

## VST Board Directors Meeting

**Derek Lamb, Helen Lamb, Jean Lamb, Steve Nixon, 26/10/2021 10:10:24**

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Meeting Closed

### Minutes

#### Review of responsibilities

Created:28 Oct 2020 11:10:13

Completed:26 Oct 2021 13:10:07

Notes: 28 Oct 2020 Derek Lamb

Need to separate the tree from Viamed and produce a vst specific version

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#### VST Board Directors Meeting

Created:26 Oct 2021 10:10:03

Completed:26 Oct 2021 10:10:03

Notes: 26 Oct 2021 Derek Lamb

last meeting 28th October,

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#### Minutes of Last Meeting

Created:26 Oct 2021 10:10:02

Completed:26 Oct 2021 10:10:02

Notes: 26 Oct 2021 Derek Lamb

Everyone Has had thier copies

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#### Matters Arising

Created:26 Oct 2021 10:10:52

Completed:26 Oct 2021 10:10:52

Notes: 26 Oct 2021 Derek Lamb

Jean Is receiving copies of QA reports,

pre barcopde instrucstions were added

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#### Follow-up actions from previous reviews

Created:26 Oct 2021 10:10:18

Completed:26 Oct 2021 10:10:18

Notes: 26 Oct 2021 Derek Lamb

see section 2.0

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#### Turnover and Predicted for Year

Created:26 Oct 2021 10:10:44

Completed:26 Oct 2021 10:10:44

Notes: 26 Oct 2021 Derek Lamb

Currently on 572k estimated to hit 700k

ahead of target,

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#### Profitability

Created:26 Oct 2021 10:10:17

Completed:26 Oct 2021 10:10:17

Notes: 26 Oct 2021 Derek Lamb

hitting around 20% profitable,

however next year we will loose a bit due to paying more for some components.

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#### Target for Year

Created:26 Oct 2021 10:10:34

Completed:26 Oct 2021 10:10:34

Notes: 26 Oct 2021 Derek Lamb

600K depending on the covid enviorment,  
but should remain at roughly 20% profitability

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### **Overdraft**

Created:26 Oct 2021 10:10:20  
Completed:26 Oct 2021 10:10:20  
Notes: 26 Oct 2021 Derek Lamb  
No requirement for overdraft or loans

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### **Debtors**

Created:26 Oct 2021 11:10:19  
Completed:26 Oct 2021 11:10:19  
Notes: 26 Oct 2021 Derek Lamb  
Awaiting Payment (14)61,982.80  
Overdue (3)9,827.32  
overdue items just bneed reconciling,  
no overdue debtors in reality,  
approximately 8%

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### **Contract review , Picking, Packing and Despatch**

Created:26 Oct 2021 11:10:09  
Completed:26 Oct 2021 11:10:09  
Notes: 26 Oct 2021 Derek Lamb  
System need updating to be able to report just on vst sales orders,  
currently its reporting on overall system sales, including viamed,

No reported problems in Picking packing and dispatch,

Had a few reports of open bags from the manufacturer production.

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### **Creditors**

Created:26 Oct 2021 11:10:23  
Completed:26 Oct 2021 11:10:23  
Notes: 26 Oct 2021 Derek Lamb  
Awaiting Payment (28)32,165.58  
Overdue (6)238.83

Overdue invocie is UPS. direct debit.

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### **Purchasing controls**

Created:26 Oct 2021 11:10:55  
Completed:26 Oct 2021 11:10:55  
Notes: 26 Oct 2021 Derek Lamb  
System no does not let purchase orders get committed unless there is an upto date supplier review  
reviews are now due as dated 26 Oct 2020

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### **Loans**

Created:26 Oct 2021 11:10:06  
Completed:26 Oct 2021 11:10:06  
Notes: 26 Oct 2021 Derek Lamb  
No loans

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### **Stock Levels**

Created:26 Oct 2021 11:10:53  
Completed:01 Jan 1970 01:01:00  
Notes: 26 Oct 2021 Derek Lamb

Need to update the objective as we are now going to hold 2-3 Months of cables in stock.  
equates to 800 - 1200 cables in stock,  
still no requirement to hold other items of stock.

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### **Storage and Stock control**

Created:26 Oct 2021 11:10:48

Completed:26 Oct 2021 11:10:48

Notes: 26 Oct 2021 Derek Lamb

No issue or problems as limited stock stored,  
space allocated for storing cables as per our objective change.

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Created:26 Oct 2021 11:10:22

Completed:26 Oct 2021 11:10:22

Notes: 26 Oct 2021 Derek Lamb

No environmental concerns with stock in the building

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### **Calibration**

Created:26 Oct 2021 11:10:21

Completed:26 Oct 2021 11:10:21

Notes: 26 Oct 2021 Derek Lamb

calibration index upto date,  
equipment is same as viameds so we do not keep a separate list

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### **Process and product performance**

Created:26 Oct 2021 11:10:20

Completed:26 Oct 2021 11:10:20

Notes: 26 Oct 2021 Derek Lamb

Audit screen is mixed with Viamed,

Internal processes are upto date.

we have all agreed the current processes,

Reviewed product sales,

Reviewed product returns data,

No major issues standing out.

searched into tagged as unknown faults.

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### **Back Orders**

Created:26 Oct 2021 11:10:13

Completed:26 Oct 2021 11:10:13

Notes: 26 Oct 2021 Derek Lamb

Just forward orders on the system,

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### **Customer feedback**

Created:26 Oct 2021 12:10:06

Completed:26 Oct 2021 12:10:06

Notes: 26 Oct 2021 Derek Lamb

see reports

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### **Non Conformities Review**

Created:26 Oct 2021 12:10:40

Completed:26 Oct 2021 12:10:40

Notes: 26 Oct 2021 Derek Lamb  
no outstanding non conformances

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### **Vigilance system**

Created:26 Oct 2021 12:10:50  
Completed:26 Oct 2021 12:10:50  
Notes: 26 Oct 2021 Derek Lamb  
No VST failures in the QA system

8010007 requires Cleaning! No test equipment return to supplier 8010022 requires Cleaning! erratic temp compensation return to supplier no capa required  
8010012 requires Cleaning! Connector failed - return to supplier, no capa required  
8010018 requires Cleaning! High Output - normal sensor fail type no capa required  
8010022 requires Cleaning! seemed to work unknown fault, replaced as goodwill  
8010004 requires Cleaning! being returned to supplier for investigation  
8010022 requires Cleaning! replaced customers, tagged as unknown fault.  
8010050 requires Cleaning! Will not Calibrate, normal sensor fail type  
8010020 requires Cleaning!  
8010050 requires Cleaning! both normal oxygen sensor fail types, no cap required at this  
8010012 requires Cleaning! vst sensors failed, no capa required

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### **ISO Issues**

Created:26 Oct 2021 12:10:21  
Completed:26 Oct 2021 12:10:21  
Notes: 26 Oct 2021 Derek Lamb  
No recalls,

### **Audits Closure**

Created:26 Oct 2021 12:10:36  
Completed:26 Oct 2021 12:10:36  
Notes: 26 Oct 2021 Derek Lamb  
Agreed to schedule

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### **Documentation and records**

Created:26 Oct 2021 12:10:07  
Completed:26 Oct 2021 12:10:07  
Notes: 26 Oct 2021 Derek Lamb  
Intrastats controls all documents,  
Only latest versions available  
L driver has been discontinued,  
Documents are held forever.

Statistic Header -----  
Barcodes 1,777,896  
Barcode Movements 2,181,958  
Documents 73,220  
Live Documents 34,874  
Access Logs / Page Impressions 3,976,488  
Tracking Customer Orders 23,626  
Total Issues 231,474  
Total Issue Updates 982,664

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### **Quality planning**

Created:26 Oct 2021 12:10:38  
Completed:01 Jan 1970 01:01:00  
Notes: 26 Oct 2021 Derek Lamb  
VM3COP00.00 VST Quality Statement policy  
We all agreed to policy,

**VST Top Level Objectives,**

1. Adjust Turnover target to 650K from 500K
2. Stock holding to include cables ready to ship

Otherwise we are happy with current objectives

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**Achievement of Quality Policy and Objectives. Confirm still suitable**

Created:26 Oct 2021 12:10:52

Completed:26 Oct 2021 12:10:52

Notes: 26 Oct 2021 Derek Lamb

WE agree to current policy and objectives after changes issue 240008

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**Changes to the Management system**

Created:26 Oct 2021 12:10:12

Completed:26 Oct 2021 12:10:12

Notes: 26 Oct 2021 Derek Lamb

Lots order processing updates, and separation of companies,  
no fundamental changes to the iso system.

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**Design review, Projects and Existing**

Created:26 Oct 2021 13:10:13

Completed:26 Oct 2021 13:10:13

Notes: 26 Oct 2021 Derek Lamb

Possible new non magnetic sensor for JJCCR,  
still under test,

Nothing new, base sensor is good.

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**External Parties risks and opportunitys review**

Created:26 Oct 2021 13:10:25

Completed:26 Oct 2021 13:10:25

Notes: 26 Oct 2021 Derek Lamb

we are happy with the external parties breakdown and report.  
which leads to rolling issues and actions.

agreed to document 71271

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**New products**

Created:26 Oct 2021 13:10:05

Completed:26 Oct 2021 13:10:05

Notes: 26 Oct 2021 Derek Lamb

no new products released in last 12 months

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**Advisory notices & recalls**

Created:26 Oct 2021 13:10:23

Completed:26 Oct 2021 13:10:23

Notes: 26 Oct 2021 Derek Lamb

none

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**Possible system changes**

Created:26 Oct 2021 13:10:19

Completed:26 Oct 2021 13:10:19

Notes: 26 Oct 2021 Derek Lamb

Goldmine and Opera now fully replaced,  
new system is performing as intended,

Nonoe has missed L drive, as documents now available in the system where needed.

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### **Company Issues**

Created:26 Oct 2021 13:10:06  
Completed:26 Oct 2021 13:10:06  
Notes: 26 Oct 2021 Derek Lamb  
no issue currently

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### **GDPR**

Created:26 Oct 2021 13:10:30  
Completed:26 Oct 2021 13:10:30  
Notes: 26 Oct 2021 Derek Lamb  
we are happy with our complaince

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### **Review of responsibilities**

Created:26 Oct 2021 13:10:48  
Completed:26 Oct 2021 13:10:48  
Notes: 26 Oct 2021 Derek Lamb  
Suggest,  
Derek Propose SN is managing Director,  
Jean Seconded,

Derek Propose Helen Director  
Jean Seconded,

Derek Propose Helen made Company secretary,  
Jean Seconded,

Jean to look into actioning this

After above changes we agree to the Org chart

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### **Resources required**

Created:26 Oct 2021 13:10:33  
Completed:26 Oct 2021 13:10:33  
Notes: 26 Oct 2021 Derek Lamb  
nothing new needed,

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### **Building fabric Issues**

Created:26 Oct 2021 13:10:13  
Completed:26 Oct 2021 13:10:13  
Notes: 26 Oct 2021 Derek Lamb  
building covered by viamed,

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### **Staff Issues and Training**

Created:26 Oct 2021 13:10:36  
Completed:26 Oct 2021 13:10:36  
Notes: 26 Oct 2021 Derek Lamb  
Ideally need zoey and or kate training up to be able to deal with VST orders,

All staff are compenent with the current system,

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### **Distributor or OEM Issues**

Created:26 Oct 2021 13:10:32  
Completed:26 Oct 2021 13:10:32

Notes: 26 Oct 2021 Derek Lamb  
Inner space internal issues,

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### **Supplier Issues and review**

Created:26 Oct 2021 13:10:16  
Completed:26 Oct 2021 13:10:16  
Notes: 26 Oct 2021 Derek Lamb  
supplier review upto date,

duplicate header?

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### **Supplier / subcontractor performance**

Created:26 Oct 2021 13:10:56  
Completed:26 Oct 2021 13:10:56  
Notes: 26 Oct 2021 Derek Lamb  
Envitec appear to be back to normal performances,  
all happy with suppliers performances

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