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**EXECUTIVE COUNCIL
Wednesday, 2nd February 2011 at 1.20pm**

Present

Chair:	Nick Shaw Peter Allan, Cargill Meats Europe Ian Crawford, 3663 Vanessa Lewis, Summit Foods Ltd. Adrian Whitehead, Brakes	Vince Craig C/o McEvoy Foods Int'l Ltd. Ali Hannaford, Paramount 21 Ltd. Allen Watts, Caterforce Ltd.
In Attendance:	Brian Young, BFFF Emma Holberry, BFFF	Hazel Cranidge, BFFF
Apologies:	Peter Ashford, Honorary Life Member Peter Day, Honorary Life Member Howard McEvoy, McEvoy Foods Int'l Ltd. Ian Stone, apetito Ltd. Stephen Waugh, Ardo UK Ltd.	Nigel Broadhurst, Iceland Foods Ltd. Paul Freeston, apetito Ltd. Alastair Salvesen, Dawnfresh Seafoods Ltd. Bill Wadsworth, Greggs Plc

AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
2.	TO ADOPT THE MINUTES OF THE PREVIOUS MEETINGS It was resolved to adopt the minutes of the November 2010 and December 2010 meetings. There were no matters arising not covered by the agenda.	
4	VERBAL REPORTS FROM COMMITTEES	
4.1	PIB Committee	
a	Peter Allan provided an update on the earlier PIB Committee meeting. The committee were in support of the new structure for the meetings and had also adopted an updated version of their Aims & Objectives. The Committee had also reviewed a proposal for a marketing seminar and had agreed to recommend that it proceed. The Committee had identified their top four subjects for speakers for the coming year. Peter and Brian had agreed to scope out the topics to then find suitable speakers.	
b	It was noted that participation of committee members was not always easy to engage and it was agreed that Brian and Executive Council members would keep an eye on this as the new structure settles in.	BY/Exec Council
4.2	WD Committee	
a	Allen Watts reported that the committee had asked that a watching brief be kept on the STS/NHS audit situation.	BFFF
b	The Committee had adopted the draft Aims & Objectives and were also in full support of the new meeting structure. The Committee had enjoyed a lively debate on topics relevant to their sector and would now be scoring them in order to identify speakers.	

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AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
4.2	WD Committee contd.	
c	A progress report from the Bar Coding group had been provided and also an update on work with the FWD.	
d	Brian with the FWD will now contact the BHA to begin negotiations to see if all three organisations can work together.	BY
4.3.1	T&L Committee Vince Craig reported that there are big changes happening with the change to the FSA's responsibilities and the increased importance of the DoH. Another area of concern is the coalition Government's preferred method of implementing change via responsibility deals. It is important that BFFF continues to be seen as the organisation to represent SMEs and the foodservice sector in particular.	
4.3.2	H&S Working Group Vince advised that the H&S Group hope to run another seminar in October. The Group are also working on a guidance document – 'Working in a Cold Store Environment – Advice for Employees' which will be a high profile document and very useful to employees and employers.	
4.4	Audit Committee Ali Hannaford reported that the Audit Committee had met on 18 th January 2011 and the minutes had been circulated with the agenda for today's meeting.	
4.4.1	Quarterly Accounts to 31 December 2010 The accounts to 31 December 2010 were circulated at the meeting and Ali proposed that they be adopted. All present were in favour.	Executive Council
4.4.2	Draft Budget for 2011/12	
a	Ali advised that the draft budget for 2011/12 had been circulated with the agenda. The Audit Committee had spent some time considering each aspect and had agreed to recommend the budget to Executive Council. Brian added that the budget included provision to part fund the two promotional campaigns and added that the Federation would need to fund these campaigns in future years. All present agreed to adopt the budget for 2011/12.	Executive Council
b	It was agreed that Brian consider how to apply the Federation's funds between the two promotional campaigns to ensure the most effective outcome when they become fully funded by BFFF and to advise, for approval, the Executive Council.	BY

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AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
4.4 4.4.3	<p>Audit Committee</p> <p>Proposed Subscription Levels for 2011/12</p> <p>Ali confirmed that the Audit Committee had also discussed the proposed subscription levels in depth and had agreed to recommend the increased levels to Executive Council. All present agreed to the proposed subscription levels for 2011/12.</p>	Executive Council
4.4.4 a	<p>Legal Status</p> <p>Brian advised that he had spoken to the Federation's auditors with regards to changing our legal status. They had been quite happy with this change but had suggested that an experienced solicitor be consulted to find out more. We have now been in touch with a solicitor recommended by the Trade Association Forum who have experience of changing the legal status of numerous trade associations. They have indicated costs of approx £10,000. They offer a free half hour consultation, which Brian will take up to find out more. Brian is also meeting with the Federation's bank manager to discuss the proposed change and find out any implications ie with the mortgage. Brian will report back as appropriate.</p>	BY
b	<p>On behalf of the Audit Committee and Executive Council, Ali congratulated Brian and the BFFF team on an excellent set of accounts.</p>	
5. 5.1	<p>STRATEGY</p> <p>Effectiveness of Committees</p> <p>Brian advised that May 2011 would be the first time the new format would come into full effect and it was agreed to review at the May Executive Council meeting how the sector meetings had gone.</p>	BY
5.2 a	<p>Members Survey – Results & Actions</p> <p>It was noted that the T&L update had more 'Do Not Know's in the membership survey which is possibly due to the update being available as a download on the website. It was requested that the T&L Committee review how they access the Update at their next meeting and consider whether the Update should be sent out as a hard copy to members as well.</p>	HC
b	<p>It was also agreed that all questions would be reviewed to ensure that we receive worthwhile data.</p>	BY/HC
6. 6.1	<p>UPDATE ON NEW PROJECTS</p> <p>Business Conference</p> <p>Brian advised that we have experienced two issues with Dewberry Redpoint, which have had an impact on the selling of the Conference. The first being the timing of the launch, which was delayed by 2-3 weeks. Secondly, Dewberry followed their normal business model, which is to sell exhibitor stands first and delegates second. They are now focusing on selling delegate places. We are confident of achieving breakeven which is acceptable given the current economic environment and for a first event of this type.</p>	

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AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
<p>6.</p> <p>6.2</p> <p>6.4</p> <p>6.5</p> <p>6.7</p>	<p>UPDATE ON NEW PROJECTS</p> <p>Suppliers Seminar As reported at the D/G Briefing, we are planning to hold two more Suppliers Seminars in 2011 and Brian added that we had experienced a good conversion rate of new members from the first suppliers' seminar in December 2010.</p> <p>Energy Scheme Brian advised that he was very pleased with this scheme with 7 members already signed up.</p> <p>Insurance Scheme So far, 20 quotes have been issued to members, this scheme will take longer to get off the ground due to differing renewal dates but the number of quotes already provided was very encouraging.</p> <p>BFFF – PR Campaigns Update Brian advised that the positive effects of the Frozen Food Report are still being felt as we have already met the MD for the UK & Ireland of Compass and also have a meeting set up with a number of key directors at Sodexo. Also, the TV production company behind the BBC's FoodFighters programme contacted Brian after hearing about the report.</p>	
<p>8.</p> <p>a</p> <p>b</p> <p>c</p>	<p>ANY OTHER BUSINESS</p> <p>The possibility of a member's handbook was discussed especially as a members network forum had rated very highly on the membership survey. Brian advised that there were serious considerations to take into account such as the inevitable competition with Frozen & Chilled Foods. He confirmed that he would consider the idea in more detail.</p> <p>It was suggested that the Bulletin feature articles such as 'A Day in the Life of' which could feature BFFF members each month. Brian agreed to discuss the possibility with Graeme Day.</p> <p>Brian confirmed that the research undertaken by the promotional campaigns would be available at IFE together with the Frozen Food Report and hopefully, a key facts booklet highlighting all the research.</p>	<p>BY</p> <p>BY</p> <p>BFFF</p>