

**Fibreoptic Industry Association
Annual General Meeting**

Thursday 3rd December 2015 at 11:30 a.m.

Whittlebury Hall Hotel, Whittlebury, Nr. Towcester, Northants NN12 8QH

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	Metz Connect GmbH
	Frank Kler	Core Integrated Solutions Ltd.
	John Marson	Twistnet Communications Ltd.
	Jonathan Lewis	Huber & Suhner (AG) Ltd.
	Lee Funnell	The Siemon Company Ltd.
	Nigel Hedges	Fluke Networks Ltd.
	Jeremy Hodge	BASEC Ltd.
	Tim Oldershaw	J. Brand Ltd.

Present voting members identified: - 12

Jane Morrison	FIA Secretariat
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Apologies:	Iain Bland	Paragon Data Services Ltd.
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Proxy votes: Stephen Gerrish of QAD Networks Ltd. - vote to the FIA Chairman
Christian Wray of Sudlows Ltd. - vote to Andy Hanlon of Sudlows Ltd.
John Light of Tratos Ltd. – vote to John Marson of Twistnet Communications Ltd.
Rob Ingram of NICEE Ltd. – vote to John Marson of Twistnet Communications Ltd.
Chris Clark of CIS Services Ltd. – vote to John Marson of Twistnet Communications Ltd.
Lee Murray of Infinet Datacoms Ltd. – vote to John Marson of Twistnet Communications Ltd.
Ken Jones of EDS Systems (NW) Ltd. – vote to John Marson of Twistnet Communications Ltd.

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 4th December 2014.

The minutes of the previous Annual General meeting held on 4th December, had previously been added to the FIA web site and members informed of the url via issue 117 of the Newsletter. It was proposed by Mr. Funnell seconded by Mr. 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 2015, 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 explained that in 2015 the FIA had reached a milestone – 25 years as a trade association and just recently the Council resignation of Mike Gilmore.

Although still doing his Standards work many of Mr. Gilmore's responsibilities are about to be handed over to other members of Council.

A vote of thanks was recorded for Mr. Gilmore who has provided the FIA with many years of service.

The Summer Seminar held at Whittlebury Hall in 2015 was a very good event, well attended and had an excellent after-dinner speaker. John Marson, Mike Gilmore, Alan Bullen and Jane Morrison were thanked for their efforts in organising the event.

A booking has been made for 2016 – (20th & 21st June) again at Whittlebury Hall. The same format as before.

Membership numbers are down on previous years and Council needs to address this in the new-year and work will start to recruit new members.

The Standards Forum on the web site is a superb facility and is very helpful for all FIA members.

With Mike Gilmore standing down we shall be looking to appoint a new Treasurer. Margaret MacFarlane will continue to offer accounts assistance and we thank her for her work throughout the year.

The FIA web site is currently being re-vamped, both Mike Gilmore and Johnathan Lewis have been working on this and we hope to announce more about it in coming months. The new site will allow members to set their own passwords etc.

Alan Bullen continues to develop and promote the Accredited Installer scheme and we now have 26 members. The scheme is policed and members who do not comply with the rules are debarred.

External Installation has been headed by Frank Kler who has worked hard to publish a very good Technical Support guide and some short form guides.

John Colton our Training & Qualifications Director is still continuing his work on local community broadband projects and is going to re-focus on the FIA QS in the coming year.

Simon Comben, our MOD Liaison Director continues his work and we now have some 66 members on the list.

Lee Funnell has been working on how the FIA is perceived and again we hope to build on that in the new-year with the new web site and promotion to gain more members.

Mr. Bateson reminded the meeting that Council are all volunteers and he was very grateful for their companies who support their activities, again he wanted to thank Mike Gilmore and Jane Morrison for their help during the year which has been invaluable.

Treasurer's report & y/end accounts to 31/08/15: The Treasurer's report and the year-end accounts were circulated – see attached.

Mr. Gilmore explained that the FIA operates a tight ship financially and he wanted to echo Paul Bateson's comments about Margaret MacFarlane who worked tirelessly on chasing membership subscriptions.

He added that the intention of the FIA was not to make vast profits but neither to make losses. The reserves are only £20K. This year, after tax and audit fees, we have a profit of £656.00 a downturn from the previous year.

There was a higher spend on the Summer Seminar in 2015. Revenue showed a small increase. Operating costs were more or less the same.

Council must be aware that we have had a fairly normal level of membership resignations during the year but there has been a big drop in new memberships and this is of critical importance for Council objectives in the next year.

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

Mr. Marson proposed and Mr. Kler 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. Funnell seconded by Mr. Marson and unanimously agreed.

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

This year we are looking to fill 2 places on Council. A slight change in Council members standing down from the letter of 3rd November.

Mike Gilmore is retiring and Paul Bateson is standing down but is willing and eligible for re-election.

Nomination forms have been received for:

Andy Hanlon of Sudlows Ltd. – nominated by Christian Wray of Sudlows Ltd.

Nigel Hedges of Fluke Networks Ltd. – nominated by John Marson of Twistnet Communications Ltd.

Paul Bateson of OTC Ltd. – nominated by John Marson of Twistnet Communications Ltd.

Voting forms were circulated, completed and counted by the Secretary.

Voting results – Messrs. Bateson & Hedges had the most votes.

The nominations above were proposed by Mr. Comben seconded by Mr. Colton and unanimously voted to Council.

To confirm the FIA Council (9 members allowed) are now: Messrs. Bateson, Marson, Bullen, Colton, Comben, Lewis, Kler, Funnell & Hedges.

Mr. Hanlon, although unsuccessful, will be thanked for his nomination.

5. Any Other Business

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

FIAAGMmins031215
4th December 2015
emailed to PB: 07/12/15
approved: PB – 12/01/16
emailed to Council -13/01/16



The Fibreoptic Industry Association

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FIA ANNUAL GENERAL MEETING 2015 - CHAIRMAN'S REPORT

The FIA has reached a major cross road in its history at this year's AGM, celebrating 25 years as your trade association and the recent announcement that one of its greatest proponents and contributors, Mike Gilmore, is to stand down from Council. The quality and professionalism in fibre optic design and installation promoted by the FIA has, in no small way, been due to the efforts and the guiding hand of Mike Gilmore, who has been instrumental in influencing the form and content of the International Standards that are the backbone of our industry sector. We all owe a tremendous debt to Mike and I would like to use this AGM as a forum to express our gratitude for all that he has achieved on our behalf. His will be a hard act to follow.

Our 2015 Summer Silver Seminar at Whittlebury Hall in June was an outstanding success with 55 delegates, 10 table top exhibitors and a very entertaining after dinner speaker. The venue was so popular with the attendees that we have booked it again for 2016.

I would like to thank John Marson, our Commercial Director, for organising the 2015 event, Mike Gilmore for the pulling together an excellent speaker programme, Alan Bullen for the pre-Seminar Accredited Installer programme and Jane Morrison for all the back office work, along with the rest of the Council Members and the support of the sponsors.

Membership numbers fluctuated around 190 throughout the year but have disappointingly dropped to 165 in the last few months. The Council, with your help, need to understand why this has come about and to develop strategies to reverse what we hope is a temporary decline.

Our Standards Director, Mike Gilmore, represented FIA interests on European and International Standards committees and various trade bodies. The 'Standards Forum' on the FIA website has been regularly updated and 'Standards@fia' continues to provide a wider technical remit beyond fibre optics. Much of the funding that allows Mike to participate in this essential committee work comes directly from the FIA and in return he provided services 'free of charge' to the FIA via his company e-Ready Building, with press articles, Newsletters, documentation and seminar provision. With Mikes resignation from Council these activities and his management of the FIA accounts will need to be reassessed and reassigned. Margaret MacFarlane will continue to provide invaluable back office accounts support issuing invoices and chasing membership fees and I would like to take this opportunity to thank her for all her diligent work behind the scenes.

Development and maintenance of our websites and databases was transferred across to Jonathan Lewis, our Technical Director, along with the generation and maintenance of Barebones documents, white papers and short form guidance notes, as well as provision

of Technical Support to members and non-members. However, increasing work pressures did mean he came to rely heavily on Mike Gilmore with the redesign of the website to provide greater functionality and address the needs of the members and administrators. I know that Jonathan would like to record his thanks for this support, as do we all, and I am pleased to report that after discussions with his line managers at Huber & Suhner, they have renewed their support of Jonathans participation in the FIA Council.

Alan Bullen, Internal Installation Director, has worked hard developing and promoting the AIS (Accredited Installer Scheme) and we now have 26 members subscribed to the scheme. We still need more members to take up this initiative to reach that 'critical mass' that will entice even more primary contractors, end-users and consultants to build its tenets into their contracts and help make a real difference to the quality of installation work. Alan therefore proposes that in 2016 we target to bring this to a total of 50 members and will be developing marketing strategies with the Council to achieve this goal.

In 2015 aspects of External Installations were tackled by Frank Kler and resulted in the publication of an FIA Technical Support Guide, FIA-TSD-2000-4-4-1 on External Cabling Installation. Short Form Guidance documents on various topics were also generated and all these invaluable documents freely available to the FIA membership via the website.

Our Training and Qualifications Director, John Colton, continues to be involved with his local community FTTH/FTTP broadband project, which still absorbs much of his time but provides some interesting insights into these projects. John is mindful that aspects of Training and Qualifications need to be refocussed and Council will work with John and the wider membership to address this in 2016.

Simon Comben, our MOD Liaison Director, continues to support members seeking UK MoD approval for the supply of products and services in the defence industry. His support has enabled some 66 members to gain accreditation under this scheme.

Lee Funnell, in his role as Marketing Director, has managed to provide some insight into how the FIA is perceived but due to due to work pressures has found it difficult to take this further. His employer, Siemon, continue to be avid supporters of the goals and aims of the FIA and their support is much appreciated.

Once again I must reiterate that Council Members are all volunteers with much of their time being given freely and I am pleased to see that we continue to have other volunteers willing to fill the vacancies on the Council. It is only with their commitment, and the goodwill of their employers, that the FIA can proactively represent our industry. The support that they, and in particular, Mike Gilmore, together with Jane Morrison in the Secretariat have provided to the FIA as a whole and to me as Chairman, has been invaluable, and so on behalf of the Members I would like to thank them for their efforts on our behalf.



Paul Bateson - Chairman



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TREASURER'S REPORT

For presentation at the AGM 3rd December 2015

Financial performance for 2014/2015 showed a profit after audit and tax management fees of £656 – a downturn of £2260 compared to the previous years performance.

Revenue was £98284 - a marginal increase from the previous year's figure of £96132. This is creditable in the current economic climate.

Operating costs increased substantially to £97638 from £93222 the previous year. There are no substantive differences between operating cost this year but the overall difference represents a summation of small increments in a number of areas..

The audited accounts differed from the monthly FIA management accounts by rounding errors 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 profit attained should continue into next year as the membership of both the FIA and its AIS continue to be strong. However, we must not be complacent in light of the wider UK economic situation.