

**Fibreoptic Industry Association
Annual General Meeting**

Thursday 5th December 2013 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.
	Alan Bullen	Lynx Networks plc
	Simon Comben	J. Brand Ltd.
	Jonathan Lewis	Huber & Suhner (AG) Ltd.
	Lee Funnell	The Siemon Company Ltd.
	Steve Bradley	Utility Fibre Systems

Present voting members identified: - 8

Jane Morrison FIA Secretariat

Apologies: John Marson - Twistnet Communications Ltd.
Richard Ednay – Optical Technology Training Ltd.
Stephen Gerrish – QAD Networks Ltd.
Carl Hickey – Cable Dynamics Ltd.
Chris Atkin - Total Comms Training Ltd.
Andrew Royle – Dunasfern
Tim Rigby – Royal School of Signals

Proxy votes: Richard Ednay – Optical Technology Training Ltd. – vote to Mike Gilmore
(failing MG – Paul Bateson)

Stephen Gerrish – QAD Networks Ltd. – vote to Paul Bateson
(failing PB – Mike Gilmore)

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 6th December 2012.

The minutes of the previous Annual General meeting held on 6th December, had previously been added to the FIA web site in January and members informed of the url via the February issue Newsletter. It was proposed by Mr. Simon Comben seconded by Mr. Lee Funnell 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 2013, 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. Although membership numbers had fluctuated they still hover around 180 – 190. He thanked The Siemon Company Ltd. for their sponsorship of the Summer Seminar that enabled the delegate fees to be kept to a minimum.

The FIA had attended the Data Centre World exhibition in February but had met with limited success and therefore the decision has been made not attend any further exhibitions in the coming year.

Mr. Bateson thanked Mike Gilmore for all his work in the past year and although he has now handed over the Technical Director role to Jonathan Lewis his workload remains high as Standards Director, especially with the new initiative 'Standards@fia' which provides a wider technical remit beyond fibre optics.

The new Accredited Installer scheme that replaced the Approved Installer Scheme now has 19 members and 12 Endorsers. Mr. Bullen was thanked for his input in this new scheme.

The Training & Qualification area has been quite quiet although Mr. Colton's activities in the local community broadband area is still relevant to our members.

FIA members continue to sign up for MoD approval with now more than a third successfully approved.

Lee Funnell in the new role of Marketing Director is starting to raise the visibility of the FIA and is working on bringing more member benefits etc.

Unfortunately Frank Kler who was appointed in the role of External Installations had to relinquish his Council place due to work conflicts and hence we have a vacant place on Council.

Finally, Mr. Bateson thanked the Council members, all of whom are volunteers. Further thanks should be given to their employers for allowing them the time to work for and support the FIA. He also thanked Jane Morrison at the Secretariat for her support during the year.

Treasurer's report & y/end accounts to 31/08/13: The Treasurer's report and the year-end accounts were circulated – see attached.

Mr. Gilmore explained that the accounts showed a small loss. This was the second year of loss but actions have been taken and Mr. Gilmore hopes to reverse this for the forthcoming year.

The revenue was up marginally as were costs.

Mr. Gilmore thanked Margaret MacFarlane for her work on the FIA accounts.

The Standards work fees has now been changed to a fixed fee per month and this will enable a clearer forecast on expenditure.

Mr. Gilmore asked if there were any questions regarding his report or the year-end accounts.

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

Mr. Lee Funnell proposed and Mr. John Colton 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.

Mr. Bullen asked if Critchleys were cost effective and Mr. Gilmore replied that their fees are in the region of £1,200 per year, which was very competitive.

The appointment of Critchleys as above was therefore proposed by Mr. Jonathan Lewis seconded by Mr. Alan Bullen and unanimously agreed.

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

This year we are looking to fill 2 places on Council. This is because one Council member is standing down due to the rotation rules, Mr. Simon Comben (eligible and willing for re-election), Plus we have one vacant place due to the resignation of Mr. Frank Kler in July.

A Nomination form has been received for:

Simon Comben of J. Brand Ltd. – nominated by Paul Bateson.

The nomination above was proposed by Mr. Paul Bateson seconded by Mr. Lee Funnell and unanimously voted to Council.

To confirm the FIA Council (9 members allowed) are now: Messrs. Bateson, Gilmore, Marson, Bullen, Colton, Comben, Lewis, and Funnell. Plus one vacant place.

It is hoped that the vacant place can be filled by co-opting someone early in 2014.

Mr. Gilmore will be writing a description of the vacant portfolio 'External Installation' in the December issue Newsletter.

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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6th December2013
emailed to PB & MG: 06/12/13
approved MG: 06/12/13
approved PB: 11/12/13
emailed to Council: 11/12/13