



General Assembly | Meeting minutes 20 March 2025 – In-person ISH Frankfurt

Action	Owner	Deadline
Secretariat report		
1. Reach out to national members and suggest names of experts that could participate in the working groups	Members	Towards the year
Financial report		
2. Review tax rules for non-profit organisations related to net income	Secretariat	ASAP
3. Send list of Associate Members to GA members, together with the names associated	Secretariat	ASAP
4. Send list of associate members that were part of FEST in the last 5-6 years, and who may be asked to re-join the association	Secretariat	ASAP
5. Check with personal contacts within the Associate Members to maintain the relationship with them	Members	Before summer
6. Prepare and send a letter on the non-increase of membership fees	Presidium	Before summer
Finances approvals		
7. Correct the budgets 2024-2025 with the adopted numbers (website, and Congress revenue)	Secretariat/Presidium	ASAP
8. Adapt the 2024 Auditor's report with the adopted numbers	Secretariat	ASAP
Treasurer role		
9. Adapt the statutes to include the Treasurer Role	Secretariat/BoD	Before summer
Director General		
10. Adapt the statutes to modify the nomination procedure of Director General	Secretariat/BoD	Before summer
Congress		
11. Create a special sponsorship package for trade fairs and reach out to them to propose the idea	Secretariat/DK	30 April 2025
12. Push for members and colleagues to register to the Congress	Members	Before summer
13. Propose a special type of ticket for suppliers that would include 1-year trial to the Associate Membership	Secretariat/DK team	30 April 2025



Identity		
14. Send new logo to all the members	Secretariat	Attached to the minutes
ARGE		
15. Prepare draft minutes of the meeting, to be shared to Johan, Magnus and Karolina	Uwe	28 March 2025
16. Prepare proposal for ARGE on Master Data	BoD	20 May 2025

Agenda points		
Decisions and action points	Who	Deadline
<p>1. Opening + Competition Laws + Approval of minutes + Approval of agenda</p> <ul style="list-style-type: none"> - Meeting started: 09.07 CET - Karolina Hagberg Chinell (KHC), Vice-President, opened the meeting and welcomed participants. She will be leading the meeting as President Dobrochna Kasperek (DK) couldn't join in person, due to maternity leave. DK was participating online. - Samuel Michel (SEC), head of the Secretariat, will be moderating and present the General Assembly, in the absence of a Director General. - ISH Vice-President of the Messe Frankfurt gave a 5-minute welcoming speech, emphasizing the success of the fair this year, and the ambition to grow the market even further internationally, while keeping a strong German basis. Members applauded. - Competition Laws were acknowledged and approved. - Two proxies were given from Poland and from Austria. Two members did not send representatives (Switzerland and the Netherlands). Quorum was reached. - A tour de table was made. - Minutes of 2024 General Assembly (GA) were approved - Agenda was approved with one AOB about ARGE and master data. 		
<p>2. Secretariat report</p> <ul style="list-style-type: none"> - SEC set the scene by giving a quick overview of the EU context and what was expected in the coming mandate in Brussels: mostly touching upon the Clean Industrial Deal, the competitiveness agenda of the Commission, and the threat of new tariffs from the United States of America. Members asked how the Draghi report fed into the context. SEC explained the report, as well as the Antwerp Declaration (signed by more than 1400 organizations) that helped develop the Clean Industrial Deal. - SEC presented the WG activities that were done in the first quarter of the year, emphasizing the lack of interest from members regarding the supply chain WG. He explained the focus would therefore be on Sustainability and Master Data topics. He urged GA participants to send the names of experts in the Sustainability field, and on Master Data topics. - Members agreed to check at potential names. - SEC and KHC also explained quarterly webinars, opened to all members and associate members, would be given by the Secretariat to properly educate participants on ongoing, and future legislations. The idea would be to open it to Associate Members and encourage them to more actively participate in working groups. <p>-Reach out to national members and suggest names of experts that could participate in the working groups</p>	Members	Towards the year
<p>3. President/Financial report</p> <ul style="list-style-type: none"> - SEC presented the 2024 financial report (<i>cf. attachment 1.02</i>), which remained positive with an estimate of €10,869.14 net revenue. SEC explained the main expenses were the Strategy Session 		



	<p>in April, and the rebranding project. On the latter, the auditors expressed their concerns regarding the part of the budget for the website to be allocated in 2024 while the invoice has not yet been paid. Members will decide where to allocate this fund in the voting part. SEC also explained several members had not paid their contributions and that this would need to be solved as soon as possible.</p> <ul style="list-style-type: none"> - SEC also showed the auditors' report (<i>cf. attachment 1.03</i>) - SEC also presented the provisional 2025 budget, slightly lower (€1,855.06) in terms of revenue, mostly because of the Director General accounting for one year, rather than 6 months. There was a discussion regarding the inclusion of associate members that had left (Ideal Standards, and Uponor) in the budget, highlighting the risk it was putting on the association. Members asked if this had an impact on taxes. SEC will double check. - To avoid other Associate Members leaving, there was an agreement that SEC will send the names and contacts of associate members to the GA members, and that they will check it with their own connections - Regarding membership fees, there was an agreement that the fees would remain intact, despite inflation, and that it would need to be clearly indicated in the invoice, by a letter from the FEST president, that membership fees have not been increased, as a show of good faith to deliver a valuable work. 		
	<p>- Review tax rules for non-profit organisations related to net income</p>	<p>Secretariat</p>	<p>ASAP</p>
	<p>- Send list of Associate Members to GA members, together with the names associated</p>	<p>Secretariat</p>	<p>ASAP</p>
	<p>- Send list of Associate Members that were part of FEST in the last 5-6 years, and who may be asked to re-join the association</p>	<p>Secretariat</p>	<p>ASAP</p>
	<p>- Check with personal contacts within the Associate Members to maintain the relationship with them</p>	<p>Members</p>	<p>Before summer</p>
	<p>- Prepare and send a letter on the non-increase of membership fees</p>	<p>Presidium</p>	<p>Before summer</p>
<p>4.</p>	<p>For decision: Statutory financial admin</p> <ul style="list-style-type: none"> - SEC put to vote the 2024 financial report: - Members adopted unanimously on the 2024 financial report and the auditors' report, with the subtraction of the website fees from both the financial and auditors' report, accounting for a total of: xxx - Members adopted unanimously the discharge of the BoD over 2024 - Members adopted unanimously the provisional budget for 2025, adding the website costs, but also the revenues generated from the Congress. Members also agreed to leave Uponor and Ideal Standard in the 2025 budget, acknowledging the risk. - Members reappointed unanimously Ms Ether Estevez, and Mr Achim Laubenthal as auditors for the 2025 accounts. 		
	<p>- Correct the budgets 2024-2025 with the adopted numbers (website, and Congress revenue)</p>	<p>Secretariat/Presidium</p>	<p>ASAP</p>
	<p>- Adapt the 2024 Auditor's report with the adopted numbers</p>	<p>Secretariat</p>	<p>ASAP</p>
<p>5.</p>	<p>For decision: FEST governance Structure: Treasurer</p> <ul style="list-style-type: none"> - SEC presented the idea of the BoD to introduce the role of Treasurer in the statutes of the association. The idea behind it is to avoid the concentration of powers in the Presidium (<i>cf. attachment 1.01</i>). Members unanimously voted in favour of giving the BoD a mandate to adapt the statutes and include the role of a Treasurer in it. 		



	<ul style="list-style-type: none"> - SEC presented the candidate for the role: John Newcomb (JN) and opened the floor to other candidates. No one raised interest. - JN presented himself. - Members unanimously voted to appoint JN as a Treasurer. JN is officially elected Treasurer of the association and will participate as a full member of the Presidium for the next 2 years. Members applauded. - Members unanimously voted in favour of the continuation of the BoD for 2025-2026. 		
	- Adapt the statutes to include the Treasurer Role	Secretariat/BoD	Before summer
6.	<p>For decision: Director General</p> <ul style="list-style-type: none"> - KHC explained the situation regarding the Director General (DG) and informed members about the dismissal of Eric Delforge, former DG. She explained interviews were ongoing, with two candidates shortlisted for the role, Mr Frank van Zeebroek, and Mr Frédéric van Houte, highlighting their strength and weaknesses. She particularly thanked members for their involvement in proposing names, and particularly the suggestion to post it on LinkedIn, as it got a lot of traction. The final interview should be done in the coming weeks, most likely online. - However, to simplify the process of hiring the DG, the BoD expressed the possibility to change the nomination process in the statutes of the association, to make it a prerogative of the BoD, rather than the General Assembly. - Members unanimously voted in favor of a modification of the Director General nomination rules in the Statutes of the Association. - Members unanimously voted in favor of giving the BoD a mandate to modify the Statutes of the Association accordingly. 		
	- Adapt the statutes to modify the nomination procedure of Director General	Secretariat/BoD	Before summer
7.	<p>For information: Congress in Warsaw</p> <ul style="list-style-type: none"> - DK, joining online, presented the Congress, its program and its agenda (<i>cf. attachment 1.01</i>). She explained the main objective of the Congress would be to have people and companies inspired. - Members raised the idea that several fairs such as MCE, or Installers UK, would like to sponsor the Congress. It was suggested to make a dedicated sponsorship package for trade fairs, between €5,000 and €10,000. - Members and Associate Members were also pushed to encourage registrations from their colleagues and members. - Members also discussed the possibility of having suppliers attending the congress for a low price while other suppliers were sponsoring the event, and the risk it would imply. Regarding the suppliers' participation in the Congress, members asked to open it only to suppliers that are associate members of FEST. Therefore, it was agreed that DK, SEC and their team would work out an attractive "trial package", for suppliers wishing to attend the Congress; This package would combine the price of a ticket with a 1-year trial period to become an associate member of FEST (around €2000). 		
	- Create a special sponsorship package for trade fairs and reach out to them to propose the idea	Secretariat/DK	30 April 2025
	- Push for members and colleagues to register to the Congress	Members	Before summer
	- Propose a special type of ticket for suppliers that would include 1-year trial to the Associate Membership	Secretariat/DK team	30 April 2025
8.	<p>FEST new identity</p> <ul style="list-style-type: none"> - SEC presented FEST's new identity and ideas behind the logo and colours. 		



	- Members liked the new design. - Members asked for the zip file of the logo. - SEC also explained the work on the website was ongoing and that he would share something when he could		
	- Send new logo to all the members	Secretariat	Attached to the minutes
9.	AOB - KHC explained there was a discussion on Master Data with ARGE on 19 March in ISH, together with Uwe, Johan, Magnus and herself. She confirmed that ARGE was happy to continue to the Master Data work without holding the exclusivity. - The BoD of FEST must now prepare the minutes and discuss a proposal within 2 months. - There was a concern regarding whether this proposal would be approved by the Board of ARGE. - Magnus Siren proposed to communicate on 2 levels with ARGE: the political and the technical level, to avoid problems. Members agreed.		
	- Prepare draft minutes of the meeting, to be shared to Johan, Magnus and Karolina	Uwe	28 March 2025
	- Prepare proposal for ARGE on Master Data	BoD	20 May 2025
10.	Next meeting + Closing SEC and KHC thanked all participants for their participation and discussions. Meeting closed: 11.37 CET		

Attachments

- 1.01 FEST GA – Slides for 20 March 2025
- 1.02 FEST GA – 2024/2025 budget
- 1.03 FEST GA – Auditors’ report

List of participants

Dobrochna Kasperek (DK, President)	Poland - Online
Karolina Hagberg Chinell (KHC, Vice-President)	Sweden
Johan Stevens (JS, Past-President)	Portugal
John Newcomb (JN, newly elected Treasurer)	UK
Uwe Niederprüm (UN)	Germany
Dr Hans Henning	Germany
Achim Laubenthal	Germany
Kim Holst	Denmark
Magnus Siren	Finland
Katerina Swahn	Sweden
Craig Jennings	UK
David Juan (DJ)	Spain
Esther Estevez (EE)	Spain
Corrado Oppizzi (CO)	Italy
Sven Machielsen (SM)	Belgium
Samuel Michel (SEC)	Secretariat

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 Karolina Hagberg Chinell | JOHAN JOZEF WILLY | Dobrochna Kasperek
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