, was on 'sabbatical' from the Council as he was unable to attend the necessary meetings. Now that his work commitments are back on a more even footing he has been nominated for re-election to Council at this AGM. Whilst he continued to support the FIA in the background, the maintenance of the Approved Installers Scheme was undertaken by John Marson. However, since its re-launch, the uptake for the AIS has been poor. Ken has therefore proposed that the Council revisit how the FIA award an AIS status and how these approvals are audited and maintained.

Training and Qualifications have had a quiet year with only some low level maintenance of the qualification as and when required. John Colton, our Training Director, has proposed that in the next 12 months the FIA consider developing qualifications for FTTH. Due to the pressure of work as EMEA Technical Manager for Siemon, our Vice-Chairman and Qualifications Director, Lee Funnell, has unfortunately had to tender his resignation from the council. I would like to take this opportunity to thank Lee for his pragmatic and enthusiastic support over the years and for securing sponsorship from the Siemon marketing team for the summer seminars. He will be sorely missed, but I have no doubt he will still be actively supporting and assisting the FIA, the Council and the membership in the background.

Simon Comben was re-elected as MOD Liaison Director and the total number of FIA members that have applied for UK MoD approval is now more than sixty. Since 2009 Simon has worked closely with the UK MoD authorities to facilitate these approvals for FIA members that should hopefully translate into additional commercial opportunities. This is now being developed further to establish a partnership with the UK MoD nominated publication and seminar organiser BiP Solutions and will hopefully provide FIA members with a beneficial publication subscription and event attendance cost reductions. It is also hoped that BiP Solutions will attend the next FIA summer seminar.

Since joining the Council last December as FTTx Director, Alan Bullen has researched the market and the opportunities available to FIA members and presented his findings at the FIA Summer Seminar. He is now working on the Bare Bones document on Cable Laying due for publication to the FIA website shortly.

Our Cross-Media Liaison Director, Phil Whitehead, reports that the IT data cabling install market has been very quiet this year but consultants in this sector have expressed interest in the FIA and its activities. It is suggested that the FIA promote the inclusion of a 'form of words' in tender documents promoting 'best practice in fibre optics' coupled with consideration being given to 'FIA Members and FIA Approved Installers' as part of the tendering process.

As ever it is important to remember that Council Members are all volunteers with much of their time being given freely and it is heartening to see that we also have other volunteers willing to fill the vacancies on the Council. It is only with their commitment, and the good will and support of their employers, that the FIA can move forward. The support that they and Jane Morrison in the Secretariat have given to the FIA as a whole, and in particular to me as Chairman, is incalculable, and so on behalf of the Members I would like to thank them for their commitment to our Association.



Paul Bateson - Chairman



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TREASURER'S REPORT

For presentation at the AGM 1st December 2011

At the last AGM, the FIA felt "The coming year will see a slimming down of the exhibitions budget - focussing on core events such as Netcoms 2010 and CommsExpo 2011 and the FIA Summer Seminar and Networking Event will be repeated in May or June 2011. Based upon these actions, and assuming a steady membership level, the FIA will see another profitable year for 2010/2011."

Unfortunately this prediction has not come true and the reporting period delivered a loss of £2600 (a downturn of £3489 c/f 2009/2010).

Overall, revenue fell by £3086 (approximately 3%) due largely to reduced membership fee income (£1820) and a reduction in FIA Summer Seminar sponsorship (already recouped for the year 2011-2012).

Overall costs increased by marginally. The major differences are as follows:

- the costs of FIA attendance at exhibitions reduced by £11630 (although to some degree this disguises phasing differences);
- the costs of FIA standardisation activities increased £13000 but this include a number of one-off or completed tasks that will be not be repeated in the coming year.

The audited accounts differed from the monthly FIA management accounts by the auditors fees only. Therefore, once again the Treasurer takes this opportunity to thank Margaret MacFarlane and her assistant within the accounts function for their detailed and accurate recording of the monthly financial performance.

Overall, the year has been completed in a financially stable manner and the loss suffered is not considered systemic. There is no drastic falloff in membership and there are no significant projects planned which will incur substantial unsupportable costs.