



2015 SERVICE-ICAR SRL Board meeting (May 19th, 2015 from 20h00 to 21h00 CET)

1. Call to order and approval of the agenda

In attendance: Hans Wilmink, President, Kaivo Ilves, Jay Mattison, (Board members). From the Secretariat: Martin Burke (CE), Juhani Maki-Hokkonen, Milan Zjalic, Elena Couto, Brian Wickham, Charl Hunlun and Cesare Mosconi.

Apologies received from Laurent Journaux, Marco Winters and Milan Zjalic.

Motion: It was duly moved, seconded and carried that the agenda is approved as presented.

2. Approval of the minutes of 24th March 2015

Motion: It was duly moved, seconded and carried that the minutes of 24th March 2015 are approved as presented.

3. Matters arising

No issues arising from the previous meeting.

4. CE Report

Financial

4.1. S.I. 2014 Year to date (YTD) to 30th April 2015

Martin Burke presented the financial situation at 30th April 2015. He apologised for the modified last version of the Income statement sent at a later stage.

The CE explained that it is difficult at this stage to evaluate the income compare to the budget, as this item is not linear during the year, but although the revenue is less than budgeted it has to be considered that in the balance sheet the amount as deferred income for the invoices issued since the beginning of the year is higher.

Jay Mattison asked to have for the next provisional situation a document with explanatory notes. The next situation will be presented in October with the figures until 30th September.

Legal

4.2. Standard laboratory contracts

Martin Buke worked with Jussi on the basic contract to be used with the different laboratories. The last version has been sent to the lawyer for finalisation tomorrow during the meeting scheduled at 11h00. The scope is to have a more standardisation contract for the ID and RD services and according to last Civil Code of the Italian law.



S.I. "service providing" Groups

4.3. Milk Analysis SC.

The CE and Brian Wickham had a conference call with the chair of the SC mainly to discuss how to ensure that the International Ring Test comes back under S.I.

Next week CE will have a call with Silvia Orlandini who is not independent from AIA about the technical work to be done.

Kaivo Ilves wanted to know if Actilait was informed about the changes. Brian Wickham explained that the contract with Actilait was signed only for one year and the matter is under discussion within the SC where one of the member is working for Actilait.

Brian Wickham asked the President and Jay Mattison to be available for half an hour in Krakow to meet with the SC. This will be also a good opportunity to meet the new chair and explain expectations from the Board.

The objective is to have this service under S.I., then we will sub-contract the laboratory to perform the tests.

4.4. Recording Devices SC.

The CE had a conference call with the new chair, Steven Sievert, and Brian Wickham has drafted the new ToR which have been reviewed by the CE, the chair and Jussi.

The major difference in the new ToR is the tissue sampling to be covered by this SC; maybe there will be a need to "rename" the SC. The new ToR will be submitted to ICAR Board in Krakow for endorsement. Hans Wilmink noticed that in the new document there is still "Secretary General" which has to be changed into "CE".

4.5. ID Devices SC.

The CE reported that early May he visited with the President the ID laboratories in The Netherlands and Germany. IMA (The Netherlands) is more focused on RFID and do not seem to be interested in enlarging their activities. Both responsible, Kees van't Klooster and Pieter Hogewerf, are involved in ISO WG3 as chairman and deputy chair, respectively. It will be important to attend the next WG3 of ISO on 17th June in Madrid; possibly with the new chair of the SC.

Jay Mattison pointed out that dates of ISO meeting are very close to the Krakow meeting, and the President already informed P. Hogewerf that due to this close dates it could be that the new chair may not attend.

The deadline for submission of applications for chair is 22nd May. The CE will ask the ICAR Board to approve the new chair in a telephone call or by email to speed-up the process and maybe ensure his/her participation to this ISO meeting.

As last solution, Jussi may go with Martin Burke to the meeting.

The President had very good impression from the labs; very professional. Martin Burke indicated that we have now overload working and it will be important to have other laboratories to face the requests of test. Jay Mattison endorsed the approach and urged the SC for ID devices to go about qualifying SAIT laboratory asap.

Following the suggestion from Laurent Journaux, Martin Burke took some additional information and gave an update about ISO/IEC 17065 which may recognise us as Certification Body. The Secretariat and the CE will review this ISO 17065 to see if appropriate to S.I.



Future ICAR and S.I. Board meetings

The table with the schedule for the next meetings was approved as presented.

Elena Couto informed that a General Assembly of S.I. is needed in Krakow to re-elect the President and Board members as their mandate finalized last April with the approval of 2014 Financial statement.

It was decided to have the GA at the end of the ICAR Board on 8th June with the presence of all the ICAR Board members.

5. Any other business

No other business.

6. Adjourn

The meeting was closed on at 20h45.