

**VIAMED Board Directors Meeting Agenda As At 10 Sep 2019 Meeting ID:336**

## Section Heading

(0.0)	VIAMED Board Directors Meeting	
	Objective	Should be held at least yearly or as required
(1.0)	Minutes of Last Meeting	
	Objective	produce minutes of previous meeting
(2.0)	Matters Arising	
	Objective	To ensure actions of previous meeting have been actioned
(2.1)	Follow-up actions from previous reviews	
(3.0)	Turnover and Predicted for Year	
	Objective	2.5 Million
(4.0)	Profitability	
	Objective	5 Percent Net of Turnover
(6.0)	Target for Year	
(9.0)	Overdraft	
	Objective	Target staying out of using the overdraft
(10.0)	Debtors	
	Objective	To be below 15 Percent of turnover
(10.1)	Contract review , Picking, Packing and Despatch	
(11.0)	Creditors	
	Objective	To have no overdue Creditors
(11.1)	Purchasing controls	
(12.0)	Loans	
	Objective	Reduce Vandagraph loan 5K per month Reduce the Barclays loan by 3K per month
(13.0)	Stock Levels and product performance	
	Objective	Should not Exceed 25 Percent of Turnover
(13.1)	Storage and Stock Control	
	Objective	Suitable levels of Stock and Storage space
(13.2)	Calibration Index Review	
	Objective	Calibration Index up to date
(13.3)	Process and product performance	
(14.0)	Back Orders	
	Objective	Time to push customer order through building
(15.0)	Customer Complaints	-> Submeeting ( <a href="#">231</a> )
(15.1)	Customer feedback	
(15.2)	Non Conformities Review	-> Submeeting ( <a href="#">238</a> )
(15.3)	Vigilance System – Feedback	
(15.4)	Preventive and corrective actions	
(16.0)	ISO Issues	
	Objective	Review Notifications, Recalls
(16.2)	Documentation and records	
(16.3)	Quality planning	
(16.4)	Achievement of Quality Policy and Objectives. Confirm still suitable	
(16.5)	Changes to the Management system	
(16.6)	Changes to CE marked products	
(16.7)	External Parties risks and opportunitys review	
(16.8)	New products	
(16.9)	Advisory notices & recalls	
(16.10)	Possible system changes	
(16.11)	Recommendations or improvement	
(16.12)	Results of internal audits / Mini Audits	
(16.13)	Audits Meeting Closure	
(17.0)	Company Issues	
(17.1)	GDPR	
(17.2)	Review of responsibilities	
(17.3)	Resources required	
(18.0)	Building fabric Issues	
	Objective	Do we have resources for current requirements
(19.0)	Responsibilities, Staff , Training Issues	
	Objective	check organisation chart is up to date
(20.0)	Distributor Issues	
(21.0)	Supplier Issues and review	
	Objective	supplier reviews up to date
(21.1)	Supplier / subcontractor performance	
(22.0)	Any other Business	