



**Private And Confidential - Copyright Reserved  
Not For Publication Or External Discussion**

**EXECUTIVE COUNCIL MEETING  
Wednesday, 16 May 2012**

Present

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

**AGREED ITEMS AND ANY ACTION**

	ITEM	ACTION BY:
1.	<b>TO ADOPT THE MINUTES OF THE PREVIOUS MEETING</b> It was resolved to adopt the minutes of the February 2012 meeting and there were no matters arising.	
4	<b>VERBAL REPORTS FROM COMMITTEES</b>	
4.1	<b>PIB Committee</b> Peter Allan reported that the PIB Committee had enjoyed a very interesting presentation on networking and had asked Brian to investigate the possibility of running a seminar. The Committee thought the draft marketing seminar programmes were excellent and had suggested that the cost be £99 and the content include details on the work of the sector committees. Su Dakin had provided an excellent summary on technical issues and all had agreed that the information she circulates is excellent as it is business friendly and easy to circulate within companies.	
4.2	<b>WD Committee</b> Adrian Whitehead reported that Brian had provided updates on a number of issues that he was progressing such as the Foodservice Alliance and opportunities to work with GS1 to encourage wholesaler members to embrace EDI. Adrian endorsed Peter's comments regarding Su Dakin and her work. The committee thought the foodservice marketing seminar was excellent. Finally, the committee heard a very interesting presentation from Cezary Chmiel on Fairway's Erudus system and were very appreciative of Fairway's offer to members to trial the software for free.	

Contd.

## AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
<p><b>4.3</b></p> <p><b>a</b></p> <p><b>b</b></p> <p><b>c</b></p> <p><b>4.4.1</b></p> <p><b>a</b></p> <p><b>b</b></p>	<p><b>T&amp;L Committee</b></p> <p>Vince said that Su was doing a fantastic job on the technical side and all present agreed. He added that the newly relaunched Guide to Storage &amp; Handling of Frozen Foods (formerly known as the Gold Book) had been received extremely well with members and would be very useful when used as an influencing document.</p> <p>Vince reported that the first technical seminar had gone very well indeed but thought needed to be given at the Technical Committee to the topic/timing of a second seminar.</p> <p>Also, the BRDO have informed us that there will be a trade association element to the Primary Authority scheme and the possibility of BFFF signing up to either the H&amp;S or Technical agreements would be discussed at both the T&amp;L Committee and H&amp;S Working Group in the next two weeks and Vince will report back to Executive Council at the next meeting.</p> <p><b>QUARTERLY ACCOUNTS TO 31 MARCH 2012</b></p> <p>Ali advised that the draft quarterly accounts had been circulated with the agenda and she had no issues to raise. She said that they were an excellent set of figures especially as we had been able to fund a promotional campaign at £52,500. All present agreed and congratulated Brian and the team on the results. It was unanimously agreed to adopt the quarterly accounts.</p> <p>Finally, Ali advised that the Bond had now matured and the mortgage paid off in full, meaning that the premises at Long Bennington are now a Federation asset. Executive Council felt that this was an excellent achievement to pay off the mortgage in such a short space of time.</p>	<p style="text-align: center;">VC</p> <p style="text-align: center;">Exec Council</p>
<p><b>5.3</b></p> <p><b>5.4</b></p>	<p><b>Benefit Schemes</b></p> <p>Brian advised that the energy scheme has had good take up by members but neither the Foodservice Research nor the currency schemes have had any take-up as yet. Brian confirmed that Joanna Hancock returns from maternity leave at the end of July and will undertake a complete review of all the benefit schemes at that time.</p> <p><b>BFFF PR Campaign</b></p> <p>Executive Council felt that the campaign put together by Pelican was excellent and fantastic value for money.</p>	<p style="text-align: center;">JH</p>

Contd.

**AGREED ITEMS AND ANY ACTION**

	ITEM	ACTION BY:
5.5	<p><b>IFE13</b>            Brian reported that he had met with representatives from Fresh Montgomery who run IFE and they have now agreed not to change our existing contract for the 2013 exhibition.</p>	
5.6 a	<p><b>EUROPEAN LINKS</b>            Brian advised that he would be meeting with the Director-Generals of the German, French, Italian and Dutch associations during SIAL to look at the issues common to all our organisations. The objective is for closer co-operation between our associations in the form of 1 or 2 meetings per year.</p>	BY
b	<p>Brian added that the technical managers of the French, Dutch, Italian associations and ourselves will also meet regularly, again to form closer co-operation on common issues.</p>	
c	<p>Brian advised that we are working more closely with the BHA and FWD through the Foodservice Alliance to better represent the foodservice sector, he is now on the Importers &amp; Processing Advisory Board of Seafish and the FSDF have asked if we would like to run a joint seminar on the supply chain involving producers with them. We are also much closer with the FDF who recently asked to meet with Su to discuss the technical work she is doing.</p>	
5.8 a	<p><b>BFFF – IT</b>            Brian advised that the Federation's IT system was last renewed in 2006 and is at the point where it is out of date, especially the software which is causing compatibility issues. He requested Executive Council's approval for capital expenditure of £25,000 and all present confirmed their agreement to the expenditure. Brian advised that the project to upgrade our IT would take place in July/August as this is the quietest time.</p>	BY
b	<p>Brian to check whether the expenditure would be written off over three or five years.</p>	