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**EXECUTIVE COUNCIL MEETING
Wednesday, 13th February 2013**

Present	Vince Craig C/o McEvoy Foods Int'l Ltd	
Chair:	Vanessa Lewis, Summit Foods Ltd. Chris Binge, Fairway Foodservice Plc	Nik Basran, The Authentic Food Co Ltd. Ian Stone, apetito Ltd.
In Attendance:	Brian Young, BFFF Hazel Cranidge, BFFF	Emma Cranidge, BFFF
Apologies:	Peter Allan, Cargill Meats Europe Nigel Broadhurst, Iceland Foods Ltd. Peter Day, Honorary Life Member Ali Hannaford, Paramount 21 Ltd. Nick Shaw, Westbridge Foods Ltd. Adrian Whitehead, Brakes	Peter Ashford, Honorary Life Member Ian Crawford, 3663 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 MEETING It was resolved to adopt the minutes of the November 2012 meeting and there were no matters arising.	
4	VERBAL REPORTS FROM COMMITTEES	
4.1	PIB Committee Ian Stone reported that the PIB Committee had an excellent meeting with a very interesting presentation from the Knowledge Transfer Partnership. The committee have identified speakers for the next two meetings. A lot of the meeting had been devoted to the current issues surrounding Horse Meat Fraud.	
4.2	WD Committee Chris Binge reported that GS1 are serious about working with BFFF to encourage the use of EDI's in the wholesale sector. Brian had reported on progress with the Foodservice Alliance and that he is going to meet Peter Backman of Horizons to look at whether he can produce current data from a similar method to that which AC Nielsen used. Internet Fraud was also a big concern and it was hoped that a 3663 representative would be presenting to the WD Committee at the May meeting. Horse Meat Fraud had also taken up some time at the meeting.	

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AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
4.3.1	H&S Working Group	
a	Vince asked that members encourage the return of H&S statistics to Joanna Hancock to help build up a comparison for the frozen food industry.	
b	Jo Hancock organised a meeting of members, lorry bodybuilders and relevant trade associations to look at guidance for engineers working at height on refrigerated units on lorries. There were 30 attendees on the day which was excellent and the meeting itself was very positive. There is a huge amount of work to do in this area as no guidance currently exists.	
4.3.2	Primary Authority Agreements Vince advised that Jo and Su were progressing the potential for primary authority agreements on food labelling, food safety, metrology, H&S and are now looking to include fire as well. They are preparing a costed proposal to discuss with Brian and then the T&L and H&S committees before then going to Executive Council with their recommendations.	
4.4.1	Draft Quarterly Accounts to 31st December 2012 The draft accounts were circulated at the meeting. Brian advised that actual is £37K ahead of budget. Executive Council unanimously adopted the accounts to 31 st December 2012.	
4.4.2	Draft Budget for 2013/2014 The draft Budget had been previously circulated with the agenda. However, it needs reworking slightly to adjust the subscription figure. The redrafted budget will be presented to the Audit Committee and then resubmitted to Executive Council in May for approval.	BY/EC
4.4.3	Proposed Subscription Levels for 2013/2014 The proposed 2013/2014 subscription levels had been circulated prior to the meeting. An increase of 3% was proposed and it was unanimously agreed to adopt the proposed subscription levels for 2013/2014.	Executive Council
5.1	Business Conference Brian confirmed that there was a PR plan in place if any uninvited journalists turn up at the Business Conference.	
5.2	BFFF – PR Campaigns Update Brian updated Executive Council on the activity Pelican PR are currently undertaking. He advised that preliminary results from the antioxidant research will be launched at IFE on Monday 18 th March. The new consumer website – Cool Cookery – is nearly ready to launch and Pelican have a number of competitions ready to encourage consumer activity and visits to the new website.	

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AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
5.3	<p>IFE13 Brian advised that the stand design has changed slightly and we will have a Members Logo Board. There will also be a sponsored ice wall in the central boulevard on both the Monday and Tuesday of IFE. As well as the press launch on Monday 18th, there will be a gathering of new members and exhibiting members on Tuesday 19th.</p>	
5.4	<p>Benefit Schemes Brian advised that the Energy Scheme run by Blue Castle continues to perform exceedingly well.</p>	
5.6 a	<p>European Lobbying Brian advised that he had been working with Christian Millet to ascertain whether it was feasible to employ an organisation in Brussels to conduct horizon scanning of new/amended legislation which would affect the frozen food industry. Two potential organisations have now submitted proposals which Brian and Christian are reviewing and will then discuss with each other before deciding on the best option to recommend. Brian advised that the proposals were purely horizon scanning and lobbying was not included. He added that the cost to BFFF was likely to be £10K- £15K.</p>	
b	<p>Executive Council felt that it would be beneficial to BFFF to have a scheme such as this in place and that Brian should continue to explore the options further. He confirmed that he and Christian would approach other European trade associations to be involved once they had an agreed proposal in place.</p>	BY
5.7	<p>Other Collaborations PROFEL have invited Brian to present at their 8th Conference of European Vegetable Processors which is held in Brussels on 25th April.</p>	
5.8	<p>BFFF Website Brian reported that he was exploring the possibility of modernising the website and was awaiting proposals including costs and would provide details to Executive Council before proceeding.</p>	
6.	<p>Any Other Business Chris noted that a number of wholesalers had received requests from STS for testing/traceability in the light of the Horse Meat Fraud which were far beyond those requested by the FSA and that Su would be contacting STS to negotiate an improved approach. Ian confirmed that a number of producers had the same problems and had discussed with Su at the PIB meeting also.</p>	