



**MINUTES OF THE ANNUAL GENERAL MEETING
HELD ON THURSDAY 3 SEPTEMBER 2015
AT BSI, KITEMARK COURT, DAVY AVENUE, KNOWLHILL,
MILTON KEYNES, MK5 8PP**

Members present:

Ms Carolyn Hariris	AFNOR UK – Acting Chair
Mr Frank Lee	BSI
Ms Karen Green	BSI
Mr Matt Gantley	NQA
Mr Wayne Thomas	SIRA
Dr Jeremy Hodge	BASEC
Mr Keith Goddard	BAB
Mr Max Linnemann	NMO

In attendance:

Mr Trevor Nash	Chief Executive
Mr Kevin Belson	UKAS
Mr Nigel Overton	UKAS

1.0 To receive and adopt the Directors' Report and the Statement of Accounts for the period ended 31 March 2015

Trevor Nash explained that the Association had made a small loss of £3,192 for the year which was less than budgeted by over £5,000 and was mainly attributable to savings in expenditure. This left reserves at £107,267.

The adoption of the Annual Report and Accounts was PROPOSED by Jeremy Hodge, SECONDED by Keith Goddard and CARRIED UNANIMOUSLY.

2.0 To approve amendments to the Rules of the Association

Trevor Nash introduced the proposed changes to the Association's Rules. These were to address a situation that had arisen in the previous twelve months, and to restrict overseas membership to certification bodies holding

accreditation from an EA MLA signatory accreditation body. There were also changes to take note of the requirement of Regulation EC 765:2008 for certification bodies to hold accreditation from the national accreditation body of the country in which they are established. The amendments to the Rules were PROPOSED by Keith Goddard, SECONDED by Matt Gantley and CARRIED UNANIMIOUSLY.

3.0 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

Trevor Nash explained that as well as providing payroll and accountancy services, Dyke Yaxley also provide the Association's registered office address. The total cost is currently in the region of £3,400 per year.

The appointment of Dyke Yaxley was PROPOSED by Matt Gantley, SECONDED by Jeremy Hodge and CARRIED UNANIMOUSLY.