

UK WEIGHING FEDERATION
PRIVATE & CONFIDENTIAL

Minutes of the twelfth Annual General Meeting of the UK Weighing Federation, held on Thursday, 11th October 2012 at The Regency Hotel, Solihull at 14:30. This meeting also included a Regional Meeting.

Present:	Jim Harper (JH)	Avery Weigh-Tronix Ltd	President
	John Swinburne (JAS)	Precia-Molen UK Ltd	Vice President
	Derek Christie (DC)	D Brash & Sons	Treasurer
	John Cox	A&D Instruments Ltd	
	Peter Cook	A&D Instruments Ltd	
	Kevin Cartwright	Avery Berkel	
	John Coughlan	Avery Weigh-Tronix Ltd	
	Mike Glew	Bizerba (UK) Ltd	
	David Green	DCG Associates	
	David Fereday	H Fereday & Sons Ltd	
	Richard Herbert	Herbert Group Ltd	
	Julian Hope	Herbert Group Ltd	
	Steve Hart	Ian Fellows Ltd	
	Brett Grover	Inspiron Labelling Solutions Ltd	
	Chris Buck	J A Lorrimar & Co	
	Phil Webb	Mettler Toledo Ltd	
	Lucy Prosser	Positive Weighing Solutions Ltd	
	Les White	Precia-Molen UK Ltd	
	Michael Grey	Precia-Molen UK Ltd	
	Simon Forrest	Precia-Molen UK Ltd	
	Nick Excell	Precia-Molen UK Ltd	
	Jonathan Harris	Procon Engineering	
	Matthew Capstick	Sartorius Mechatronics UK	
	Mike Neal	Sartorius Mechatronics UK	
	Ian McVicar	Scotweigh	
	Linda McVicar	Scotweigh	
	George Christie	Seca Ltd	
	Paul Moody	Solent Scale Services Ltd	
	David Ayling	Straightpoint (UK) Ltd	
	Stephen Woodhead	Straightpoint (UK) Ltd	
	Jeremy Sage	Stringer & Co (Scales) Ltd	
	Roy Taylor	Vandome & Hart Ltd	
	Neil Duhig	Vishay Measurements Group	
	Emlyn Roberts	Weightron Bilanciai Ltd	
In attendance:	Ian Turner (IT)	Technical Officer	
	Martina Farragher	Secretariat	
	Andrew Lound	Avery Weigh-Tronix Ltd	

1. Welcome & Introduction

JH welcomed everyone to The Regency Hotel, Solihull and went through some general housekeeping points.

2. Apologies

Apologies had been received from 49 people. The following companies sent their apologies:

AB & Sons Ltd	Inspection Machine Services
Accurate Weight Co Ltd	John White & Son (Weighing Machines) Ltd
Accuweigh	Kent Scale Co
ADF Scales Co Ltd	Legal Metrology Consultancy
Autoweigh Scales (UK) Ltd	Marel GB Ltd
AWM Ltd	Maynewood Systems
Axle Weight Technology Ltd (Axtec)	Measurements Systems Consultancy
Berry Weighing Ltd	Metroweigh Ltd
Bristol Scale Service Co (BSS Weighing) Ltd	Phoenix Weighing Services Ltd
County Scales Ltd	Precision Instruments
Dataweigh Systems Ltd	Precision Weighing Systems Ltd
Delta Scales	Reuben Heaton Ltd
Design Initiative Ltd	Scaleways (Leicester) Ltd
EH Oakley & Co Ltd	Select Scales
Fisher Scales	Sensor Techniques Ltd
GA Wedderburn & Co Ltd	UK Inspection Systems Ltd
Globeweigh UK Ltd	Wessex Scales & Food Machinery
Hawkley Group Ltd	Westco Bilanciai Ltd
Hereford Scale Co	WR Simpson & Son Ltd
HK Process Measurement	

3. Minutes of the last Annual General Meeting

The minutes of the 11th Annual General Meeting held on 13th October 2011, which had previously been distributed, were proposed as being approved by Chris Buck and seconded by John Swinburne as being a correct record; this was unanimously agreed. They were formally signed by the President.

4. President's Report

My two year tenure as President of the Federation has flown by and today I take my seat back on the benches, so to speak.

When I took up the presidency we were entering a new era without John Anthony and were introducing Ian Turner as our new Technical Officer to members of the federation. That transition is complete and Ian has well and truly settled into the groove of coming to terms with the day to day demands and challenges presented by both the inside and increasingly outside influences that affect our industry.

At this point I could mention EN45501.....but I won't!

I will however reconfirm that we shall continue to focus our attention in trying to combat the ongoing political trends that unabated may be the difference between a vibrant or flat weighing industry in the future.

At previous meetings we have urged the members to assist the federation in the lobbying both MP's and MEP's for support in specific issues which we feel need championing at both Whitehall and or Brusells.

I can report that due to Ian's persistence we've had some success during the summer and have had an initial meeting with Malcolm Harbour, MEP in the West Midlands who was both sympathetic and understanding over the concerns we have over the issues that affect us all in the weighing industry.

The good news is he has agreed to meet again in Feb 2013 to further the discussions. Very early days but a positive start.....

The other key area in transition 2 years ago were the necessary changes to our support structure at federation house, that transition is also now complete. In Martina and her colleagues we now have a professional and very capable support structure which underpins the activities of the board on behalf of you its members.

On the commercial front the Federation is in a good financial position and with 83 members is in a stable situation.

Externally, the economy continues to be a challenge to us all and if the recent main party conferences are an indication of how the short to medium future might look there might be an element of "hang in there and try and enjoy the ride" scenario for us all.

But we have to remain positive through unsettled times and in my 41 years in this industry it never ceases to amaze me how resilient and positively committed the people in it are.

Finally, over these past 2 years I have tried to take the opportunity to meet as many members as time permits to hopefully better understand where the real issues are for, you, the members. Unfortunately I have come up short on that one, no doubt in part due to the demands of the day job.

I do still have the list and I'd like to thank all those who gave me their time and hospitality and where time has run out for the rest.....I know where you live.

Thank you, that concludes the President's Report".

Derek Christie proposed and David Fereday seconded that the President's Report be formally adopted; this was unanimously agreed.

5. Annual Accounts 2011

The Treasurer, Derek Christie, reviewed the accounts for the year to 31st December 2011; which had previously been distributed.

Derek advised that the accounts and auditors report had been previously issued to members. In that report, you will see that the profit and loss report. This shows turnover for the year as being £78,426 with expenses of £75,018. After bank charges, this gives the Federation a surplus of nearly £6k which has been approved.

Page 7 is the balance sheet which shows the Federation in a healthy position of £176k.

The Auditors report is shown on Page 4 & 5.

The accounts were approved by the Board of Directors on 26th April 2012.

Derek Christie proposed that the Accounts and Auditors Report for 2011 are formally adopted. David Ayling seconded the decision and this was agreed unanimously.

6. Officers & Board of Director Elections

Board of Directors

According to the Memorandum and Articles of Association, at each Annual General Meeting three Directors shall retire from office by rotation but are eligible for re-election. As reported in the notice to all members, dated 21st September 2012 these are:

Derek Christie	D Brash & Sons Ltd
Steve Hart	Ian Fellows Ltd
Richard Herbert	Herbert Group Ltd

During the course of the year, Peter Williams of Avery Berkel resigned.

The following Directors remain in office:

David Ayling	Straightpoint (UK) Ltd
Matthew Capstick	Sartorius Mechatronics Ltd
Jim Harper	Avery Weigh-Tronix Ltd
Mark Purle	Mettler Toledo Ltd
Jeremy Sage	Stringer & Co (Scales) Ltd
John Swinburne	Precia-Molen UK Ltd

All Directors subject to re-election have expressed their willingness to stand.

In addition, we received two nominations for election to serve on the Board of Directors. They were for:

Chris Buck of JA Lorrimar & Co, who was proposed by Emlyn Roberts of Weightron Bilanciai Ltd and seconded by Dave Clarke of Westco Bilanciai Ltd; and

Kevin Cartwright of Avery Berkel, who was proposed by Jim Harper of Avery Weigh-Tronix Ltd and seconded by John Swinburne of Precia-Molen UK Ltd. Kevin replaced Peter Williams as the nominated contact for Avery Berkel.

With the total number of persons nominated for election or re-election exceeding the maximum permitted number of Directors, it was necessary to hold a postal ballot.

The declaration was read out and the result announced as follows:

I declare that the total number of ballot papers received by the due date was:	42
Number of spoilt, defaced or late arrival of ballot papers:	1
Number of papers declared void for non payment of subscription:	0

The number of votes cast for each candidate was as follows:

Chris Buck	303
Kevin Cartwright	637
Derek Christie	822
Steve Hart	852
Richard Herbert	741

Therefore Kevin Cartwright, Derek Christie, Steve Hart and Richard Herbert were duly elected.

Officers

The Officers, according to the Memorandum and Articles of Association, are recommended for election at the AGM by the Board of Directors.

a. President

The Board of Directors had duly nominated John Swinburne from Precia-Molen UK Ltd for election as President. This was seconded by Julian Hope and unanimously carried.

Jim congratulated John on his election and invested him with the Chain of Office.

John gave an acceptance speech:

“Ladies and Gentlemen, I am honoured to be elected as your President and I can assure you that during my term in office I will do my utmost to promote the interests of our Industry, the UKWF and its members. I am passionate about weighing and I hope I will be able to draw on my 38 years of experience in further developing and promoting our common interests. Although a member for quite some time, it was only when invited onto the board did I realise the amount of time, effort and commitment my fellow board members give to ensure the UKWF is well represented and the views of our membership expressed to Weights & Measures organisations both in the UK and Europe. I thank them for their commitment and hope I can count on their continued support. May I also express my thanks to Ian Turner our Technical Officer for all his council, support and boundless enthusiasm on all legislative matters, and last but not least to Martina Farragher our Secretariat who is always on hand to help, organise everything and generally make my life much easier. Thanks Martina, it seems you have to put up with me for the next couple of years...

Today we are operating in difficult economic times and it was interesting to hear today that the latest GDP figures due to be released on 25th October will indicate the UK is moving out of recession, a welcome sign, never-the-less, in our industry legislation continues to be driven by Europe and if we are to prosper I believe it is vitally important we lobby, canvass and voice our concerns in every government department and committee available to us to ensure your views are made known, taken into account and hopefully influence the final legislation. Ian Turner our Technical Officer will give an insight into some of these issues in his presentation during the next session. As your President if I can be of service to any member, please give me a call. I will be delighted to help in anyway I can.

Finally, it says here I should thank Jim for his nomination and faith in me! I recall we were enjoying a beer when I accepted and when he laughed I started to realise what I had let myself in for!

On a serious note, Jim you have been an excellent President and ambassador for the UKWF. On behalf of the Board and the members, thank you for all your hard work, and on a personal level I look forward to working with you in the months to come.

So on behalf of the UKWF, may I present you with a small memento of your term in office.

[Presentation of Whiskey Decanter & Glasses]

And as I am a Northern lad, our tradition is we don't give a wallet or purse without money in it as its considered bad luck, so I thought the same should apply in this case.

[Presentation of Bottle of Malt Whiskey]

You are allowed to share with your colleagues!!!!

Enjoy the rest.....

Thank you for your attention.”

b. Vice President

For the post of Vice President, the Board had nominated Jim Harper from Avery Weigh-Tronix Ltd. The proposal was seconded by Jeremy Sage and unanimously carried.

c. Treasurer

Derek Christie from D Brash & Sons Ltd has been nominated for re-election as Treasurer. The proposal was seconded by Lucy Prosser and unanimously carried.

Manufacturer's Representatives

It was recorded that the three positions open to manufacturers would be represented by Mark Purle, Richard Herbert and Matthew Capstick.

7. Re-Appointment of Auditors

John Swinburne proposed that dng. Dove Naish of Eagle House, 28 Billing Road, Northampton NN1 5AJ be re-appointed as Auditors to the Federation for the coming year. This proposal was seconded by Derek Christie and agreed unanimously.

8. Close of Annual General Meeting

John Swinburne declared the AGM closed and opened the Regional Meeting.

Regional Meeting

1. Technical Update

John Swinburne (JAS) introduced Ian Turner, Technical Officer for the Federation.

Ian Turner (IT) gave a presentation to the members on a number of topics, which can be found on the website.

IT explained that the UKWF needs to understand the views of the members, so if they are different to the views of his own, then he needs to be made aware of them.

EN45501

IT explained that the key point to highlight was the transition period. We are campaigning for a longer transition period, but IT wanted to make members aware that there was a strong possibility that you may not be able to place on the market any equipment with 3 volts per metre type approvals after the transition period.

- Q. David Fereday explained that he is in the process of having all his medical equipment re-approved at 3v/m. David thought that Paul Dixon of the NMO said, during his presentation at the last Regional Meeting, that instruments tested at 3v/m would be okay providing they were tested before the transition period.
- A. IT explained that Paul had said he had *hoped* this would be the case.

Steve Hart commented that he does not believe that the NMO would want to cut short any type approval certificates, as this is a legal document. Steve explained that Ian was simply trying to caution the members of the possible outcome.

IT explained that with EN45501, 10v/m is not the only concern. R76 is also an issue when you come to apply a new design of equipment.

• Software Guide

IT asked anyone who is keen to be involved with this to get in touch as he would appreciate members' opinions.

IT confirmed that he will be attending a WELMEC meeting in November to discuss this issue.

- Definition of a “Manufacturer”

IT explained that our thoughts are being listened to on this matter.

IT thanked the positive response he has received from the members.

Q. David Fereday asked whether it was correct that for imported lines, you were not able to Self Verify.

A. IT confirmed that you would need to call in a Trading Standards Officer or obtain a parallel certificate.

Q. Jeremy Sage asked what would happen if you couldn't call in a TSO.

A. IT explained that in practice, people do it all the time. You can't carry out a Self Verification unless you are the Type Approval holder.

- Challenge to the position of the inspector

IT advised that he will be sending a letter to the MPs on this issue, so if any member feels the same, IT asked if they would also write to their local MP. The voice of our members does make a difference.

- Code of Practice

JAS explained that we have submitted our thoughts on the situation and there is no likelihood that the NMO will change the legislation. The hope is that they will change the guidance for the inspector.

IT confirmed that in practice, TSOs should provide 28 days notice to have the equipment re-calibrated.

Q. Emlyn Roberts asked whether any company(s) have been prosecuted for non-compliance.

A. Ian confirmed that whilst no company has yet been prosecuted, there have been plenty of examples of 'trouble'.

This issue was discussed. John Coughlan explained that in Ireland there is an agreed statement on a sticker, which should be placed on the machine. The responsibility is with the customer to have that machine re-verified.

IT advised that similar wording for such a sticker was provided in the Code of Practice.

- UKWF Calibration Code of Practice Audits

JAS raised the point of the UKWF Calibration Code of Practice Audits carried out by IT, to gain members' feedback.

JAS confirmed that unless members have an independently audited quality system in place, i.e. ISO registration, we have a Technical Officer who is qualified to carry out an audit on members once every 3 years.

From a UKWF point of view, it is essential that we are able to demonstrate compliance with our code of practice but there has been a little resistance from some of our members. JAS asked for members views on the audits and process.

It was agreed by all members present that they do not have an issue with the audits. Ian McVicar advised that as a non-ISO registered company, he has no issue with IT carrying out an audit and can't see the issue the other members have with it. Lucy Prosser agreed and commented that it helps to add service and also gives members credibility.

It was agreed that the UKWF have to have such standards in place.

2. Andrew Lound

JAS introduced Andrew Lound, who is a writer, lecturer and broadcaster. Andrew gave an exceptional presentation at last year's AGM and has been invited back today to give a presentation on "The Cosmic Weigh".

3. Workshops

JAS introduced the workshops, which had been set up for members to discuss various issues with their group and report back. Three groups had been set up and one person had been pre-selected as a facilitator. Each team had 30 minutes to discuss their topic and then either the facilitator or another member of that team was asked to feedback.

After the allotted time, each team gave their feedback to their question:

Blue Team:

"Active Membership

Membership Involvement - How can we increase membership attendance and participation at meetings?"

Julian Hope provided this teams' feedback.

- We (UKWF) should sell ourselves better and make it more useful. A LinkedIn forum should be set up where people could post issues and discuss topics of key instrumental interest.
- We could still sell better as a Federation. The members regularly contact IT for information and it is felt that we should push that more as a benefit. IT offers a great service and thinks that more people should use his knowledge.
- The technical presentation at meetings is currently used to discuss key issues, but it was felt that it would be a better opportunity for members to provide information to IT in advance of the meetings for him to adapt the presentation to include the topics raised. This would then engage the members and answer other specific concerns they had raised and any other key trends.
- Some members don't see much of the Board. It was felt that if the Board could get out and see the members more it could generate interest. It was suggested that they could meet members over coffee on a one-to-one basis.
- Socialising - the response from these workshops was really positive within the group, who felt it was beneficial for this type of interaction between the members.
- It was suggested that the Federation could have a presence at PPMA Show.
- A UKWF certificate could be issued to a member who attends meetings.
- The venues should alternate between North and South and could include a satellite break out session for more discussions.
- It was felt that the UKWF website could be improved and made easier to use with use of Social Networking sites.

[It was discussed that there is already a LinkedIn page, Twitter page and a blog - all of which are detailed on the UKWF Website.]

- Finally, it was suggested that to add value the UKWF could produce presentations on sales strategies - methodologies being one example.

Green Team:

"UK Weighing Federation

What should be our 'focus for tomorrow'?"

Chris Buck provided his teams' feedback:

It was discussed how to raise the profile and credibility and how we achieve this.

- It was agreed that we should outline the importance of standards to external auditors.
- We should liaise with auditors and inform them what the UKWF could offer them. This could be an excellent link.
- Extend the membership to a broader field. It was discussed that in 20-30 years time, metrology will only be a small part of weighing - it is all going to be software. It was felt that we should get those people on board now (software companies, system integrators etc.).
- It was suggested that the Federation should educate scale users, for example at 3rd level education. As part of their course we could sell the benefits of the UKWF for when they go out in to the industry. This would influence people at a crucial point.
- In summary, the focus for tomorrow should be to raise the Federations credibility.

JAS asked whether, during any point of the discussions, the UKWF logo was raised. Chris confirmed that this was not discussed. John Coughlan thought that we shouldn't 'mess' with the brand.

Red Team:

"Market Surveillance

How important is this to UKWF members? How can the UKWF contribute and make this work for us?"

David Green provided his teams' feedback:

The two answers to these questions were very and with difficulty. It was felt that this was a double-edged sword. The group looked at the number of members within the Federation and how many manufacturers and how many were importers. They thought that approximately 15 members were manufacturers. It is very important that Market Surveillance should be carried out but it is almost impossible. There is a 'threat' of products coming in to the UK with a lower capacity. Members have lifted above that threshold. Everything is price driven.

The difficulty is that people can now buy cheap scales so that when they don't work they can simply throw them away.

Market Surveillance can only work with Federations such as the UKWF and CECIP and the UKWF have to lobby in the UK and Europe for it.

David explained that in the USA, there is an approval scheme which started with load cells, which was an audit process. Any product brought in to America is audited. If the product is not approved, it could cost the company tens of thousands of dollars. Unless that product is approved, you cannot place it on the market.

However, people can now purchase products over the internet.

It was felt that there should be more calibrations to help limit the products that do not meet the specification.

In summary, market surveillance is very important, but it is almost impossible to do.

JAS thanked everyone for their feedback and for taking part. The views of the members are appreciated and will be taken on board for consideration.

4. Meeting Ends

JAS thanked everyone for attending and reminded everyone about the dinner and golf day.

The meeting was then declared closed.

Signed _____
Date _____