



**PRIVATE AND CONFIDENTIAL - COPYRIGHT RESERVED
NOT FOR PUBLICATION OR EXTERNAL DISCUSSION**

EXECUTIVE COUNCIL

Wednesday, 18th May 2011 at 12.30pm

Present

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

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 February 2011 and April 2011 meetings. There were no matters arising not covered by the agenda.	
4	VERBAL REPORTS FROM COMMITTEES	
4.1	PIB Committee	
a	Peter Allan reported that the Committee had enjoyed their discussion with Nigel Broadhurst on Absorbing Food Inflation and were grateful to him for being so open and willing to talk to them.	
b	The Committee reviewed the feedback from the marketing seminar and felt it was worth running again. Ian Stone will liaise with Brian Young on this subject.	
c	The Committee had also discussed the possibility of implementing a buddy scheme for new members in the PIB sector and had agreed that Brian would identify the best person from the committee to contact each new member and supply the top 5 benefits to focus on – as well as going through the Federation's other activities.	
4.2	WD Committee	
a	Ian Crawford reported that the Committee had spent some time discussing how to broaden out the sector specific subjects to enable speakers to be approached.	

Contd.

AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
<p>4.2</p> <p>b</p> <p>c</p> <p>d</p>	<p>WD Committee contd.</p> <p>The committee had also been updated on the IT in Foodservice project where BFFF have been in discussion with GS1 to look at encouraging a wider use of product coding but unfortunately GS1 have put forward a proposal with prohibitive costs. Therefore Brian and the working group have looked at alternative methods and one of our wholesaler members is happy to trial a system for 3 months from Lady Lodge and then report back as appropriate.</p> <p>Brian is continuing to liaise with the FWD on how we can work together on common issues and recently held a meeting with the FWD and the BHA who were open to working and lobbying on common issues. James Bielby of the FWD will draft an outline proposal for review by all three organisations. Once an agreement is reached we would then seek a meeting with the FSA.</p> <p>The Committee had found the presentation from Simon Chapman of the FTA very interesting and were going to investigate the possibility of creating a library of best practice for the BFFF website.</p>	
<p>4.3</p> <p>a</p> <p>b</p>	<p>T&L Committee</p> <p>Vince advised that the BRC had issued a draft version 6 of their Global Safety Standard, which had significant amendments to version 5 that could affect members and could also have a high cost impact also. Ian Farley & Su Dakin met with the BRC yesterday to make our representation to them to seek a more acceptable position. We will keep members advised. The new draft version also places a greater emphasis on factory inspections, which could mean longer audits and therefore increased costs.</p> <p>Vince reported that a proposal for BFFF to sign up to a pledge under the Public Health Responsibility Deal had been circulated on 16th May, which had also been discussed at the T&L Committee. It was their recommendation to Executive Council that BFFF should sign up to the 'Promotion of Physical Activity Guidelines' pledge. Vince pointed out that not all of the detail was available as yet but that other organisations had already signed up and we did not want to lose our credibility with the DoH by not being involved. Executive Council agreed that they would accept the T&L Committee's recommendation and sign up to the proposed pledge.</p>	BFFF
<p>4.4</p> <p>4.4.1</p>	<p>Audit Committee</p> <p>Quarterly Accounts to 31 March 2011</p> <p>The accounts to 31 March 2011 had been circulated prior to the meeting together with a note from Ali Hannaford as Chair of the Audit Committee. There were no queries arising and all present agreed to adopt the accounts for the quarter ended 31 March 2011.</p>	

Contd.

AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
5.	INCORPORATION	
a	Brian advised that he had sent out the latest version of the Articles of Association on 10 th May 2011. However, Alastair Salvesen had queried whether the Articles should include a clause, which is in our current rules that allow the net proceeds of BFFF to be distributed to members on the dissolution of the Federation. He had asked that Executive Council decide on whether this should be part of the Articles for the new incorporated organisation.	
b	After discussion, Executive Council agreed that this clause should not be in the Articles of Association for the new incorporated BFFF. Brian confirmed that he would circulate the amend document to Executive Council.	BY
c	Brian advised that the next steps were that Executive Council members needed to register as directors and also as authorised signatories of member companies. Brian advised that he would also be writing to all members, as we require 75% of all members to vote in favour of the incorporation before we can proceed.	
d	Executive Council agreed unanimously, subject to the above change to the Articles of Association, to adopt the Articles of Association.	Exec Council
e	Executive Council agreed unanimously, to the legal incorporation of BFFF to a company limited by guarantee.	Exec Council
6.	STRATEGY	
6.1	Review of New Format for Sector Committees	
a	Both the committees had felt the new format worked well, in particular the additional time, which had allowed all agenda items to be fully discussed.	
b	Attendance and participation at the meetings was a point of concern and in particular the WD Committee is short of representation. Brian advised that he was in discussions with both Kent Frozen Foods and DBC Foodservice to ensure that they are represented on the Committee. Allen Watts offered his assistance in trying to get a representative from Today's Group on the committee also.	BY/AW
7.	UPDATE ON NEW PROJECTS	
7.1	Business Conference Brian confirmed that we would be holding a second Business Conference in 2012 with a preferred date of 9 th February 2012 although it will be at a different venue. Martin Glenn of Birds Eye Iglo has agreed to speak and Brian and Dewberry Redpoint are in the process of contacting other speakers.	
7.3	Lobbying Plan Brian advised that the updated lobbying plan had been circulated to Executive Council prior to the meeting and there were no queries arising.	

AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
<p>7.</p> <p>7.4</p> <p>a</p> <p>b</p> <p>7.8</p>	<p>UPDATE ON NEW PROJECTS</p> <p>Members Benefit Schemes</p> <p>We are currently liaising with World First Foreign Exchange who have just joined as members and are keen to offer a foreign exchange benefit scheme for members – more details will be issued shortly.</p> <p>We also launched a benefit scheme for members for foodservice statistics at the Marketing Seminar last week. The scheme has been developed in conjunction with Peter Backman of Horizons and offers a three-tier subscription level for different requirements from members.</p> <p>BFFF – PR Campaigns Update</p> <p>Brian advised that he had already updated committee members on the situation with regards to funding at the D/G Briefing earlier in the morning and asked Executive Council for their decision as to whether the campaigns should be self-funded. It was agreed that this should be the case for the immediate future.</p>	