

THE SURVEY ASSOCIATION
THIRTY SECOND ANNUAL REPORT

YEAR 2011
AND ACCOUNTS FOR 2011.



THE SURVEY
ASSOCIATION

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THE SURVEY ASSOCIATION
OFFICERS AND OFFICIALS 2011.

OFFICERS

PRESIDENT - Mr Graham MILLS

VICE-PRESIDENT - Mr John WITHERDEN

OFFICIALS

SECRETARY GENERAL - Mr Rory M STANBRIDGE

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THIRTY SECOND ANNUAL REPORT **OF THE COUNCIL OF TSA** **YEAR 2011.**

1 THE ASSOCIATION

1.1 Introduction

The year of 2011 was once again a very difficult one for members although membership numbers remained constant throughout the year, resulting in a small overall increase by December. Towards the end of the year a noticeable increase in vacancies within membership gave hope for the future. These were advertised free of charge on the TSA website, another real benefit of membership.

There were two major events held in the year, the AGM and the Discussion Group. The AGM was held in conjunction with the GEO11 show in Boreham Wood. The Discussion Group was held at the Imperial War Museum in Manchester and was deemed a great success. More of this later in the MIA report.

One of the highlights of the TSA year was the invitation extended to the TSA President and the Secretary General to attend the Royal opening of the new Ordnance Survey offices in Southampton. The invitation was made even more special as the Secretary General was personally introduced to HRH Prince Philip and was able to discuss the role of TSA with him.

Over the last few years there has been much confusion in the industry caused in part by the introduction of rival survey exhibitions. In 2010, to be seen to be impartial, TSA attended neither of the shows having previously attempted to bring the two parties together in one show. As there was only a single show in 2011, TSA decided to support the GEO11 show and as mentioned above, held the AGM there. It is fair to say that TSA was not overly impressed with the show and has decided not to exhibit in 2012.

TSA once again took an active role in the SLG (Survey Liaison Group) and was instrumental in introducing a new membership scheme for the CICES in November 2010. A number of senior TSA business leaders have since become Fellows of Chartered ICES via this route.

Council met as usual four times in the year. The amount of business now conducted at these meetings has been greatly assisted by the use of electronic communications and in 2010, TSA introduced cloud computing to ensure the smooth running of the Secretariat. In 2011 a new database system was introduced which in due course will hold all the membership records in one place thereby making the information much easier to access.

Finally, in 2011 TSA introduced its first bursary scheme. The sum of £2000 was awarded and shared by two Geomatics students from Newcastle University who were presented with their cheques at the Discussion Group meeting in November. This will now become an annual event and award.

Message from the President – Graham Mills



All the signs of another year having past are evident: spring buds on the trees, nesting birds, longer days, the Chancellor preparing for the budget and more grey hairs appearing on my temples to name but a few. Reflecting on these things reminds me that life goes on and there are many things that we cannot affect. The past year has again seen a constant bombardment of mainly negative news around the economy; don't we all just love talking about doom and gloom? Are we all sitting around longing for the 'good old days' and wondering when they will come back? Are we all looking to blame the Government / Bankers / The Euro etc for our problems and for the state of our industry? It's easier to think about what we can't do than what we can. I speak to lots of people inside and outside our industry and many believe that this will again be a difficult year. However if that is the backdrop to expect then we can prepare ourselves, look for the positive side and plan what we can do.

TSA has grown in the last year; already in 2012 we have sent out 25 information packs to potential members. Perhaps it is a sign of our times that people feel that as a collective we can stave off adversity, I feel that grouping together for the good of our industry is beneficial irrespective of the economy.

You may think that against a difficult trading backdrop and bearing in mind that much of TSA's work is undertaken on a voluntary basis that not much can get done. You could not be further from the truth. It has been a very busy year with tremendous progress being made.

The committee reports below highlight the excellent work that has been undertaken on all fronts. All this activity is undoubtedly raising the standing and recognition of TSA which is great for members, attracting new members and for our industry.

TSA is at the forefront of new and existing industry initiatives including being represented on the Utility Mapping Association committee, being part of the British Standard initiative for Utility Surveying standards, being consulted by the Environment Agency about survey data, being part of the National Flood Forum and joining forces with Chartered ICES to look at accreditation of surveyors and survey companies.

TSA continues to help members in many areas, member benefits have increased and the new technical seminars have been particularly popular.

A highlight of the year for me was my attendance, with Rory Stanbridge, at the Royal opening of the new Ordnance Survey offices in Southampton. Rory was personally introduced to HRH Prince Philip and had the opportunity to discuss the role of TSA with him. TSA has reached the top!

The London Mapping Festival of which TSA is a supporter held a showcase event at the Emirates stadium where we had a stand and I gave a talk alongside Mark Coombes about the future of surveying.

TSA continues to embrace social media and there are now 880 members of TSA LinkedIn group and 334 followers on Twitter. This will soon be complemented by a new website design and blog.

There are many people who help TSA tick, without wishing to descend into a tearful Gwyneth Paltrow style thank you speech it is important that their magnificent efforts are noted. My thanks go to the continued sterling work undertaken by our Secretariat, Rory, Rachel and Susan who magically ensure that TSA is running smoothly. Thank you to the Committee Chairmen, Matt French, Peter Barker and Trevor Burton who have diligently led their flocks. Thank you to John Furniss for his excellent steering of our all important finance. The committee members bring energy and graft to the party and some have done so for many years, my thanks go to them for their valuable time and commitment. I also appreciate the people who are not on committees but assist with TSA projects. This year we have been well supported by supplier members, so my thanks go to Leica, Faro, LTU and Autodesk, who have run seminars and Topcon who are supporting the London Mapping Festival event later this year. Finally thanks again to the organisations that help and support us and offer member benefits, particularly to Lockton who have again donated the President's prize.

All the people working for TSA and all our members should be proud of what TSA has achieved and be proud to be part of it. There is much to do and our ambitions continue to grow, the more people on board, the more help offered the better we will be.

TSA is not just a badge, it is making a real difference.

E: Graham.mills@technicsgroup.com

Linkedin: <http://uk.linkedin.com/in/grahammills1>

Twitter: @GrahamMills1

1.2 The Officers of the Association

At the 2011 Annual General Meeting, Mr Graham Mills of Technics Group Ltd was confirmed as having been elected President by the Council for one year, and Mr John Witherden of Aworth Land Surveys was confirmed as Vice President for one year.

1.3 The Council

Council members at 31 December 2011 are listed at Appendix I. Others who served Council during the year have also been included.

1.4 The Committees of the Council

Membership of the Committees is shown at Appendix II. Summaries of the work of the Committees are in Section 2 of this Report, along with a brief resume of other activities and developments.

1.5 Financial Results

The abbreviated accounts for the year 2011 can be found at APPENDIX III. The full accounts for 2011 and those of previous years may be found on the Members' Only area of the website.

1.6 Minutes of the previous meeting

The minutes of the previous meeting held in 2011 can be found at the end of this document.

2 THE ASSOCIATION'S ACTIVITIES

2.1 Introduction

All Council members serve on one or other of the four Committees, whose activities are listed below. The Council has adopted a policy of co-opting member company representatives onto Committees to provide a wider spread of expertise to those Committees and to provide a wider range of awareness of TSA activity to member companies.

Thanks are due again to all those who have devoted time to Council and Committee activities during 2011. Without this support of the Association by the member companies, there would be no TSA. All member companies are encouraged to have a greater involvement in Association affairs. Everything counts – completing the QISS return, attending meetings, providing feedback to the Secretariat and responding to circulars. The use of online mini polls continues and these are regularly supported by up to 75% of the membership.

Political lobbying continued in 2011 with the watching and reporting brief by TSA's lobbyists, MHP and the monthly report continued to be submitted to members via the TSA Update newsletter. An online poll was conducted towards the end of 2011 to determine whether or not the members were happy with the service and wished for it to continue. A high level of support, 68%, was received for this and so it will carry on in 2012. Malcolm Sullivan from MHP gave a very well received presentation on lobbying progress and the government in general at the Discussion group in Manchester. Malcolm has also assisted TSA in writing relevant letters to MP's, Ministers and Government Departments.

Supplier Members, the numbers of which are still increasing, are encouraged to become more involved with sponsorship of events, and thanks go to those members that contributed last year. Further opportunities for sponsorship are currently under consideration to enable the Supplier members to take an even more active role in TSA business.

2.2. Membership and Internal Affairs Committee



Matthew French, Chairman

Part of the remit for the MIA committee, chaired by Matthew French in 2011, is to assess the suitability, both professionally and financially, of new applications to join the Association. Despite the serious downturn in the economy, applications for membership continued to be received and by the end of 2011 membership stood at one hundred and thirty five.

Much of the work of the MIA committee in 2011 was to again assist the members with business support and advice. To this end a number of member business improvement seminars were run and in September a series of technical seminars were introduced covering GPS, Laser Scanning and Utility Mapping. The H&S seminar has now become an annual fixture and our thanks go to Leica for continuing to host it each year.

The annual Discussion Group was held in November at the Imperial War Museum in Manchester. It was generally agreed that this was possibly the best ever DG meeting both in terms of subject matter and attendance.

The members' Helpline, provided by Croner, continues to be well used by members and is seen as a major benefit of membership to potential applicants.

The PI scheme run by Lockton continues to attract new members. At the end of 2011, well over 60% of eligible members were included in the scheme. Adam Axtell Powell from Lockton continues to work with TSA and its members giving advice and guidance when required. In 2008, Lockton introduced and sponsored the Presidents' Prize which in 2011 was awarded to Adrian Halliwell for his work on the H&S scheme.

JELF, another supplier member of TSA, developed a survey equipment insurance policy exclusive to members of TSA. The policy called SURVEYSURE became operational at the beginning of 2010 and has already saved members a considerable amount of premium money.

A new section was introduced to the website in 2011 showing sample surveys to assist both clients and members to understand what is expected of a TSA member in terms of survey content and presentation. This is aimed at improving standards and understanding generally.

A series of new member guidance notes are being developed and the first one of these on anti-bribery was launched in 2011. The rest will be posted on the website in March 2012.

2.3 Public Relations Committee



Trevor Burton, Chairman

The Committee was chaired by Trevor Burton in 2011.

The main focus at the start of the year was the promotional campaign, focused on increasing downloads of the Utility Surveys Guidance Note. This was rebranded for the event as 'Utility Surveys – The Essential Guide' as TSA worked with Captive Minds on the project. The video was scripted and then shot in March, with the finished product uploaded onto the redesigned home page of TSA's website on 9 May 2011. MHP assisted in obtaining a quote from Mark Prisk MP (Minister of State for Business, Innovation and Skills) featured in the video, alongside endorsement from the Civil Engineering Contractors Association (CECA), Balfour Beatty, RICS, CharteredICES, Crossrail and the UK Contractors Group.

Captive Minds also issued a Press Release on 7 June, to over 200 publications. TSA also fully utilised Facebook, LinkedIn and Twitter and the video was also distributed with the CharteredICES June eBook. Current views of the video stand at nearly 2,000. Downloads of the Utility Surveys Guidance Note increased dramatically (by over 25%) as did overall numbers of document downloads from the website. TSA also received substantially more requests for Application Packs in June, with Utility Survey companies expressing a particular interest.

Analysis showed that companies, Government Departments and Universities in over 70 countries had downloaded the Network RTK Full Report and Best Practice Guide since 2008. An updated Report is due to be uploaded in 2012.

TSA's website averaged 9,000 visitors a month in 2011. The Job Opportunities section has proved to be extremely popular and very successful. This was opened up to non-members for a fee of £100 per advert, per month. The postcode search was completed in early 2011 and has made the site easier to navigate for clients. The site will undergo a fairly substantial redesign in 2012.

TSA is a Supporter of the London Mapping Festival, which runs from June 2011 to December 2012 and is planning to run a public participation event in September 2012.

Extensive use has been made of social media. TSA's LinkedIn Group has expanded dramatically to over 700 members by the end of the year. Twitter has attracted almost 300 followers.

The Become a Surveyor website was relaunched with a new design and work continues to update the text and images used.

2.4 Technical Committee



Peter Barker, Chairman

The Technical Committee under the chairmanship of Peter Barker has continued to work hard on a number of important topics relating to the surveying industry and these were:-

- Topographic Surveys
- Surveying of Watercourses in the UK
- MP Flood Guide
- Laser Scanning
- How to Tender
- Aerial Lidar
- Mobile Lidar
- Aerial Photography
- Terrestrial Laser Scanning
- Measured Building Surveys
- Instrument Calibration
- Anti-theft measures for instruments
- Update on Safety Recommendation

April saw the exciting launch of TSA's Video to promote both the Underground Utility Guidance note and the Association, which to date had been watched just under 2,000 times.

The Essential Guide to Utility Surveys continues to obtain high levels of downloads in high res 1,106 and low res 837.

Version 4 of the Utility Surveys Guidance Note complete with Appendix 2 has now been uploaded.

Work will now start on Version 5 of the Utility Survey Guidance Note to include 3D Utility Mapping and Visualisation with relation to BIM.

The Network RTK continues to be downloaded (to date 1,991) from all over the world.

The revised Best Practice Guidance Note for GNSS Network RTK Surveying in Great Britain is to be launched on the 19th April 2012.

A new organisation has been launched named the UMA (Utility Mapping Association) and TSA is heavily involved in the establishment of this body. Peter Barker will represent TSA on the UMA Committee. Further talks are on-going with both BSI and CICES to develop a set of agreed standards for this market.

2.6 Finance Committee



John Furniss, Chairman

The Finance committee under the Chairmanship of John Furniss drew up the budget for 2011 in December 2010, once again at a time of great uncertainty for the survey industry. As in previous years, the budget is drawn up by the Chairman of Finance, the President and the Secretary General prior to being presented to Council for approval.

The original budget again allowed for a number of business failures in 2011 and as a result a predicted lowering of the income was forecast. The forecast was therefore to make a small loss for the year ending December 2011. In the event the number of failures was minimal, indicating the resilience of the survey market to withstand external pressures. At the end of the year TSA's finances were in slightly better shape than predicted despite the increased spending on members' services, seminars and general running costs.

Council agreed in 2011 to update the very successful RTK guidance note and commissioned Newcastle University to undertake this. Contributions were received from the RICS, the OS, Topcon, Leica and Trimble. When these costs are taken out of the accounts it can be seen that the income for the year 2011 was slightly down on 2010 whilst overhead expenditure had increased slightly in line with the inflation figures.

Solid finance is the foundation of any organisation and as such Council examines the financial position of TSA on a regular basis. The predicted loss did ensue although at a slightly lower level than predicted. For the third consecutive year, subscription levels for 2011 remained the same as the previous year despite a dramatic increase in the RPI rate. However, Council decided in October 2011 that the subscription levels for 2012 would be increased, albeit nominally.

APPENDIX I

THE COUNCIL: 2011

Mr Graham Mills	-	Technics Group Ltd
Mr John Furniss	-	Malcolm Hughes Land Surveyors Ltd
Mr John Witherden	-	Aworth Land Surveys Ltd
Mr Andy Bradford	-	APR Services Ltd
Mr Jim Loy	-	Loy Surveys Ltd (resigned April 2011)
Mr Matthew French	-	Fathoms Ltd
Mr Trevor Burton	-	Fugro-BKS Ltd
Mr Peter Barker	-	Stratascan Ltd
Mr Stuart McKendrick	-	40Seven Ltd
Mr Adrian Halliwell	-	M&A Surveys Ltd
Mr Mike Hopkins	-	Storm Geomatics Ltd
Mr Stuart Dimond	-	M K Surveys Ltd (co-opted July 2011)
Mr David Watterston	-	CD Surveys Ltd
Mr Neil Harvey	-	Met Surveys Ltd (resigned July 2011)

APPENDIX II

COMMITTEE STRUCTURE: 2011

1. Membership and Internal Affairs

Mr Matthew French (Chairman)
Mr John Witherden
Mr John Furniss
Mr Adrian Halliwell

2. Finance

Mr John Furniss (Chairman)

3. Public Relations

Mr Trevor Burton (Chairman)
Mr David Watterston
Mr Jim Loy
Mr Graham Mills
Mr Stuart Dimond
Mr Neil Harvey

4. Technical

Mr Peter Barker (Chairman)
Mr Stuart McKendrick
Mr Mike Hopkins
Mr Andy Bradford
Mr Phil Brownnett
Mr Adam Bradley
Mrs Olivia Masters

Notes:

1. Seconded participants in Committees were:-

Mr Phil Brownnett	Infoterra
Mr Adam Bradley	Jacobs Geomatics
Mrs Olivia Masters	Infoterra

Committee Terms of Reference

MIA – To consider all membership matters including the recruitment and selection of new members and maintaining standards among existing members. Maintenance and development of services to members. Responsible for the Discussion Group, seminars and the AGM.

FINANCE – Stewardship of TSA finances.

PUBLIC RELATIONS – Responsible for all matters external to the Association, including relations with other organisations, marketing and promotional activity.

TECHNICAL – Responsible for development of advice and guidance on all technical matters relating to surveying or bearing on the survey business, as well as provision of technical advice to external bodies.

APPENDIX III

ACCOUNTS: 2011

The full set of accounts can be found on the TSA website and downloaded if required. The detailed P/L and B/S are attached to this report.

Notes to the annual accounts, major items only:

Income:

Income: this item is for membership subscriptions. The subscription income is slightly lower than 2010 due to a few member companies dropping a subscription band.

Miscellaneous income: This figure primarily represents the contributions from the stakeholders for the latest RTK study, (RICS, OS, Topcon, Leica and Trimble.)

Course fees: commission from non members' participation in the Survey Training Course. This is lower than 2010 due primarily to the effects of the recession.

Commission receivable: commission received from the PI Insurance scheme run by Lockton. This also includes income from other partner benefits.

New member enrolment fees: application fees for new members to join TSA. The income was higher than 2010 showing that the interest in membership of TSA is being maintained.

Expenditure:

Consultancy fees: additional time support from the Secretariat for additional meetings/seminars.

Reports & research studies: the fee for the RTK study carried out by Newcastle University. (See income above.)

Council meetings: the costs associated with running council meetings.

General travel expenses: Council and Secretariat costs for attendance at meetings, seminars and other relevant events.

Management charges: fee for the running of the Secretariat. The fee was increased in 2011 having remained static for the previous two years.

Members training: the costs associated with running the members' business development and technical seminars.

Meeting expenses: this item is for costs associated with the AGM, the Discussion Group and all Council and committee meetings.

Advertising, exhibitions, etc.: this figure contains £12500, prepaid for lobbying activities in 2012.

Marketing: the promotion of the utility mapping video in the ICES e-book.

Legal & professional fees: includes the cost of credit checks on new applicants, legal costs and any other professional services such as new member assessment visits. The increase in new applications received is reflected in this figure.

Secretariat fees: this includes for rent, phones, postage, travel, subsistence etc.

Computer software etc.: costs of changes and updates to the website, software updates and remote backup and access.

Technical support: annual awards ceremony at the Survey Training School, development of guidance notes and technical support for Newark.

APPENDIX IV

MINUTES OF AGM – 2011

Subject: REPORT OF THE 31st ANNUAL GENERAL MEETING OF THE UK LAND & HYDROGRAPHIC SURVEY ASSOCIATION LTD HELD AT 12.00 ON WEDNESDAY 6TH APRIL 2011 AT THE HOLIDAY INN, BOREHAMWOOD, HERTFORDSHIRE.

Attendees

Graham Mills - Technics Group (AGM Chairman)
Stuart McKendrick - 40SEVEN
Tony Rogers - APR Services Ltd
John Witherden - Aworth Land Surveyors Ltd
David Watterston – CD Surveys Ltd
David Homewood - FARO
Trevor Burton - Fugro-BKS Ltd
James Burton - GM Surveys Ltd
Geoff May - GM Surveys Ltd
Graham Stroud - Ground Surveys Ltd
Daniel Moon – Jacobs Geomatics
David Bennett – KOREC
Matthew Lock - KOREC
Steve Hawkins - Laser Surveys Ltd
Jonathan Bogan - Lockton LLP
Adam Axtell-Powell - Lockton LLP
Stewart Hunt - Longdin & Browning Ltd
Adrian Halliwell - M & A Surveys Ltd
Alan Thunhurst - M J Rees & Co Ltd
John Furniss - Malcolm Hughes Land Surveyors Ltd
Mike Hopkins – Storm Geomatics Ltd
Peter Barker – Stratascan Ltd
Nolan Forwood – Survey Design Services & Associates Ltd
Andrew Hillyer - Survey Three Ltd
Anthony Mills – Trimble UK Ltd

Also Present:

Rory Stanbridge – TSA Secretary General
Rachel Tyrrell – TSA Administration Manager
Susan Murphy – TSA Administration Assistant

1 Apologies

Neil Fowler - Azimuth Land Surveyors
Steve Wheeler – CD Surveys Ltd
Matt French – Fathoms Ltd
Phil Brownnett - Infoterra Ltd
David Price – Leica Geosystems Ltd
Ian Lewis - Lewis Brown Ltd
Jim Loy - Loy Surveys Ltd
Neil Harvey - Met Surveys Ltd
Chris Dunster - Mole Data Surveyors
Bob Jones - On Centre Surveys Ltd
Clive Boardman – Photarc Ltd
Simon Bailey - Site Vision Surveys Ltd
Paul Cox - Site Vision Surveys Ltd
Neil Richardson - Spatial Data Ltd

2 Approval of the report of the previous meeting

The minutes of the previous meeting were accepted without amendment.
Proposed by Adrian Halliwell and seconded by John Witherden.

3 Matters arising

There were no matters arising.

4 To approve the Resolution: To receive the 31st Annual Report and the report and accounts for 2010.

The report and accounts were accepted without comment. Proposed by Graham Stroud and seconded by Peter Barker.

5 To approve the Resolution: To appoint CBR Accountancy as the Association's accountants for the coming year.

The Chairman stated that CBR had once again provided an excellent service to TSA during 2010.

The resolution was approved unanimously. Proposed by Tony Rogers and seconded by John Furniss.

6 To announce the composition of the Council, and the incoming President and Vice President

The Chairman expressed his thanks to Jim Loy and Bernhard Becker who have both recently stood down from Council. He then announced the composition of the new Council as:

Graham Mills – President

John Witherden – Vice President

Council: John Furniss, Matt French, Adrian Halliwell, Trevor Burton, Mike Hopkins, Andy Bradford, David Watterston, Stuart McKendrick, Neil Harvey and Peter Barker.

Adam Bradley and Phil Brownnett are co-opted members of the Technical committee.

7 President's Prize

The Chairman informed the meeting that Lockton, the recommended PI Insurers for TSA, had introduced in 2008 an annual prize to be awarded at the discretion of the President. This year the recipient was Adrian Halliwell in recognition of his work on the updating and ongoing development of TSA's Health & Safety scheme.

A glass trophy was presented by Jonathan Bogan to a very surprised Adrian and a donation to Adrian's favourite charity will be made by Lockton.

8 Any other business

An open discussion took place on the state of the industry and the increasing number of thefts of survey equipment. The instrument manufacturers and insurers in attendance all contributed to this part of the discussion.

The president then announced that the new TSA Business Plan for 2011 – 2016 was now available on the TSA website and he encouraged all members to read it and give feedback to the Secretariat.

8 Closing of AGM

The President expressed his thanks to all members of Council for their continued efforts on behalf of TSA and to the Secretariat for their excellent support.

The meeting closed at 12.45 pm.