

CBIP Annual General Meeting - 2006.

Draft Minutes of the Twenty Third Annual General Meeting of the CBIP Board. (to be approved by the 2007 AGM)

Meeting Details.

The meeting was held in the Conference Room of the Hamilton Club, 21 Grantham Street, Hamilton, on Wednesday 31 May 2006, commencing at 10:00 am.

Meeting Opening.

The Chairman, Mr John Wilson in opening the meeting welcomed those attending. He emphasised that this was the first AGM to be held under the provisions of the new CBIP Constitution and that it was pleasing to see a total attendance of around forty five persons including all those who were CBIP Board members.

Papers Tabled.

A number of papers were distributed to those attending as they entered the meeting room. They included minutes of the AGM for the previous year, the CBIP Chairman's report, the financial report for the 2005 year ending 31 December 2005, the report from the NDT sector Technical Advisory Committee, (TAC) Chairman, Mr Robert Penney and reports from the Chairmen of the various inspection sector examination panels as follows –

- Pressure Equipment - Mr Michael Tosio.
- Cranes - Mr Steve Mabbett.
- Welding - Mr. Robert Thompson.
- Elevated Work Platforms – Mr Bryan Nunweek.

Introductions.

The Chairman then briefly introduced the members of the CBIP Board and himself to those present these being –

Permanent Members.

David Barnett – Executive Officer. Australian Institute of Non-Destructive Testing.

Mick Bell – NZNDTA, ATC Ltd.

Bryn George – Non Voting Member, Department of Labour.

Contributing Members - Inspection Industry.

Malcolm Kelsen – NDT Sector. Methanex NZ Ltd.

Bill Black – Equipment Inspection Sector. SGS M&I.

**Contributing Members – End Users.
Manufacturing Sector.**

Wolfgang Scholz – Heavy Engineering Research Association.

Non-Manufacturing Sector.

Michael Tosio – New Zealand Refining Company.

Ian Whyte – Carter Holt Harvey.

Nick Childs – Genesis Energy.

**Ordinary Member Group.
Inspection Industry Discipline Sector.**

Steve Mabbett – Nortel Ltd.

John Wilson – E.J.Wilson and Associates Ltd.

NDT Discipline Sector,

Rob Penney – Southern QA Ltd.

(This position requires filling.)

Minutes of AGM 2005.

It was proposed that the minutes of the 2005 AGM be taken as read –

Proposed - Mick Bell seconded Michael Tosio. **Carried.**

After some general conversation concerning the minutes it was proposed that the minutes be adopted.

Proposed Nick Childs seconded Steve Mabbett. **Carried.**

Matters Arising.

There were no items of substance arising from the minutes of the 2005 AGM.

Chairman's Report.

It was proposed that the Chairman's report be taken as read –

Proposed Mick Bell seconded Michael Tosio. **Carried.**

The Chairman then invited questions relation to his report. Several questions asked related to the ability of CBIP to continue remaining financial for the remainder of 2006.

The Chairman responded that a number of avenues had already been explored and that up until now no source of additional funding had been found.

In response to further questions he said that CBIP has been operating since 1993 under the regulatory authority of the Department of Labour, (who are also Contributing Members of CBIP), but that apart from the standard fees that Contributing Members pay, the Department has not been able to provide any additional funding.

He confirmed that in meeting the requirements of the regulators in achieving accreditation under JASANZ to AS ISO/IEC 17024 – 2004 “*Conformity Assessment – General Requirements for Bodies Operating Certification of Persons*” (ISO 17024), CBIP was incurring major expenses that will have initial and re-occurring components.

In response to questions as to what will happen when funding reserves get to a low level he indicated that would be a Board decision but that he saw it as being the responsibility of CBIP to ensure that CBIP ceased operations some time prior to a situation developing where it would not be able to meet its creditors.

He emphasised that the funding situation was already at a critical stage and that the continuation of CBIP for a number of years has been dependant on a very high level of voluntary work continuing. All those volunteers had real jobs to fill as well as expending a considerable amount of time every week on matters associated with CBIP. He and the CBIP Board were very grateful to those persons supporting CBIP without any financial recompense.

It was proposed that the Chairman’s report be accepted –
Proposed - Ian Whyte seconded Bill Black. **Carried.**

Reports from the NDT TAC and exam panel Chairmen.

After some discussion and questions seeking clarification it was proposed that these reports be accepted –

Proposed, Bill Black seconded Michael Tosio. **Carried.**

CBIP Financial Report for 2005.

Wolfgang Scholz as CBIP’s treasurer was invited to speak to the Financial Report. He emphasised that all work on the CBIP Board and on the considerable number of panels that support the Board is voluntary and that such work carried out is recognised as being essential. He explained that the modest financial reserves that CBIP had earlier built up had now been significantly reduced and would probably be totally expended over the next few months.

In response to questions asked he said that CBIP was now only focusing on minimizing expenditure and that should unforeseen expenditures arise CBIP

would be unlikely to be able to meet them unless additional sources of funding were quickly secured.

The question was asked as to CBIP's expected deficit at the end of 2006. The general response from the Chairman was to the effect that it was desirable for CBIP to cease operations prior to that situation arising.

Continuation of Funding.

In introducing this subject the Chairman outlined that in order to prepare for commencing the accreditation process the Quality Procedure Manual (QPM) and the Standards of Proficiency (SoP's) needed rewriting. There are around 28 sections in the QPM and 10 - 15 in the SoP's. The uncertainty of these numbers is that it is intended to reduce them to a lesser number but they all need to be reviewed and common sectors standardised prior to seeking accreditation.

It is estimated that some 150 hours were required for the processing of each of them. Also examination questions needed to be prepared, additional non-destructive test pieces needed to be purchased and work was required to maintain the CBIP data base.

The annual cost of CBIP's operations was estimated as being \$150,000 while an additional amount is required to deal with the completion for the preparation work necessary to undergo the initial series of accreditation audits under JASANZ for complete compliance with ISO 17024.

David Barnett in response to earlier comment from the floor outlined the means that AINDT used to secure funding and pointed out the problems associated with creating a national association of equipment inspectors as had been suggested as a possible solution. It would not be possible for such an association to achieve accreditation within the framework of ISO 17024. Accreditation systems must focus totally on the certification of personnel and must be completely separate from all training operations.

Bryn George spoke briefly about the responsibilities on CBIP that resulted from operating under regulatory delegation.

The advantages to be gained by New Zealand manufacturers and exporters through greater and more rapid acceptability of export product through CBIP achieving equipment inspector accreditation under JASANZ to ISO 17024 were also highlighted.

General Business.

There were no items introduced under this heading.

Election Process.

The persons seeking election to the CBIP Board were –

Contributing Member Category. One Position.

Nick Childs. Nominated - Bill Black. Seconded - Ian Whyte.

Maurice Davis. Nominated – Steve Mabbett. Seconded - Peter George.

Ordinary Member Category Inspection Sector. One Position.

Jim Elley. Nominated – Terry Reynolds. Seconded - John Phillips.

Dean Van Buuren. Nominated - Terry Reynolds. Seconded - Shane Tomkinson

John Wilson. Nominated – Ian Baggott. Seconded – Graham Dart.

Ordinary Member Category NDT Sector. Two Positions

Alan Askham. Nominated – Roy Askham. Seconded – Alan Lee.

John Carter. Nominated – David McCullum. Seconded – Alan Coleman.

Rob Penney. Nominated – Brendan Isherwood. Seconded – Mick Bell.

At this stage the Chairman, John Wilson as an interested party in the election process vacated the chair and handed it over to Ian Whyte for the remainder of the AGM.

(The required nomination forms for the persons seeking election had earlier been verified by Michael Tosio and John Stark as complying with the special requirements agreed to by the CBIP Board. Those special requirements are to apply only to this one meeting).

Each person nominated was invited to speak for no longer than five minutes as to what particular skills and contributions they would bring to the CBIP Board.

The election voting papers were then distributed in turn for each of the four vacant positions by David Barnett and Bryn George who had been appointed by

the Board to act as scrutinisers. The voting processes were conducted as secret votes.

On completion of the counting of the votes the results of the election were announced by the Chairman. They were –

For the ordinary member position in the NDT sector **Alan Askham** and **Rob Penney** were appointed.

For the ordinary member position in the Inspection sector **John Wilson** was appointed.

For the contributing member position **Maurice Davis** was appointed.

The Chairman, Ian Whyte, welcomed these persons who were new appointees to the CBIP Board.

It was proposed by Malcolm Kelsen that all voting papers now be destroyed, seconded Rob Penney. **Carried.**

The Chairman thanked all persons for attending and for their contributions and then closed the meeting at 12:30 noon.

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