









Derek Lamb 138 Issues **2 Unread** | Imported 05 May 13:53:09 | [Holiday Requests](#) | [Out of Office: HL PC](#) [Future](#)



Showing minutes for :

Held on 14 Feb 2017 09:02:39

(0.0) VIAMED Management Meeting Actions Created / Updated:

87905 Subject Cheques To Bank
(432)

Issued To: Helen Lamb

Created: 27 Jan 2017

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes

System Generated

Task To be Completed

Completion Notes

(0.0) VIAMED Management Meeting Actions Created / Updated:

88547 Subject Remit Processing
(444)

Issued To: Helen Lamb

Created: 07 Feb 2017

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes

System Generated Task To be Completed

14 Feb 2017 Helen Lamb

done

Completion Notes

Auto Close Auto Issues

(0.0) VIAMED Management Meeting Actions Created / Updated:

88861 Subject Purchase Invoices
(443)

Issued To: Helen Lamb

Created: 13 Feb 2017

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes

System Generated

Task To be Completed

13 Feb 2017 Helen Lamb

done

Completion Notes

(0.0) VIAMED Management Meeting Actions Created / Updated:

88959 **Subject** Remit Processing
(444)

Issued To: Helen Lamb

Created: 14 Feb 2017

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes

System Generated Task To be Completed

14 Feb 2017 Helen Lamb

done

Completion Notes

Auto Close Auto Issues

(0.0) VIAMED Management Meeting Actions Created / Updated:

88960 **Subject** Off Site Backup
(452)

Issued To: Derek Lamb

Created: 14 Feb 2017

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes

System Generated Task To be Completed

14 Feb 2017 Derek Lamb

Done

Completion Notes

(0.0) VIAMED Management Meeting Agenda Section Reviewed All Outstanding Issues Read

(22.1) Calibration / P.A.T. Agenda Section Reviewed All Outstanding Issues Read

(23.0) BSI Audits Agenda Section Reviewed All Outstanding Issues Read

(3.1) Back Order Report Actions Created / Updated:

89013 **Subject** Objective Target To
full fill all customer orders

Issued To: General

Created: 14 Feb 2017

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes

14 Feb 2017 Derek Lamb

We appear to be keeping on top of customer orders
with no major out of the ordinary backlogs

Completion Notes

(3.1) Back Order Report Agenda Section Reviewed All Outstanding Issues Read

(13.1) Projects Agenda Section Reviewed All Outstanding Issues Read

(11.1) Non Conformance Issues Agenda Section Reviewed All Outstanding Issues Read(26.1) CE Files Review Actions Created / Updated:

63089 **Subject** Nova OEM
agreement

Issued To: Derek Lamb

Created: 21 Sep 2015

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes

Added by John Lamb sent to Derek Lamb
Doc 8025 & 8025 need replacing with our new
agreement

Completion Notes(26.1) CE Files Review Agenda Section Reviewed All Outstanding Issues Read(27.1) EN Standards up to date Agenda Section Reviewed All Outstanding Issues Read(28.1) BSI Standards up to date Actions Created / Updated:

64035 **Subject** Regulatory
Requirements (48)

Issued To: Derek Lamb

Created: 27 Oct 2015

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes

System Generated
Ensure all Regulatory requirements are upto date.

Complete the Document upto date reviews on all
documents.

European Commission harmonised standards to check
documentation upto date
[http://ec.europa.eu/enterprise/policies/european-](http://ec.europa.eu/enterprise/policies/european-standards/documents/harmonised-standards-legislation/list-references/medical-devices/index_en.htm)
[standards/documents/harmonised-standards-](http://ec.europa.eu/enterprise/policies/european-standards/documents/harmonised-standards-legislation/list-references/medical-devices/index_en.htm)
[legislation/list-references/medical-devices/index_en.htm](http://ec.europa.eu/enterprise/policies/european-standards/documents/harmonised-standards-legislation/list-references/medical-devices/index_en.htm)

Completion Notes(28.1) BSI Standards up to date Actions Created / Updated:

82310 **Subject** Regulatory
Requirements (48)

Issued To: Derek Lamb

Created: 27 Oct 2016

Completed 14 Feb 2017

Stock Ref:

Notes

System Generated
Ensure all Regulatory requirements are upto date.

Complete the Document upto date reviews on all
documents.

European Commission harmonised standards to check

Completion Notes

Opera A/c:**Order #**

documentation upto date

http://ec.europa.eu/enterprise/policies/european-standards/documents/harmonised-standards-legislation/list-references/medical-devices/index_en.htm
(28.1) BSI Standards up to date Agenda Section Reviewed All Outstanding Issues Read**(8.1) Supplier Review Actions Created / Updated:**89026 **Subject** Objective All**Notes****Completion Notes**

Supplier reviewed at least once per

14 Feb 2017 Derek Lamb

year

All Supplier reviews are up to date

All Supplier certification(s) to be kept up-to date

Issued To:General**Created:** 14 Feb 2017**Completed** 14 Feb 2017**Stock Ref:****Opera A/c:****Order #****(8.1) Supplier Review Agenda Section Reviewed All Outstanding Issues Read****(30.1) General Maintenance Requirements Agenda Section Reviewed All Outstanding Issues Read****(18.3) Review Accident Book Actions Created / Updated:**89043 **Subject** Objective Target to**Notes****Completion Notes**

have No employee accidents

14 Feb 2017 Derek Lamb

Issued To:General

Helen Lamb 30/09/16 Sarah Walton Ghyll House -

Created: 14 Feb 2017

Hall External Hazards First Aid Box One plaster

Completed 14 Feb 2017

Sarah bumped in to the door on her way in to work

Stock Ref:

this morning, 30th Sept 16. She got a scratched

Opera A/c:

tummy, which was catching on her top so a plaster

Order #

was given.

(18.3) Review Accident Book Agenda Section Reviewed All Outstanding Issues Read**(29.1) General Issues Agenda Section Reviewed All Outstanding Issues Read**

[\(24.1\) Internal Process Verification Agenda Section Reviewed All Outstanding Issues Read](#)[\(9.1\) Customer Complaints Agenda Section Reviewed All Outstanding Issues Read](#)[\(10.1\) Customer or Product Feedback Agenda Section Reviewed All Outstanding Issues Read](#)[\(1.1\) Any Changes in Agenda Actions Created / Updated:](#)

82569 Subject Quartly Management Meeting Due (83) Issued To: Derek Lamb Created: 01 Nov 2016 Completed 14 Feb 2017 Stock Ref: Opera A/c: Order #	Notes System Generated Management Meeting Due	Completion Notes done
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[\(1.1\) Any Changes in Agenda Actions Created / Updated:](#)

88161 Subject Quartly Management Meeting Due (83) Issued To: Derek Lamb Created: 01 Feb 2017 Completed 14 Feb 2017 Stock Ref: Opera A/c: Order #	Notes System Generated Management Meeting Due 14 Feb 2017 Derek Lamb done 14 Feb 2017 Derek Lamb	Completion Notes Auto Close Auto Issues
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[\(1.1\) Any Changes in Agenda Actions Created / Updated:](#)

89007 Subject Objective Ensure the Agenda on the right is Suitable for purpose Issued To: General Created: 14 Feb 2017 Completed 14 Feb 2017 Stock Ref: Opera A/c: Order #	Notes 14 Feb 2017 Derek Lamb No Changes required	Completion Notes
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[\(1.1\) Any Changes in Agenda Agenda Section Reviewed All Outstanding Issues Read](#)

[\(12.1\) MDA Recalls Agenda Section Reviewed All Outstanding Issues Read](#)

[\(16.1\) Future Reviews - Waste Agenda Section Reviewed All Outstanding Issues Read](#)

[\(14.0\) Personnel Requirements and Training Actions Created / Updated:](#)

72215 **Subject** Capnography
training for the office

Issued To: Steve Nixon

Created: 31 May 2016

Completed 04 May 2017

Stock Ref:

Opera A/c:

Order #

Notes

Added by Helen Lamb sent to Steve Nixon
Capnography Training For The Office :Issue Visable
to: Jonathan Connor AND Helen Lamb Viamed
VIAMED Management Meeting Personnel
Requirements and Training # 71966 24 May 2016
03:56:54 PM By Jonathan Connor Please can you
arrange training for the VM2500 series with the office.
I would suggest RS and SH doing the training
together. I keep getting asked simple questions that
should be covered in basic training. Such as what is
the IRMA adapter for.

20 Jun 2016 Steve Nixon

OK will resolve, we will also provide PP presentation.

14 Feb 2017 Derek Lamb

Was this Completed?

Completion Notes

[\(14.0\) Personnel Requirements and Training Actions Created / Updated:](#)

74624 **Subject** Automotive Training

Issued To: Steve Nixon

Created: 08 Jul 2016

Completed 01 Jan 1970

Stock Ref:

Opera A/c:

Order #

Notes

Added by Katie Evans sent to Helen Lamb
I am very keen to be trained on automotive products.
Pros/cons and unique selling points, plus detail into
the technical details. I would really, really like to push
automotive sales as SN has asked. I do know the
market and feel I could make a difference here if I
knew more about the products

Completion Notes

11 Jul 2016 Helen Lamb

Steve wanting to do versa stream first so will train on that next week please re send me this issue in a month so i can re ask about getting this done.

22 Dec 2016 Helen Lamb

Did this ever get done. can you send a request to Steve Nixon if not as he is now in more or less full time

14 Feb 2017 Derek Lamb

Issue to: Changed from Helen Lamb To Steve Nixon
Can this be arranged?

(14.0) Personnel Requirements and Training Actions Created / Updated:

77079 Subject Training Record

Review - please check your training records are up to date.

Issued To: Emma Clark

Created: 17 Aug 2016

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes

Copy Issue Main Issue #77074

Added by Helen Lamb sent to Catherine Spence

Can you please review your Training Records and check they are up to date. From IntraStats Click Employee -> My Training Records -> Review / Update

Completion Notes**(14.0) Personnel Requirements and Training Agenda Section Reviewed All Outstanding Issues Read****(31.1) Passwords Codes other Private information Actions Created / Updated:**

84530 Subject syncing smart pen

livescribe evernote NOTES ON

HOW TO

Issued To: Helen Lamb

Created: 30 Nov 2016

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes

Added by Helen Lamb sent to Helen Lamb

syncing smart pen livescribe evernote when trying to access pen data recordings and notebooks. Need to sync pen using tap shortcuts if what you expect to show isn't you may need to re authorise the Livescribe accounts linked to Evernote. Log into <https://www.livescribe.com> helen viamed email pass No. then find Evernote Account - you can sync and reauthorise to both accounts . still not working

Completion Notes

[\(31.1\) Passwords Codes other Private information Agenda Section Reviewed All Outstanding Issues Read](#)

[\(17.2\) Future Reviews - First Aid Agenda Section Reviewed All Outstanding Issues Read](#)

[\(17.2\) Future Reviews - First Aid Actions Created / Updated:](#)

89042 **Subject** Objective Target to
always have at least 1 member of
staff with upto date first aid training

Notes

14 Feb 2017 Derek Lamb
Cathy Green

Completion Notes

Issued To:General

Created: 14 Feb 2017

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

[\(15.1\) Grants Actions Created / Updated:](#)

86752 **Subject** Invoice from
Accountants Armstrong Watson re
accounts up to Oct 16

Notes

Added by Helen Lamb sent to Derek Lamb
Invoice from Accountants Armstrong Watson re
accounts up to Oct 16 Invoice attached.

Completion Notes

Issued To:Derek Lamb

Created: 09 Jan 2017

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

03 Feb 2017 Derek Lamb

thanks, think it was decided not to allocate to the
project

[\(15.1\) Grants Agenda Section Reviewed All Outstanding Issues Read](#)

[\(32.1\) Issues for Accountants Agenda Section Reviewed All Outstanding Issues Read](#)

[\(19.4\) Future Reviews - Internal Audits Actions Created / Updated:](#)

79629 **Subject** Objective To have
no outstanding Audits over 30 days

Notes

20 Sep 2016 Derek Lamb
require a review screen for this

Completion Notes

Issued To:Derek Lamb

Created: 20 Sep 2016

Completed 14 Feb 2017

Stock Ref:

08 Feb 2017 Derek Lamb

while not easily able to manage 30 days standards

Opera A/c:
Order #

imply once per year, this is easily done during the
anaysis of data where by the tasks and audits are
already reviewed.

(19.4) Future Reviews - Internal Audits Actions Created / Updated:

89045 **Subject** Objective To have
no outstanding Audits over 30 days

Notes

Completion Notes

Issued To:General

Created: 14 Feb 2017

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

14 Feb 2017 Derek Lamb

New audit system pretty much in place.

the yearly audits may go over 30 Days, but the rolling
audits are being kept upto date.

Will wait until the next management meeting to see if
we need to seperated the objective into both types of
audit

(19.4) Future Reviews - Internal Audits Agenda Section Reviewed All Outstanding Issues Read

(6.1) Requested Supplier Payments Actions Created / Updated:

89023 **Subject** Objective All
payments to supplier to be done
within Terms

Notes

Completion Notes

Issued To:General

Created: 14 Feb 2017

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

14 Feb 2017 Derek Lamb

No supplier payments are over terms

(6.1) Requested Supplier Payments Agenda Section Reviewed All Outstanding Issues Read

(20.5) Future Reviews - Risk Assessment HSE Actions Created / Updated:

78288 **Subject** Fire Alarm Test (52)

Notes

Completion Notes

Issued To:Helen Lamb

Created: 05 Sep 2016

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

System Generated

Please Test the Fire Alarm

(20.5) Future Reviews - Risk Assessment HSE Actions Created / Updated:

<u>82501 Subject HSE Risk Assessment (12)</u>	<u>Notes</u>	<u>Completion Notes</u>
<u>Issued To:</u> Helen Lamb	<u>System Generated</u>	
<u>Created:</u> 31 Oct 2016	<u>Perform HSE Risk Assessment.</u>	
<u>Completed</u> 14 Feb 2017		
<u>Stock Ref:</u>		
<u>Opera A/c:</u>		
<u>Order #</u>		
	<u>Relssue Meesage of the Day with regard to Employees being aware of HSE documentation / policy. and Location of Fire Exits and First Aid Kits..</u>	
	<u>Send new Issue to Projects Asking if New HSE implications have arisen from new products. Review Online the Local Community Risk Register. Check the Viamed Overall Risk Analysis Program Document in the Index to check its still current.</u>	
	<u>31 Oct 2016 Derek Lamb</u>	
	<u>Next Action Changed From Derek Lamb To Helen Lamb No new Projects in last 12 months. All Viamed CE products PMS risk reports uptodate as of 31-10-2016. Checked the Viamed overall risk program as current. Still Staff and LCRR todo</u>	

(20.5) Future Reviews - Risk Assessment HSE Actions Created / Updated:

<u>82574 Subject Fire Alarm Evacuation Drill (141)</u>	<u>Notes</u>	<u>Completion Notes</u>
<u>Issued To:</u> Helen Lamb	<u>System Generated</u>	
<u>Created:</u> 01 Nov 2016	<u>Perform the Fire Drill. (wednesday mornings)</u>	
<u>Completed</u> 14 Feb 2017		
<u>Stock Ref:</u>		
<u>Opera A/c:</u>		
<u>Order #</u>		
	<u>01 Nov 2016 Helen Lamb</u>	

(20.5) Future Reviews - Risk Assessment HSE Actions Created / Updated:

<u>85917 Subject Health and Safety Questionnaire please can you fill this in</u>	<u>Notes</u>	<u>Completion Notes</u>
<u>Issued To:</u> Steve Nixon	<u>Copy Issue Main Issue #85901</u>	
<u>Created:</u> 22 Dec 2016	<u>Added by Helen Lamb sent to Helen Lamb Health and Safety Questionnaire please can you fill this in and return to me. It can be found in Document</u>	

Completed [14 Feb 2017](#)
Stock Ref:
Opera A/c:
Order #

[Index - Doc id 7196 - HSE Advice Documents - HSE](#)
[Personnel Questionnaire](#)

[\(20.5\) Future Reviews - Risk Assessment HSE Agenda Section Reviewed All Outstanding Issues Read](#)

[\(21.6\) Review Weekly Meeting Actions Created / Updated:](#)

89050 **Subject** [Objective Hold weekly review at least once per month](#)

Issued To: [General](#)

Created: [14 Feb 2017](#)

Completed [14 Feb 2017](#)

Stock Ref:

Opera A/c:

Order #

Notes

[14 Feb 2017 Derek Lamb](#)

[we have held catch-up meetings but not been able to sit round a table and have a formal meeting.](#)

[however the meetings with staff controlles \(office / warehouse\) are going well now control of the meeting has been handed over to the controllers - with them coming forward to request the meeting](#)

Completion Notes

[\(21.6\) Review Weekly Meeting Agenda Section Reviewed All Outstanding Issues Read](#)

[\(25.1\) Other Actions Created / Updated:](#)

48698 **Subject** [Management sales tools](#)

Issued To: [Derek Lamb](#)

Created: [07 Mar 2014](#)

Completed [14 Feb 2017](#)

Stock Ref:

Opera A/c:

Order #

Notes

[Added by Steve Nixon sent to Derek Lamb](#)

[As discussed I need management sales tools to: a\)be informed of existing sales leads or have access to an overview. b\)change emphasis, so that sales staff are left to focus on 'prospective' sales and thus leave the office to primarily focus on 'reactive' sales. c\)direct all sales enquiries to the office first - so that they can filter out the day-to-day sales and leave sales staff to concentrate on prospective sales or specialist high-value sales. The office staff can decide whether they take ownership of the sales leads or direct them to other staff. This could also be a safety net for VST and Vandagraph. For c\) above can you add to intratstats so that sales enquiries collate onto a new specific screen. The 'sales active list' screen to be accessible by all, so that any individual can take](#)

Completion Notes

ownership and reply to the enquiry. Ideally this would be similar to the active list and production list: enquiries (internet, email, phone) should be in date order priority, but if necessary I can override the priority and move them up and down the list. Could we also indicate the source of the enquiry, i.e. exhibition, mailshot, advertising. Once dealt with the enquiries can be deleted from the list. However, ideally once acted upon could the enquires be moved onto a sales issue - so that we can track the sales lead down a sales funnel. The sales issue to be deleted only when a sale has resulted or when the lead has gone cold. Where sales have gone cold we could use codes (like repair system) to identify the reason and by running reports identify areas of concern, i.e. price, specification...

01 Mar 2016 Derek Lamb

Still not sure how to implement this, never been able to get sh / rs to fill in potential sales leads b/ Sales staff are doing much more on lost sales over the last few months. c/ Added now logging against the new call log system, so catrin can add list of tick boxes to follow marketing campaigns, Can already tick price enquiries against stock references, A review screen now needs to be designed reading back this data were building.

(25.1) Other Actions Created / Updated:

56849 Subject Returns statistics & Notes
reporting

Issued To: Derek Lamb

Created: 19 Feb 2015

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Added by Steve Nixon sent to Derek Lamb
As discussed we tidy up the returns stats. Initially for oxygen sensors. Besides individual stats, we could also do with being able analyse as a group, i.e. all VST sensors, all medical sensors from a particular supplier.... For the individual sensor reports, could do with first release date including, so as to be able to quantify the results more.

Completion Notes

02 Feb 2017 Derek LambI believe this can now be done from stock groups**(25.1) Other Actions Created / Updated:****61145 Subject** DB3 ProductionProject 2015**Issued To:** Steve Nixon**Created:** 25 Jul 2015**Completed** 14 Feb 2017**Stock Ref:****Opera A/c:****Order #****Notes**

Added by Steve Nixon sent to Steve Nixon
July 11th Hi Steve. After the internal discussion, we
can try another business model. We will source the
suppliers after the audit and we will send you the
quotation for your review. The basic requirement is
that the process comply with ISO 13485 and the
target unit price should be lower than the current one
in AML. When the project kicks off, we will provide
on-site support (i.e. quality inspection) per request
and we will send you another quotation based on the
request at that time. Meanwhile, I do follow up the
project via email or phone without any additional
charge. Since we need a lot of time to discuss the
project with the suppliers and get the quotation, I
would make some charge on it. We will get the
payment when the stage is completed. The new
quotation is below: Stage Item Total (US\$) I AML
Audit 2400 II Sourcing and Follow up until project kick
off 1600 Total 4,000 Hope that you would like this
proposal and we can arrange the conference call to
discuss in detail. Thanks, Wayne

Completion Notes**25 Jul 2015 Steve Nixon**

July 20th Hi Steve, Per our discussion, please kindly
send me some samples to the following address:
Room 2101, King Palace Plaza, 52A Sha Tsui Road,
Tsuen Wan, New Territories, Hong Kong Tel:
(852)9550-5212 Thanks, Wayne Alliance K Medical
Device Limited

25 Jul 2015 Steve Nixon

July 21st Hi Steve, Attached please find the quotation
about the production transfer. If it is accepted, please
kindly issue the PO and I will arrange the audit.

Please feel free to contact me for any question.
Thanks, Wayne

25 Jul 2015 Steve Nixon

July 25th Thanks Wayne I am away from the office for two weeks, but have email access. I will ask my colleagues to raise a P.O. and email it to you. Quick questions relating to the terms and conditions: IV Viamed Limited will not bear any responsibility of patent infringement. Are you sure this is correct Shouldn't it say Viamed will bear... There is no issue here, as we have all the rights etc. V Viamed Limited will indemnify Alliance K Medical Device Limited on (Patent / Brand / Trademark) IP infringement free. Can you please clarify I understand that you wouldn't want to be liable to any 3rd party, but in this case we have all the rights. Can we have a statement as such that Alliance K Medical Device Limited maintains confidentiality and as no rights to the Viamed Microstim DB3 product design, brand, trademark....
Regards Steve

25 Jul 2015 Steve Nixon

Hi Wayne Originally AML supplied the Microstim, patient lead, user manual and packaging (inner & outer). Now we just need the Microstim manufacturing. Viamed will produce/source the patient lead, user manual, packaging, lower casing label and the battery. Ideally please manufacture as per the samples provided. If necessary we can rework the PCB assembly to accommodate any component changes. The PCB assembly is supplied complete with the PIC processor, potentiometer and transistor PSS8050C, but I have included them in the parts list as I supplied these free issue last time. Please let me know if you need me to supply these free issue again, it would make sense to at least transfer over the 2000 transistors. AML have the moulding tools and the production testing tools. Also

we ideally need them to hand over the production/testing files and the PIC processor programming data. Please let me know the MOQ for the complete Microstim production. Above and beyond this there may be higher MOQs for items such as the transformers and the moulded casing parts. I believe the key parts are the transformer and the output connector (2530010). In with the initial production batch I would also like to order spare parts, the main ones being complete PCBs and the intensity control knobs. The intensity control knob is the weak link of the design, if we use this for any future products we should modify it slightly. Regards Steve

25 Jul 2015 Steve Nixon

See also issues: 61146 61147

25 Jul 2015 Steve Nixon

Hi Wayne I will ask my colleague Derek to email you the BOM together with assembly drawings (approx. 30 pages) Steve

16 Feb 2016 Steve Nixon

Assessing 3 received pre-production prototypes.

(25.1) Other Actions Created / Updated:

63801 **Subject** Maquet 66 40 044
E407E copy sensor from Pakistan

Issued To: Steve Nixon

Created: 16 Oct 2015

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes

Added by Steve Nixon sent to Steve Nixon
Believe using a Teledyne R-15 as the base sensor.
They have produced the sensor cap, PCB, label and packaging. The whole assembly is very dirty, even had an hair on the sensor. Looks like they have their own blister packaging machine. They are trying to pass off as an original using Maquet name and stating manufactured by Envitec.

Completion Notes

26 Oct 2015 Steve Nixon

Company manufacturing/supplying these sensors is

CM Traders. M. Nadeem Amin 31, 189 Atif Park New Boghiwall, Baghban, Pura Lahore 54600 Pakistan M. Nadeem Amin 88-B The Broadway Southall Middlesex London UB1 1QF

26 Oct 2015 Steve Nixon

ganadeem2001@yahoo.com 44 (0)7931 872639

(25.1) Other Actions Created / Updated:

64356 Subject Automotive database

Issued To:Derek Lamb

Created: 04 Nov 2015

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes

Added by Steve Nixon sent to Derek Lamb
Type drop down: MOT station Service organization
Distributor Manufacturer Using/Supplying Oxygen
sensors: YES/NO If already using/supplying, then
which manufacturer: Teledyne Envitec International
Technologies Analytical Industries City Technology
Maxtec Need to be able to add to the list.

Completion Notes

04 Nov 2015 Derek Lamb

Done the initial List. Need to add new tables for the
using/supplying manufacturer

(25.1) Other Actions Created / Updated:

66414 Subject Microstim DB3 production costs

Issued To:Helen Lamb

Created: 12 Jan 2016

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes

Added by Steve Nixon sent to Derek Lamb
The new batch have Microstim DB3s are being
produced by Medu-Scientific, we had previously
logged intial orders with their sister company Edu-
Science. Both Edu-Science orders have been
cancelled and reissued on Medu-Scientific. See
attached: Viamed IN142093 free issue parts supplied.
At some stage we need to offset the main order with
the cost of the components (cost of parts as if
obtained in China, Medu-Scientific produced a
spreadsheet). Medu-Scientific invoice MP116001 for
prototype Microstims (qty 270). Medu-Scientific
invoice MP116002 for production Microstims (qty
2000). Viamed purchase order POR10532 - for
prototypes. Viamed purchase order POR10533 - for

Completion Notes

[production units. Medu-Scientific quotation - pad printing fixture & artwork. Medu-Scientific invoice MP116007 - pad printing fixture & artwork. Medu-Scientific invoice MP116008 - battery contacts tooling. Viamed purchase order POR19534 - pad printing fixture & artwork. Viamed purchase order POR19535 - battery contacts tooling.](#)

12 Jan 2016 Steve Nixon

[Next Action Changed From Derek Lamb To Helen Lamb Helen, please transfer payment to Medu-Scientific. POR10535 50% USD \\$ 875.00 POR10534 50% USD \\$ 470.00 POR10532 30% USD \\$ 1.954.53 Once we confirm that the prototypes are OK \(February\), we should then pay: POR10533 30% USD \\$14,487.00](#)

12 Jan 2016 Helen Lamb

[payment made today for \\$17786.53](#)

12 Jan 2016 Helen Lamb

[not made this payment, sorry. My mistake as per discussion paying \\$32993.53 tomorrow when you are happy.](#)

12 Jan 2016 Steve Nixon[Should be \\$3,299.53 not \\$32993.53](#)

13 Jan 2016 Helen Lamb

[do you want me to make this payment.](#)

21 Jan 2016 Helen Lamb

[Done](#)

15 Jul 2016 Steve Nixon

[FYI, see attached price list for Microstim spare parts. I will raise a P.O. to cover for additional spare parts/future production parts.](#)

22 Jul 2016 Helen LambOK**06 Sep 2016 Steve Nixon**

I can't access Opera at the moment, but we generated extra Medu orders to cover buying spare parts and for transformers. Further to above notes. I believe you transferred the extra \$14,478 (POR10533 30%) back in February. can you please confirm. I believe you also transferred payment for the transformers. not sure about the spare parts. Do you have a list of all payments made to Medu so far? All being well, it should leave us to pay 70% balance of POR10532 and POR10533. minus the \$24,038.21 credit note value for parts we supplied free issue. We could also so with making adjustments for returned faulty units. I will clarify this with Jonathan.

06 Sep 2016 Helen LambPriority Changed From 5 To 1**18 Oct 2016 Steve Nixon**

Proposed email to send to Edu also need to confirm how many units we have received. Hi, I've prepared a quick overview of the purchase orders and payment status. Can you please check the table below and confirm that the details are correct. If so, Helen can you please transfer USD \$24,221.79. Viamed P.O.

Description	USD Status
POR10532 Prototypes	
\$8,397.24 PAID	
POR10533 Production units	
\$48,260.00	
POR10534 Pad printing tooling	\$940.00
PAID	
POR10535 Battery contacts tooling	\$1,750.00
PAID	
POR10731 Transformers	\$2,255.00
PAID	
\$48,260.00	
Credit note	\$24,038.21
Received Balance	
\$24,221.79	
POR10846 Spare Parts	\$10,721.00

NOTES: 1) We are still due the balance of the production units. 2) There will be units that need to be supplied free of charge in lieu of returned faulty units.

3) Viamed will still need to transfer payment for the spare parts. Walden please inform us when you want us to transfer payment.

27 Oct 2016 Steve Nixon

Copy below of email sent to Medu 24h Oct. Walden has now agreed to the balance, so please transfer. Current balance total to transfer to Medu-Scientific Ltd. USD \$23,111.81 There looks as though we have a slight difference in the number of units, no problem we can adjust via the balance payment. According to your figures you produces 2,302 units and we were expecting 2,348 units. We have already paid POR10532 (348 units) so we can adjust by paying for the balance of 1,954 units. Do you agree Walden, see below? If so, I will ask Helen to transfer the payment straight away.

31 Oct 2016 Helen Lamb

This has been paid

22 Dec 2016 Helen Lamb

How are we doing with this

(25.1) Other Actions Created / Updated:

66639 **Subject** Microstim DB3

Notes

Completion Notes

project reports from Medu-Scientific Added by Steve Nixon sent to Steve Nixon

Issued To: Steve Nixon

See attached.

Created: 18 Jan 2016

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

(25.1) Other Actions Created / Updated:

70259 **Subject** Teledyne - Sensors

Notes

Completion Notes

for Gas Phase Oxygen Analysis - Added by Steve Nixon sent to John Lamb

Jay Lauer

John, I assume that you have seen the attached?

Issued To: John Lamb

Created: 20 Apr 2016
Completed 14 Feb 2017
Stock Ref:
Opera A/c:
Order #

28 Apr 2016 John Lamb

(25.1) Other Actions Created / Updated:

71451 **Subject** The Modern
 Slavery Act 26th March 2015
Issued To:Helen Lamb
Created: 16 May 2016
Completed 14 Feb 2017
Stock Ref:
Opera A/c:
Order #

Notes

Copy Issue Main Issue #71450

Added by Steve Nixon sent to Derek Lamb
For discussion at our next meeting: We are starting to
get correspondence regarding The Modern Slavery
Act, see attached letter from Warrington Hospital.
Suggest we supply a statement as per the attached
draft. Can we incorporate as part of our supplier
review. just need a straight forward question adding.

Completion Notes

(25.1) Other Actions Created / Updated:

72022 **Subject** CPRM Project
Issued To:Derek Lamb
Created: 25 May 2016
Completed 14 Feb 2017
Stock Ref:
Opera A/c:
Order #

Notes

Added by Steve Nixon sent to Derek Lamb
Contactless Paediatric Respiration Monitor. Main
project contact: Oliver Wells Commercial Director.
D4D Ltd Tel: 07771 598644; email:
oliver.wells@d4dltd.co.uk I Floor, Royal Hallamshire
Hospital Sheffield Teaching Hospitals NHS
Foundation Trust, Glossop Road, Sheffield, S10 2JF
t: +44(0)114 271 2970 m: +44(0)7771 598644 e:
oliver.wells@d4dltd.co.uk w: http://d4dltd.co.uk/ Main
clinical contact: Heather Elphick
Heather.Elphick@sch.nhs.uk Sheffield Children`s
NHS Foundation Trust Western Bank Sheffield. S10
2TH www: http://www.sheffieldchildrens.nhs.uk

Completion Notes

(25.1) Other Actions Created / Updated:

72583 **Subject** Company Meeting
 Issues to compile and discuss
Issued To:Helen Lamb
Created: 07 Jun 2016

Notes

Added by Derek Lamb sent to Helen Lamb
Dont complete Issue its to compile subjects to
discuss at a general meeting with all staff.

Completion Notes

Completed 14 Feb 2017**Stock Ref:****Opera A/c:****Order #****07 Jun 2016 Derek Lamb****Pensions****07 Jun 2016 Derek Lamb****Companys strucure and working for viamed vst
vandagraph and human med. and how they are all
interrelated****07 Jun 2016 Derek Lamb** job description for jc ke**(25.1) Other Actions Created / Updated:****77787 Subject** Mission statement**Issued To:**Derek Lamb**Created:** 25 Aug 2016**Completed** 14 Feb 2017**Stock Ref:****Opera A/c:****Order #****Notes****Added by Steve Nixon sent to Derek Lamb****Can you let me know what the mission statement is?****Completion Notes****(25.1) Other Actions Created / Updated:****78457 Subject** 4420504 OEM**sales****Issued To:**Derek Lamb**Created:** 06 Sep 2016**Completed** 14 Feb 2017**Stock Ref:****Opera A/c:****Order #****Notes****Added by Steve Nixon sent to Derek Lamb****Derek, can you please ensure that 4420504 ISA
modules are exempt from commissions. We are
getting these from Ali and supplying Bernd more or
less at cost. They are being used as parts for BPM
and Viamed products.****Completion Notes****(25.1) Other Actions Created / Updated:****78967 Subject** Review Ethical**Policy (47)****Issued To:**Helen Lamb**Created:** 14 Sep 2016**Completed** 14 Feb 2017**Stock Ref:****Opera A/c:****Order #****Notes****System Generated****Review Ethical Policy in the Document index to
ensure it complys with current legislation****Completion Notes****14 Sep 2016 Derek Lamb**

Next Action Changed From Derek Lamb To Helen Lamb

(25.1) Other Actions Created / Updated:

<u>79442 Subject Meeting with TAI at Viamed</u>	<u>Notes</u>	<u>Completion Notes</u>
<u>Issued To:</u> Jean Lamb <u>Created:</u> 19 Sep 2016 <u>Completed</u> 14 Feb 2017 <u>Stock Ref:</u> <u>Opera A/c:</u> <u>Order #</u>	<u>Copy Issue Main Issue #79440</u> <u>Added by Steve Nixon sent to Derek Lamb</u> <u>Kunal & Tom plan to visit us on the 10th and 11th</u> <u>October. We will book them in at an hotel for the night</u> <u>of the 10th. Kunal has asked if we want to meet for</u> <u>dinner. They would then like a meeting at Viamed on</u> <u>Wednesday morning. then they will travel back to</u> <u>London on Wednesday afternoon.</u>	

(25.1) Other Actions Created / Updated:

<u>82157 Subject Fit for work note</u>	<u>Notes</u>	<u>Completion Notes</u>
<u>Issued To:</u> Helen Lamb <u>Created:</u> 24 Oct 2016 <u>Completed</u> 14 Feb 2017 <u>Stock Ref:</u> <u>Opera A/c:</u> <u>Order #</u>	<u>Added by Steve Nixon sent to Helen Lamb</u> <u>The following is further to your email on Friday. As</u> <u>you know I have been working at home and have</u> <u>started meeting business contacts. Officially I'm not</u> <u>supposed to be working, but I will make an</u> <u>appointment with my GP and discuss further with the</u> <u>surgeon next week. I will try and get them to provide</u> <u>a fit for work note in some form or another. I suppose</u> <u>there are three aspects. a) I am doing work, but not</u> <u>attending the office yet. b) The medics say that I</u> <u>shouldn't be working. c) What do we do as far as the</u> <u>insurance is concerned? What do you want me to</u> <u>'officially' do? I will also look into my insurance for</u> <u>travelling abroad, as legally I have to declare.</u>	

25 Oct 2016 Helen Lamb

Priority Changed From 5 To 1 Did you get chance to
message Jean back she wanted some info before the
pays went in.

25 Oct 2016 Steve Nixon

Yes

22 Dec 2016 Helen Lamb

I am happy to leave this now. Jean has not mentioned anything.

(25.1) Other Actions Created / Updated:

82158 Subject Fit for work note

Issued To:Derek Lamb

Created: 24 Oct 2016

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes**Copy Issue Main Issue #82157**

Added by Steve Nixon sent to Helen Lamb

The following is further to your email on Friday. As you know I have been working at home and have started meeting business contacts. Officially I'm not supposed to be working, but I will make an appointment with my GP and discuss further with the surgeon next week. I will try and get them to provide a fit for work note in some form or another. I suppose there are three aspects. a) I am doing work, but not attending the office yet. b) The medics say that I shouldn't be working. c) What do we do as far as the insurance is concerned? What do you want me to 'officially' do? I will also look into my insurance for travelling abroad, as legally I have to declare.

Completion Notes**(25.1) Other Actions Created / Updated:**

82384 Subject Envitec product customization agreement

Issued To:Derek Lamb

Created: 27 Oct 2016

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes

Added by Steve Nixon sent to Derek Lamb

Please see the attached Envitec product customization agreement, still needs to be signed by Envitec. NOTE: Need to add the following on the next version. Viamedpart number Viamed model Based on Envitecpart number Price 0110018 R-17V OOM103-1 01-00-0016 EUR 21.00 0110019 R-17Vi OOM102-1 01-00-0020 EUR 21.00 0110020 R-22Vi OOM102 01-00-0019 EUR 21.00 0110025 R-23Vi OOM104 01-00-0049 EUR 26.00 0110039 R-22VA AtomR-22MATOM TBA EUR 21.50

Completion Notes**(25.1) Other Actions Created / Updated:**

84544 Subject Envitec oxygen

Notes**Completion Notes**

sensors for phase out
Issued To: Jean Lamb
Created: 30 Nov 2016
Completed 14 Feb 2017
Stock Ref:
Opera A/c:
Order #

Copy Issue Main Issue #84543

Added by Steve Nixon sent to Derek Lamb
 Looks like officially Evitec will not supply R17 and
 R22 style dive sensors direct anymore. They are also
 phasing out C1/C2, T1/T2 sensors...

(25.1) Other Actions Created / Updated:

85364 **Subject** UK sales - South of

UK coverage

Issued To: Derek Lamb

Created: 14 Dec 2016

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes

Added by Steve Nixon sent to Derek Lamb
 Steve H has raised the subject of lack of coverage in
 the South of the UK. Are you OK to have a
 preliminary meeting with me and we can discuss our
 options. Also do you have a copy of Steve`s contract
 or what is your understanding regarding
 commissions? My long term understanding is that
 existing commissions structure is split amongst
 number of sales people. However, just want to check
 that Steve hasn`t been told any different in respect of
 him being called UK Sales Manager and undergoing
 management training.

Completion Notes

14 Dec 2016 Derek Lamb

helen will have the latest contract, although Im pretty
 sure commissions is based on sales team, not direct
 to sh and yes serious discussion on UK sales is
 required

(25.1) Other Actions Created / Updated:

85445 **Subject** Sales reports
 issues

Issued To: Derek Lamb

Created: 14 Dec 2016

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes

Added by Steve Nixon sent to Derek Lamb
 As discussed earlier today I asked CH, SH, RS
 questions on their reports by returning the reports
 issues. I believe they may have updated them, so
 where can I review the updates? Should it go into my
 issues or is it stored elsewhere if auto generated?

Completion Notes

16 Dec 2016 Derek Lamb

as discussed yesterday I gave you a list numbers in brackets, as a quick route to find the reports

(25.1) Other Actions Created / Updated:

85922 Subject Microstims return on investment

Issued To: Helen Lamb

Created: 22 Dec 2016

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes**Copy Issue Main Issue #85921**

Added by Steve Nixon sent to Derek Lamb

FYI Out of the new batch of Microstims, so far we have sold: 594 units (361 UK, 84 EU, 12 Middle East,

12 Rest of World). This batch we made: 2,302

finished units 500 units worth in parts So total cost

per unit is £28.36 each, includes: tooling, parts,

production, IFU, battery, cases, consultancy fees...

The good news is we have already recovered our

investment though sales to date. All units now sold

are profitable (-QA), which equates to: UK £180.00

per unit Export £96.78 per unit As a rough guide, in

principle we could in turn use the profit from the sales

of the next 285 UK units to fund the oxygen monitor

project that we discussed yesterday.

Completion Notes**(25.1) Other Actions Created / Updated:**

85923 Subject Microstims return on investment

Issued To: Jean Lamb

Created: 22 Dec 2016

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes**Copy Issue Main Issue #85921**

Added by Steve Nixon sent to Derek Lamb

FYI Out of the new batch of Microstims, so far we

have sold: 594 units (361 UK, 84 EU, 12 Middle East,

12 Rest of World). This batch we made: 2,302

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per unit is £28.36 each, includes: tooling, parts,

production, IFU, battery, cases, consultancy fees...

The good news is we have already recovered our

investment though sales to date. All units now sold

are profitable (-QA), which equates to: UK £180.00

per unit Export £96.78 per unit As a rough guide, in

principle we could in turn use the profit from the sales

of the next 285 UK units to fund the oxygen monitor

project that we discussed yesterday.

Completion Notes

(25.1) Other Actions Created / Updated:87543 **Subject** 2016 specials sales **Notes**queries**Issued To:**Derek Lamb**Created:** 22 Jan 2017**Completed** 14 Feb 2017**Stock Ref:****Opera A/c:****Order #****Completion Notes**

Added by Steve Nixon sent to Derek Lamb
To which account are the inter company sales to
Bluepoint tagged? They are not in Specials. Last year
there was £41,225 for part number 4420504 Could
we tag all sales to Bluepoint to a specific category?
Again, not showing in specials, where were the
following tagged: 0131202 sales to Teledyne,
£4957.14 x 2. Sales to Trionara (Saadat) a/c
6313,6405, 6397 How are we accounting for
intercompany sales between Vandagraph, VST,
Viamed. They shouldn't really be in any sales figures.

23 Jan 2017 Derek Lamb

Done on invoice by invoice basis, vandagraph / vst /
viamed gets a little more tricky they do show up in
sales in various places main turn over has a remove
vandagraph sales , but probably not vst. might need
to address this going forwards if i get chance

(25.1) Other Actions Created / Updated:87544 **Subject** Specials sales **Notes****Issued To:**Derek Lamb**Created:** 22 Jan 2017**Completed** 14 Feb 2017**Stock Ref:****Opera A/c:****Order #****Completion Notes**

Added by Steve Nixon sent to Derek Lamb
Could you please set me up an intrastats page where
I can tag specials sales: a) Specific Opera part
numbers that are always specials. b) Sales to specific
companies, i.e OEMs that are always specials. c)
One off specials sale.

23 Jan 2017 Derek Lamb

a) done as discussed b) in progress fields have been
created, final monthly reports to be due c) done in
terms of tagging end level invoice to specials

(25.1) Other Actions Created / Updated:88669 **Subject** Teledyne - Conflict **Notes****Completion Notes**

materials form

Issued To: Derek Lamb

Created: 08 Feb 2017

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Added by Steve Nixon sent to Derek Lamb
See below and attached. I believe I have completed
correctly and it has been uploaded. VIAMED
Teledyne Technologies Supplier, Teledyne
Technologies is required to comply with Section 1502
of the Dodd-Frank Wall Street Reform and Consumer
Protection Act, also referred to as the Conflict
Minerals Rule. This requires manufacturers and
suppliers to disclose whether their products contain
gold, tin, tantalum or tungsten regardless of where
they are sourced. Teledyne Technologies is
committed to complying with this directive, the aim of
which is to stop funding of violent conflict in the
Democratic Republic of Congo (DRC) and
surrounding countries. As part of this compliance
process, companies survey their supply chain and
report these results to the U.S. Securities and
Exchange Commission. As a supplier for Teledyne
Technologies we request that you complete the
standard report, called a Conflict Minerals Reporting
Template (CMRT v4.10) for 2016. To complete this
form, you will require information regarding the use of
these minerals and the smelters used in your supply
chain. As the agent of Teledyne Technologies, acting
on Teledyne Technologies' behalf, Assent
Compliance, is authorized by Teledyne Technologies
to collect this important conflict mineral information.
We request a completed CMRT no later than
February 24, 2017. The template may be submitted
directly to Teledyne Technologies by using the
following link: Launch Portal If you require further
assistance, contact support@assentcompliance.com
or, for helpful training resources and additional
information, please visit Assent University, at
http://www.assentcompliance.com/assent-university/?
assentu_topic=conflict_minerals. Thank you, Melissa
Churchill Assent Compliance Inc. |
www.AssentCompliance.com

melissa.churchill@assentcompliance.com 1-866-964-6931 Letter of Authorization

09 Feb 2017 Derek Lamb

Added to the system

(25.1) Other Actions Created / Updated:

88743 **Subject** Comparison testing

- VersaStream v Nomoline

Issued To: Derek Lamb

Created: 09 Feb 2017

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes

Added by Steve Nixon sent to Derek Lamb

Please see attached. Bluepoint Medical's reference

document (ref. v1) of comparison testing of

VersaStream Sampling lines to Masimo Phase-In

Nomoline. Ref. v1v Word doc. Viamed's version with

edits incorporated as per emails between myself,

Bernd and Rayk. Ref. v1v PDF doc. Use this as the

released version.

Completion Notes

09 Feb 2017 Steve Nixon

Please set for internal use only.

09 Feb 2017 Derek Lamb

thanks

09 Feb 2017 Derek Lamb

thanks

(25.1) Other Agenda Section Reviewed All Outstanding Issues Read

(4.1) Forward Sales Order Report Agenda Section Reviewed All Outstanding Issues Read

(34.0) Minutes From Various Meetings Agenda Section Reviewed All Outstanding Issues Read

(28.3) CMDCAS Standards up todate Agenda Section Reviewed All Outstanding Issues Read

(14.1) Personnel Holidays and Time Adjustments Actions Created / Updated:

85758 **Subject** Catrin Maternity

Leave Confirmation

Issued To: Catherine Spence

Created: 20 Dec 2016

Notes

Added by Catrin Hird sent to Catherine Spence

INFORMATION ONLY ISSUE **DO NOT** ADD NOTES!

Further to my hospital appointment today and for your

Completion Notes

Completed 14 Feb 2017**Stock Ref:****Opera A/c:****Order #**

information, I just wanted to let you know that I have amended my maternity leave and shall now be finishing at 11am on Monday 16th January. Although I shall be unavailable for a short space of time (enjoying some peace and quiet) I will try to keep up-to-date with my emails and forward to the relevant person if necessary. I hope to commence keep in touch days by the end of March/April. I will have a copy of T drive at home so if you do have anything which is urgent please feel free to email me on my private email catrin.hollings@gmail.com and I shall try respond within 24 hours. Wishing you all a very Merry Christmas and a Happy New Year.

(14.1) Personnel Holidays and Time Adjustments Actions Created / Updated:

85761 **Subject** Catrin Maternity
Leave Confirmation

Issued To: Emma Clark**Created:** 20 Dec 2016**Completed** 14 Feb 2017**Stock Ref:****Opera A/c:****Order #****Notes****Copy Issue Main Issue #85758**

Added by Catrin Hird sent to Catherine Spence
INFORMATION ONLY ISSUE **DO NOT** ADD NOTES!
Further to my hospital appointment today and for your information, I just wanted to let you know that I have amended my maternity leave and shall now be finishing at 11am on Monday 16th January. Although I shall be unavailable for a short space of time (enjoying some peace and quiet) I will try to keep up-to-date with my emails and forward to the relevant person if necessary. I hope to commence keep in touch days by the end of March/April. I will have a copy of T drive at home so if you do have anything which is urgent please feel free to email me on my private email catrin.hollings@gmail.com and I shall try respond within 24 hours. Wishing you all a very Merry Christmas and a Happy New Year.

Completion Notes**(14.1) Personnel Holidays and Time Adjustments Actions Created / Updated:**

89037 **Subject** Objective Target to
always have enough staff on site to
deal with customer requests

Issued To: General**Notes**

14 Feb 2017 Derek Lamb

We are currently taking on extra staff in the main office, a to help with pushing out more marketing, and

Completion Notes

Created: 14 Feb 2017
Completed 14 Feb 2017
Stock Ref:
Opera A/c:
Order #

to deal with the response.

while the office is currently busy, it is covering the customer requests

[\(14.1\) Personnel Holidays and Time Adjustments Agenda Section Reviewed All Outstanding Issues Read](#)

[\(2.1\) Turnover Report Actions Created / Updated:](#)

89011 **Subject** Objective Target :

2.5 Million in Sales

Issued To: General

Created: 14 Feb 2017

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes

14 Feb 2017 Derek Lamb

way under target.

with the loss of WYA we will have a drop of 10

percent sales in the beginning of this year, which is being reflected in the turnover

were push extra marketing out of the door to try to plug the gap.

currently looking at hitting 2 mil turnover which is below the profit line.

Completion Notes

[\(2.1\) Turnover Report Agenda Section Reviewed All Outstanding Issues Read](#)

[\(35.1\) Members Objections To Meeting Agenda Section Reviewed All Outstanding Issues Read](#)

[\(20.6\) Fire Alarms Actions Created / Updated:](#)

89048 **Subject** Objective Should be tested once every 6 Months

Issued To: General

Created: 14 Feb 2017

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes

14 Feb 2017 Derek Lamb

Keybury were in this week testing the system.

Completion Notes

[\(20.6\) Fire Alarms Agenda Section Reviewed All Outstanding Issues Read](#)

[\(8.2\) Banking Issues Agenda Section Reviewed All Outstanding Issues Read](#)

[\(5.1\) Production Agenda Section Reviewed All Outstanding Issues Read](#)

[\(7.1\) Additional Sales Orders Agenda Section Reviewed All Outstanding Issues Read](#)

[\(28.2\) ISO14001 Environmental management systems Agenda Section Reviewed All Outstanding Issues Read](#)

[\(13.2\) Research and Development rnd Agenda Section Reviewed All Outstanding Issues Read](#)

[\(33.1\) Alarm Key Holders Agenda Section Reviewed All Outstanding Issues Read](#)

[\(4.2\) UK Sales Actions Created / Updated:](#)

87218 **Subject** Yorkshire and
Humber Academic Health Science
Network Conf. 25th January

Issued To: Steve Hardaker

Created: 17 Jan 2017

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes

Added by Steve Nixon sent to Steve Hardaker
Hi Steve, further to discussions we can have two
people attending. If you wish, you are most welcome
to attend with me. Innovation, Improvement & Impact
Conference & Awards Conf. The Yorkshire and
Humber Academic Health Science Network (AHSN)
is holding its Innovation, Improvement and Impact
conference on Wednesday January 25 2017 at the
Royal Armouries Museum, Leeds. For the first time,
the conference will also include an awards ceremony,
celebrating the achievements of the region's health
economy and life sciences sector. The day-long event
provides an opportunity for healthcare professionals
and industry colleagues to learn more about the work
of the Yorkshire & Humber AHSN and the benefits
it... Starts January 25 @ 9:00 am - 5:00 pm Royal
Armouries Museum, Armouries Drive Leeds, LS10
1LT United Kingdom

Completion Notes

23 Jan 2017 Steve Hardaker

Thanks for the offer, as discussed I wont be going but
I hope it proves useful.

[\(4.2\) UK Sales Actions Created / Updated:](#)

89016 **Subject** Objective 1.2Million

Issued To: General

Created: 14 Feb 2017

Notes

14 Feb 2017 Derek Lamb

With loss wya we are down in the UK

Completion Notes

Completed 14 Feb 2017Stock Ref:Opera A/c:Order #currently looking to his 900kwe're pushing extra marketing to pluf the shortfallwill be a few months to see if the current strategy is working(4.2) UK Sales Agenda Section Reviewed All Outstanding Issues Read(4.3) Export Sales Actions Created / Updated:89018 **Subject** Objective 1 Million**Notes**Completion NotesIssued To:General14 Feb 2017 Derek LambCreated: 14 Feb 2017Export figures are way down.Completed 14 Feb 2017Stock Ref:Opera A/c:Order #(4.3) Export Sales Agenda Section Reviewed All Outstanding Issues Read(8.3) Credit Cards Actions Created / Updated:71803 **Subject** 8th May 16 credit card**Notes**Completion NotesIssued To:Steve NixonAdded by Helen Lamb sent to Steve NixonCreated: 20 May 20167th April Eurocar £24.88 13th April ManchesterCompleted 14 Feb 2017parking £51.24 13th April tekdiveusal £51.24 13thStock Ref:April tekdiveusal £57.99 22nd April Crowne PlazaOpera A/c:£438.01Order #(8.3) Credit Cards Actions Created / Updated:74838 **Subject** June 16 Statement**Notes**Completion NotesSteve Nixon receipt neededAdded by Helen Lamb sent to Steve NixonIssued To:Steve NixonJune 16 Statement Steve Nixon 13th may ParkingCreated: 12 Jul 2016Sheffield £3.50 receiptCompleted 14 Feb 2017Stock Ref:Opera A/c:Order #

(8.3) Credit Cards Actions Created / Updated:

76461 **Subject** 8th July 16 credit card receipts needed

Issued To: Steve Nixon

Created: 09 Aug 2016

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes

Added by Helen Lamb sent to Steve Nixon
 8th July 16 credit card receipts needed 22 June 16
 £9.50 APCOA - NWR LEEDS Garages 24 June 16
 £55.00 Booking.cm Amsterdam 24 June 16 £56.69
 easyjet 24 June 16 £54.51 easyjet 24 June 15
 £135.03 Europcar 27 June 16 £59.00 Hotel
 Boking.com 1 July 16 £48.37 Wyndham Garden
 Wismar Germany 1 July 16 £62.00 Manchester
 Parking 1 July 16 £24.17 Shell Station Hamburg 1
 July 16 £33.98 Marche Hamburg Airport Hamburg
 Restaurant

Completion Notes(8.3) Credit Cards Agenda Section Reviewed All Outstanding Issues Read(1.2) Company Objectives Actions Created / Updated:

89009 **Subject** Objective Are Objectives suitable for purpose

Issued To: General

Created: 14 Feb 2017

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes

14 Feb 2017 Derek Lamb
 maybe this Company section should be at the end of
 the meeting?

Objective are currently a new feature and are fit for
 purpose

Completion Notes(1.2) Company Objectives Agenda Section Reviewed All Outstanding Issues Read(4.5) Debtors Actions Created / Updated:

89020 **Subject** Objective Target debtors to be less 15% of Turnover

Issued To: General

Created: 14 Feb 2017

Completed 14 Feb 2017

Stock Ref:

Opera A/c:

Order #

Notes

14 Feb 2017 Derek Lamb
 Debtors Currently running at approximatly 11%

Completion Notes

[\(4.5\) Debtors Agenda Section Reviewed All Outstanding Issues Read](#)
