

### **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 Efficianlty, 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 comparision to the previous few years, you should all be aware of whats 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 Safty Questionare 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 with out having to be cleared first. If you dont, dont be surprised if things get lost.

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

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

Just so you are aware, you may or may not 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 dont know what he will or wont 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 3<sup>rd</sup> 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 separate your waste properly, small card, paper including envelopes catalogues and paper hand towels can be put in bags and loosely tied larger card can be stacked in goods in between the outside and inner 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 appreciates how intrastats is slowly taking over more and more tasks, and hopefully has been instrumently in making the company as a whole more efficient,

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.

Issues

Document index

Customer repairs

The searching mechanism is the same,

The more you fill in

Key words,

Description Boxes

Issues

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