

## VIAMED Board Directors Meeting Agenda As At 28 Aug 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
- (5.0) Target for next Month
- (6.0) Target for Year
- (7.0) Target for following year
  - Objective 3 Million
- (8.0) Target for 2nd 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
- (13.1) Storage and Stock control
- (13.2) Calibration Index Review
  - Objective Calibration Index up to date
- (13.2) Calibration
- (13.3) Process and product performance
- (14.0) Back Orders
  - Objective Time to push customer order through building
- (15.0) Customer Complaints
  - > Submeeting ( [231](#))
- (15.1) Customer feedback
- (15.2) Non Conformities Review
  - > Submeeting ( [238](#))
- (15.3) Vigilance System – Feedback

(15.3)	Vigilance system	
(15.4)	Preventive and corrective actions	
(16.0)	ISO Issues	
	Objective	Review Notifications, Recalls
(16.1)	Audits Meeting Closure	
(16.1)	Results of internal audits / Mini Audits	
(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	
(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	