



Association of British Certification Bodies

Our Ref: ABCB/GM/0701
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MINUTES OF THE ANNUAL GENERAL MEETING

HELD ON WEDNESDAY 5 SEPTEMBER 2012 AT 10:30 A.M.

AT BSI, KITEMARK COURT, DAVY AVENUE, KNOWLHILL,

MILTON KEYNES, MK5 8PP

Members present:

Mr Mike Lawson	Intertek – Acting Chair
Mr Bernard Anderson	Eagle Certification
Mr Norman Charters	Certification International
Mrs Emma Clancy	Ascertiva Group
Ms Carolyn Harris	AFNOR UK
Mr Steve Russell	Ascertiva Group
Mr Wayne Thomas	SIRA
Ms Janet White	BSI

In attendance:

Mr Trevor Nash	Chief Executive
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Apologies for Absence

Apologies were received from Andrew Launn (BSI) for whom Janet White was deputising, Ian Knott (SIRA) for whom Wayne Thomas was deputising, Jeremy Hodge (BASEC) and David Fenn (The British Assessment Bureau).

1.0 To receive and adopt the Directors' Report and the Statement of Accounts for the period ended 31 March 2012

The adoption of the Annual Report and Accounts was PROPOSED by Bernard Anderson, SECONDED by Carolyn Harris and CARRIED UNANIMOUSLY.

2.0 To confirm the appointment of the Chairman and Directors of the Association

Trevor Nash reported that Mike Lawson had been elected unopposed as Chairman of the Association and confirmation of his appointment was CARRIED UNANIMOUSLY. Bernard Anderson, Carolyn Harris and Ian Knott had been elected as Directors of the Association by postal ballot and confirmation of their appointment was CARRIED UNANIMOUSLY.

Trevor Nash reported that Andrew Launn is the new Director nominated by BSI to replace Rob Wallis.

Mike Lawson recorded the Association's thanks to Rob Wallis.

3.0 To approve amendments to the Code of Practice of the Association

Trevor Nash introduced the proposed changes to the Association's Code of Practice. The proposed change in the Purpose statement is editorial. The proposal for amendments to the Conduct statement arose from discussions on the Joint Working Group on non-accredited certification bodies. Accredited certification bodies issue unaccredited certificates out of necessity on occasions. It is, therefore, considered that ABCB Members should commit to comply with the appropriate accreditation standard even when issuing unaccredited certificates. As the Association's strap line is 'Promoting Accredited Certification' it is considered that the Code of Practice should include an obligation on Members to do this. The proposed amendments to the Code of Practice were AGREED UNANIMOUSLY.

4.0 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

The appointment of Dyke Yaxley was PROPOSED by Norman Charters, SECONDED by Carolyn Harris and CARRIED UNANIMOUSLY.