

Welcome and Thanks for attending,

As you know the reason for the meeting is to Mark us Hitting Last years Turnover,

We are currently estimate to Hit around 1.6 , 1.7Million.

I think we are currently running Efficiently, we dont seem to be having the backlogs we have before,
and as a group I think we're working together better than we have done in the past.

While we have had a good year in comparison to the previous few years, you should all be aware of what's happening around us, and costs are ever increasing.

Positions

As you know Jean and John are slowly taking more of a backseat in the day to day operations of the company.

With that..... Jean is/has? step/stepped down as the legal Company Secretary, and Helen has been made a Director of Viamed and takes on the Role of Company Secretary.

In the Recent Health and Safety Questionnaire that went around.

The main/common Issue raised was the state of the carpets in the main office. This is going to be addressed over the next few weeks,

this will cause some disruption as desks and computers will need to be moved while the fitters fit the carpet,

please keep your desks as clear/tidy as possible and if you are away please ensure all your belongings are tidied away in to your draws so that the desks can be removed without having to be cleared first. If you don't, don't be surprised if things get lost.

Also book cases please archive what you don't need out and if there are files that are not yours please archive these as well.

I will also be taking the opportunity to test all electrical equipment as it's returned to the offices, so you may have to work on temporary PC's while it's all tested.

Just so you are aware, you may or may not be seated where you are currently seated in the office.

BSI VISIT

BSI are in again Next, week as part of the Canadian Health Standards, I don't know what he will or won't want to look at as he has got a Free reign. Unlike normal visits

where I get some indication of what he's planning on looking at.

Or the Plus side,

Assuming we gain the Canadian CMDCAS, he should only need visit Viamed Once a year, for 2 Years, and then a 2 Day visit every 3rd Years, so we effectivly saving 2 Days a Year.

On the Subject of Cleaning up for carpet / BSI

At the momnet we do not have a cleaner we would ask that if you make a mess to clean it up and if you have time and something needs cleaning please clean it up.

Waste/Recycling

Waste

We are now getting a smaller waste bin and our card, paper and polythene waste will be picked up every other wednesday by a private company for free.

So please seperate your waste properly, small card, paper including envelopes catalouges and paper hand towels can be put in bags and loosly tied larger card can be stacked in goods in between the outstide and innner doors. In the future when we see how much there is and if we can store it we may think about getting some sort of bin.

The recycle bin in the kitchen is for plastic bottles, cans and glass, also foil and metal lids. Please rinse out and remove all lids before putting them in to the bin especially the milk bottles as by the time they go to be recycled they really smell.

When the bags go for recycling Helen takes them to the recycling centre so please be carefully what you put in it, No tea bags and paper towels please as its not very nice putting your hands in to stuff like that.

Intrastats

I think everyone appreicates how intrastats is slowly taking over more and more tasks, and hopefully has been insrumently in making the company as a whole more effient,

Document Index – Name of Document is Key!

If a document is hard to find let me know and I will fix the description,

-SHOW Amending Document Link.

for example

Goods in Procedure

will not find any documents,
however Search on 'Good'

However, a Quick Lesson on searching.

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