



**Extraordinary Management Committee Meeting
on
Tuesday 14 February 2019 (via Video Conference)**

Members present:

Mr Steve Russell	NQA – Chairman
Mr James Gibb	Advanced Certification
Nonn Reynolds	BSI
Wayne Thomas	SIRA/CSA

In attendance:

Mr Wayne Terry	Chief Executive
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1.0 Apologies for absence

There were no apologies received.

2.0 Minutes of last meeting held on 15th January 2019

The minutes of the 15th January 2019 were discussed but were not approved as today is an extension of that meeting, due to the attendance being non quorate. Both the minutes of the 15th January 2019 and of 14th February 2019 will be reviewed at the next meeting on 17th April 2019.

3.0 Matters arising not covered elsewhere in the agenda

3.1 N/A

4.0 2019/20 Budget

At the meeting held on the 15th January the committee felt that a equal percentage increase across all subscription bands was not appropriate or the best way forward as it was felt that the value of membership vs. the subscription was not proportionate to the size of the business.

In addition, there was no new member acquisition within the budget and this needed to be built in prior to approval.

WT presented the revise budget that had now included the changes requested from the 15th January. However, WT made the committee aware that to obtain a more

proportional membership fee structure it would need to be done over a phased period, possibly three years.

This was discussed and agreed by the committee and they tasked WT to present a plan to address the current situation at the next meeting.

Action: WT to create a three year subscription fee structure that will make the subscriptions more proportionate to the size of the business and the value of membership.

The committee approved the revised 2019/20 budget.

4.1 Subscription method for additional turnover element

WT outlined the current subscription model for those members that have a in scope turnover in excess of £500k. Historically, the association has requested the subscription in two distinct phases;

- a. The appropriate basic subscription element in April of each year.
- b. The value of turnover in excess of £500k declared for that year, usually requested in October/November, and on receipt, a second invoice raised for the addition sum.

For ease of administration and less inconvenience for members, WT proposed that this methodology be revised to a single invoice using the base subscription plus the additional turnover element based on the previous years declared in scope turnover.

The proposed change was agreed by the committee.

4.2 New Member Approval

Traditionally new members would need to be approved by existing members. However, WT question this method for two main reasons, firstly, an existing member could potentially 'blackball' an aspirant member, and second, the association needed to be more dynamic in its approach. WT explained that all the due diligence would be carried out prior to acceptance so asked the committee to migrate the approval authority directly to the Chief Executive.

This was unanimously accepted.

Action: WT review, and if necessary, amend the Articles of Association in case the payment method is contained within its contents.

5.0 Rebranding

Part of the strategy for 2019/20 is to refresh ABCB's logo. Three new brand / logos for ABCB had been circulated in advance of the meeting. Although the committee unanimously agreed the logo needed to be refreshed but unable to reach a consensus of a preferred one.

With this in mind the committee decided that the choice should be put before the members via a ballot and their votes would decide which logo should be adopted by the association.

Action: WT to ballot the members.

5.1 Potential Conflict of Interest

WT explained that the draft designs produced had been done with no charge to the Association as they were done by his son. However, although no charge had been made to date if the committee wanted to proceed with the final design this would attract a managed cost provided the committee were content with this arrangement.

After discussion and questions the committee agreed that WT's son could complete the design that was approved by the members through the ballot.

6.0 Any other business

6.1 Member Meetings

WT explained that he had held successful talks with UKAS and together they were developing a committee for CB's accredited to ISO/IEC 17065 Product Certification similar to the MSCTAC (Management Systems Certification Technical Advisory Committee). CB membership of this committee will be restricted to Certification Body associations, such as ABCB.

This will allow ABCB to run a similar committee that will feed both ABCB concerns and its members to the UKAS committee.

SR was encouraged by the work underway in recruiting and retention of members and that the association but questioned the format of the current member meetings.

This was discussed by the committee and it was agreed that the meetings needed to be more dynamic and interactive. Examples of this were given as

- UKAS presentation on the revised MD11
- UKAS workshop to feed into the new IAF taskforce on Man Day Tables

Action: WT to discuss with UKAS

7.0 Date of next meeting

To be held at BSI on 17th April 2109 at 2pm