

THE SURVEY ASSOCIATION
TWENTY NINTH ANNUAL REPORT

YEAR 2008
AND ACCOUNTS FOR 2008.



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TWENTY NINTH ANNUAL REPORT OF THE COUNCIL
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THE SURVEY ASSOCIATION
OFFICERS AND OFFICIALS 2008.

OFFICERS

PRESIDENT - MR N HARVEY
VICE-PRESIDENT - MR J WITHERDEN

OFFICIALS

SECRETARY GENERAL - MR R M STANBRIDGE

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TWENTY NINTH ANNUAL REPORT **OF THE COUNCIL OF TSA** **YEAR 2008.**

1 THE ASSOCIATION

1.1 Introduction

The year of 2008 started off as a very positive one for TSA members, but towards the end of the year the global financial crisis started to impact on the surveying business. Despite this, the membership numbers continued to grow and twenty new companies joined TSA during the year.

The lobbying campaign which commenced with the House of Commons Reception in May 2007 has continued unabated. A number of questions have been asked in the House by MP's on behalf of TSA on a variety of questions including the commercial activities of the Environment Agency.

TSA's own Secretariat, established in 2006 in Newark, continues to provide a constant and professional service to the members. The new website launched in October 2008 is now attracting in excess of 8000 hits per month. More of this in the PR report below.

The survey training course continues to attract great publicity for TSA and positive comments. The graduation day ceremony is rapidly becoming one of the most important diary dates for the year. The quest for recognition of the course continues and a second course on underground mapping is currently under development.

The two major events of the year, the AGM and the Discussion Group were both deemed a great success. The AGM was held at the Ordnance Survey, a sure sign of the great relationship now enjoyed by the two organisations. The Discussion Group was held at Old Trafford in conjunction with the RTK Best Practice Guide launch. Attended by almost 200 people, this was undoubtedly the most successful event ever held by TSA. It is the first time that the major players in the industry, OS, Leica, Trimble, RICS and TSA have worked together on such an important project. Once again more of this in the PR report below.

The SLG, Survey Liaison Group (ICES, RICS and TSA) met twice in the year to discuss topics of mutual interest although a joint conference initially planned for 2009 has now been placed on the back burner in the light of the current trading downturn. The Secretariat duties for the group have now been taken over by TSA.

The five year business plan developed and adopted by Council and published on the TSA Website, continues to be monitored by all the committees and is updated as deemed necessary. The introduction of new categories of membership introduced in 2007 has resulted in the acceptance of both Newcastle and Nottingham Universities into membership. One aspect of the plan was to make more use of the website and abandon the directory. This was achieved in 2008. However, one positive aspect of the directory was that it gave the President an opportunity to address the membership directly. As the directory no longer exists, a message from the President is now included in this report below.

Message from the President

TSA is now entering its 30th year since inception and I suspect nobody 30 years ago or even last year would have ever envisaged the economic turmoil the world currently faces. Certainly the TSA business plan written originally in 2006 and at the heart of our strategy for taking TSA and the UK survey industry forward did not contain contingency for a catastrophic collapse of the banking system and the subsequent economic fallout.

With trying to take a strategic overview and plan one to two years in advance, it may sometimes appear that Council is making strange decisions or not reacting quickly enough when taken in the context of such quickly changing parameters. I can assure all members, however, that those people elected to Council take their role extremely seriously and work tirelessly on behalf of the members and the UK survey industry and are acutely aware of the wide variety of issues and problems that members currently face. Communication has improved enormously over the last 3 years both internally within TSA and Council and externally to all stakeholders and we will continue to improve wherever possible. This has helped Council become more proactive and when necessary reactive, as witnessed by our decision to cancel the TSA 30th birthday dinner in York which was originally arranged a year ago and to rearrange the AGM date and location. Decision making is now a faster, but no less rigorous process in Council and will continue to improve.

Council will endeavour to continue to explore new ways of assisting members and working hard to provide support through difficult times whilst still trying to take account of its strategic goals and changing these goals where necessary. It is essential that the industry pulls together, collaborates and communicates honestly within itself. Only in that way, will TSA, members and the UK survey industry emerge from this recession stronger and ready to tackle the global opportunities for our highly skilled and resourceful businesses.

I think it is appropriate to thank all past and newly elected members to Council, the co-opted committee members, Secretariat, contributors, members and sponsors for the efforts and hard work in bringing TSA to this 30th anniversary and for the vision, dedication and commitment to continue the fight.

1.2 The Officers of the Association

At the 2008 Annual General Meeting, Mr Neil Harvey of Met Surveys 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 2008 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 Council budget for the year was set in January 2008 with the aim of producing a small surplus for the year ending in December 2008. The increased costs of marketing and lobbying were all absorbed, but an increase in the anticipated numbers of applications resulted in a larger surplus than forecast. However, Council decided in October that the impending downturn would make a larger than forecast surplus highly desirable. Council also agreed to hold subscription levels in 2009 at the same rate as 2008 to assist the membership through what will be a difficult period.

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 to all those who have devoted time to Council and Committee activities during 2008. 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, signing up for the Forum on the website. The closer TSA can come to being able to demonstrate total active involvement of its member companies, the better and more effective the Association can be.

Supplier Members, the numbers of which are 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

Part of the remit for the MIA committee, chaired by John Furniss in 2008, is to assess the suitability, both professionally and financially, of new applications to join the Association. In July 2006 at the introduction of the new Secretariat, membership stood at 97. By November 2008 this figure had risen to 130. A total of twenty applications were vetted by MIA and subsequently approved by Council in 2008. This is in line with the adopted business plan.

The increase in membership has been achieved as a result of increased promotion, greater awareness of the association in part as a result of the lobbying campaign and member introductions. Two new categories of membership, Academic and Affiliate were devised by MIA and approved by the members at the Discussion Group in October 2007. Two academic members, Newcastle and Nottingham Universities, have since been admitted into membership. The first application for Affiliate membership was received and accepted in 2008 from McDonald Surveys in Dundalk Ireland.

Generic Health & Safety documentation produced by TGF continued to sell well, and the second members' seminar on H&S run by TGF and held at Leica took place in early 2008. This has now become an annual event and the seminar papers were made available at minimal cost to those companies unable to attend.

The PI scheme run by Lockton continues to attract new members. At the end of 2008, well over 50% of eligible members were included in the scheme. Lockton's also agreed to sponsor an annual award, The President's Award, the first of which was presented to Richard Otto at the AGM in Southampton.

The committee spent time in 2008 on a number of important issues. These included examining the Rules of the Association, producing a new version of the Salary Survey using the online polling system, drawing up a list of spokespersons able to represent TSA to the media and vetting the greatly increased number of membership applications. Additionally the committee, towards the end of the year, spent time developing plans for member seminars to be held in 2009.

2.3 Public Relations Committee

One of the biggest projects undertaken was the design and creation of a totally new website and logo for TSA. This was completed and launched in early October 2008. Since then, the number of visitors to the site has almost doubled to around 8,000 every month. The new site has additional features, such as a download area for the latest Guidance Notes – asking for name, company and email address which provides a useful database. News items are added to the home page and the Members Area is loaded with useful information plus a Forum for members to discuss any topic.

The launch of the Network RTK Best Practice Report and Guide on 6 November at Old Trafford, provided TSA with a huge PR opportunity. The event was a huge success, attended by over 180 people from all areas of the surveying world. Good links were forged with both Ordnance Survey and the Environment Agency and the event raised TSA's profile even higher. The combined total of downloads of both the Full Report and the Best Practice Guide stand at over 1,000.

Work continued with Mandate on the Lobbying Programme, following up existing links with MPs and also those on the EFRA Select Committee. TSA will maintain communication with Government departments on issues such as flood prevention, but more emphasis will be on promised help for small businesses with contact already having been made with members of the Business, Enterprise and Regulatory Reform (BERR) Committee.

TSA will be present at both GEO9 and XCES trade shows in the coming year.

A completely new corporate image was developed in 2008 and the guidance notes produced by the technical committee are all currently being re-branded.

2.4 Technical Committee

The Technical Committee under the chairmanship of Graham Mills continued to work hard on a number of vitally important issues for the surveying industry. The subjects covered during the year were:

- Inshore Hydrography
- Confined Spaces
- Heighting accuracy from low level photogrammetry
- Underground Utility Mapping
- Terrestrial Laser Scanning.
- Qualifications & training
- Aerial LiDAR
- Mobile LiDAR
- Highways Agency grids
- Building surveys
- Instrument calibration
- Protecting and securing equipment

Guidance notes on many of these subjects are now available on the TSA website and others will be published as they are completed.

TSA is also represented on both the NUAG and HUAC committees by Graham Mills and Peter Barker respectively. In 2009, Graham Mills will also assume the Chair of the SLG.

2.6 Finance Committee

The Finance committee changed the way it operates in July 2006 as a result of the establishment of the new Secretariat. It was agreed by Council that, as the finances would now be managed more stringently than at any time in the past, it would be sufficient for the President and/or Vice President to manage the finances with the assistance of the Secretariat and a nominated Council member. In 2008 John Furniss once again fulfilled this role on behalf of Council.

The budget for the year was presented by the Secretariat and agreed by Council in January 2008 to once again produce a small surplus based on an income of £160000. The surplus was comfortably achieved despite the increased additional ongoing costs of the lobbying activities.

The final income figure for the year was just over £167000 resulting in a surplus of £7000. The increase in income is due to an escalation in the forecast number of new members, and an upsurge in commission obtained from the PI scheme.

The full accounts will now be posted on the Members' Only area of the website. An abbreviated set of accounts are contained at the end of this report.

APPENDIX I

THE COUNCIL: 2008

Mr N Harvey	-	MET Surveys Ltd
Mr J Furniss	-	Malcolm Hughes Land Surveyors
Mr J Witherden	-	Aworth Land Surveys Ltd
Mr A Rogers	-	APR Services Ltd
Mr L E Neill	-	BKS Surveys Ltd
Mr B Becker	-	Becker Geomatics Ltd
Mr G Mills	-	Sitechnics Ltd
Mr G Moates	-	C A Design Services Ltd
Mr J Loy	-	Loy Surveys
Mr M French	-	Fathoms
Mr D Corfield	-	CMCR
Mr J Fraser	-	Milton Keynes Surveys
Mr R Otto (resigned April 2008)	-	The Severn Partnership
Mr S Rixon (resigned April 2008)	-	Halcrow Geomatics
Mr J Waterman (resigned April 2008)	-	Cartographical Surveys
Mr B Spencer (resigned July 2008)	-	CSL Surveys

APPENDIX II

COMMITTEE STRUCTURE: 2008

1. Membership and Internal Affairs

Mr J Furniss	(Chairman)
Mr M French	
Mr J Witherden	
Mr D Corfield	

2. Finance

Mr N Harvey	(Chairman)
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3. Public Relations

Mr G Moates	(Chairman)
Mr N Harvey	
Mr T Rogers	
Mr J Fraser	
Mr T Burton	

4. Technical

Mr G Mills	(Chairman)
Mr B Becker	
Mr J Loy	
Mr L Neill	
Mr P Barker	
Mr P Brownnett	

Notes:

1. Seconded participants in Committees were:-

Mr T Burton	BKS Surveys
Mr P Barker	Stratascan
Mr P Brownnett	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.

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: 2008

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

Notes to the annual accounts, major items only:

Income:

Income: this item is for membership subscriptions. This shows an increase of 15% from 2007.

Miscellaneous income: this item is sponsorship received for the RTK launch in October.

Course fees: commission from non members' participation in the Survey Training Course and income from TSA sponsored training courses.

Commission receivable: commission received from the PI Insurance scheme run by Lockton.

New member enrolment: fees for application to join TSA. This was increased to £400 from 2008.

Expenditure:

Consultancy fees: additional support from the Secretariat primarily for the lobbying campaign and additional meetings.

Computer software etc.: development of the new website and corporate image.

Technical support: annual awards ceremony at the Survey Training School, costs incurred with the development and launch of the RTK best practice guidance scheme and cost of membership training courses.

Trade subscriptions: cost of annual membership of CIC.

Management charges: fee for the running of the Secretariat.

Travel & Subsistence: Council and Secretariat costs for attendance at meetings and exhibitions.

Advertising, exhibitions, etc.: this figure contains £20000 for lobbying activities and the cost of attendance at the Flooding & Coastal Management exhibition and conference.

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

Legal & professional fees: includes the cost of credit checks on new applicants, legal costs and any other professional services.

Assessment visits: costs incurred in assessing new applicants.

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