



Association of British Certification Bodies

Our Ref: ABCB/GM/0756
Date: 6 September 2016

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**MINUTES OF THE ANNUAL GENERAL MEETING HELD ON THURSDAY 1 SEPTEMBER 2016 AT
BSI, KITEMARK HOUSE, MAYLANDS AVENUE
HEMEL HEMPSTEAD, HP2 4SQ**

Members present:

Mr Matt Gantley	NQA – Chairman
Mr Keith Goddard	The British Assessment Bureau
Ms Janet White	BSI
Ms Carolyn Jarvis	AFNOR UK
Mr John Elen	Advanced Certification

Apologies were received from Gary Charlesworth (Avalon Certification), Wayne Thomas (SIRA), Max Linnemann (NMO), Lee Brankley (UKCARES), Colin Head (QSRMC), Stephen Carter (QA International) and Frank Lee (BSI) for whom Janet White was deputising.

Trevor Nash confirmed that the meeting was quorate.

In attendance:

Mr Trevor Nash Chief Executive

1. To receive and adopt the Directors' Report and the Statement of Accounts for the period ended 31 March 2016.

Trevor Nash provided a summary of the Association's accounts and explained that, in accordance with the budget, and in order to continue with the planned reduction in reserves, there had been a loss of £7682 over the year.

The adoption of the Directors' Report and Statement of Accounts was proposed by John Elen, seconded by Carolyn Harris and carried unanimously.

2. To confirm the appointment of the Chairman and Directors of the Association.

Trevor Nash explained that two Members, BSI and NQA are each entitled to nominate a Director as a right and these are Frank Lee and Matt Gantley respectively. There is a need to appoint a further four Directors and there were four nominations, Carolyn Jarvis, Jeremy Hodge, Wayne Thomas and Keith Goddard who were elected unopposed.

Confirmation of the appointment of the Directors was proposed by Janet White, seconded by Carolyn Jarvis and carried unanimously.

Trevor Nash explained that the Articles of Association require the Directors to appoint a Chairman from their number and Matt Gantley was nominated.

Confirmation of the appointment of Matt Gantley as Chairman was proposed by Carolyn Harris, seconded by John Elen and carried unanimously.

3. To appoint Dyke Yaxley, Chartered Accountants, as Accountants of the Company to hold office until the end of the next general meeting of the Company at which accounts are considered at a fee to be agreed with the directors of the Company.

Trevor Nash explained that Dyke Yaxley have been the Association's accountants for a number of years and provide registered office, accounting and payroll services. The total annual costs are currently approximately £3,500. They provide a good service and there have been no issues with them. The appointment of Dyke Yaxley as the Association's accountants was proposed by Keith Goddard, seconded by Janet White and carried unanimously.