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**EXECUTIVE COUNCIL MEETING
Wednesday, 15th May 2013**

Present

Chair: Nick Shaw, Westbridge Foods Ltd.
Peter Allan, Cargill Meats Europe
Chris Binge, Fairway Foodservice Plc
Adrian Whitehead, Brakes

Nik Basran, The Authentic Food Co Ltd
Vince Craig C/o McEvoy Foods Int'l Ltd

In Attendance: Brian Young, BFFF
Hazel Cranidge, BFFF

Emma Cranidge, BFFF

Apologies: Peter Ashford, Honorary Life Member
Ian Crawford, 3663
Paul Freeston, apetito Ltd.
Vanessa Lewis, Summit Foods Ltd.
Ian Stone, apetito Ltd.

Nigel Broadhurst, Iceland Foods Ltd.
Peter Day, Honorary Life Member
Ali Hannaford, Paramount 21 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 February 2013 meeting and there were no matters arising.	
3.	VERBAL REPORTS FROM COMMITTEES	
3.1	PIB Committee	
a	Nik Basran reported that the PIB Committee had an excellent meeting with updates from Brian on a potential EU horizon scanning service, possible opportunities for the provision of more meaningful foodservice data and the new consumer website – coolcookery.co.uk where committee members had agreed to submit recipes with frozen ingredients/meal solutions and photography where possible. Joanna Hancock had provided an update on the current Health and Safety Projects and Su Dakin had discussed a number of technical matters with some time being spent discussing the proposed changes to the Official Controls regulation which would mean introducing mandatory charging to recover costs.	
b	The Committee then enjoyed a very informative presentation from Ashley Clarkson of Grant Thornton on the factors that influence raw material prices.	

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AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
4.2	WD Committee	
a	Adrian Whitehead reported that the WD Committee had enjoyed an excellent presentation on identity theft which had provided lots of tips to help members if faced with this situation.	
b	Brian had updated the committee on the project that he and Chris Binge are working on with GS1 to encourage the use of EDI's in the wholesale sector. He had also provided an update on progress with the Foodservice Alliance and that he and James Bielby are investigating the possibility of obtaining a monthly update on the biggest categories in the foodservice sector which is similar to that provided by Kantar.	
4.3.	Technical Committee	
	Vince noted the importance of the FSA visit to the recent Technical Committee meeting to understand industry's issues with the proposed amendments to the Official Controls Regulations. He added that the European influences of members on the committee also helped our stature within the FSA greatly.	
4.4.1	Draft Quarterly Accounts to 31st December 2012	
	The draft accounts had been previously circulated and were unanimously adopted by Executive Council.	Executive Council
4.4.2	Draft Quarterly Accounts to 31st March 2013	
	The draft accounts had been previously circulated and were unanimously adopted by Executive Council.	Executive Council
4.4.3	Draft Budget for 2013/2014	
a	The draft Budget was circulated at the meeting together with an overview from Ali Hannaford, Audit Committee Chair. Executive Council unanimously agreed to adopt the budget for 2013/2014.	Executive Council
b	Brian noted that the Audit Committee needed new members and confirmed that he hoped to recruit 1 or 2 financial directors from member companies.	BY
c	It was suggested that an accounting policy for the Federation's reserves be implemented and it was agreed to raise the subject at the next Audit Committee meeting.	BY
5.1	Business Conference	
a	Brian advised that because of feedback from this year's conference, the format for the day had been reviewed to ensure foodservice was given as much prominence as retail.	
b	Adrian agreed to see if it was possible to secure the services of Ken McMeikan to present at the conference.	AW
c	Brian advised that he was arranging meetings with Tesco and Morrisons to see if they would be willing to present as well. He added that the target profit was £20,000.	

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AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
5.2	<p>BFFF – PR Campaigns Update Brian noted that it was important to ensure that the new consumer website worked and was a success. He confirmed that funds would be allocated into next year's promotion campaign budget to increase search engine optimisation.</p>	
5.3	<p>IFE13 Brian advised that the visitor numbers to the stand were disappointing as they were lower than in previous years. However, in terms of recruiting new members it was the most successful IFE for BFFF, with 8 new members signing up at the show.</p>	
5.7	<p>Other Collaborations</p> <p>a Brian advised that the Ice Inhibitor project was a fantastic opportunity for BFFF to work with European partners.</p> <p>b Brian reported that Campden had approached us to see if BFFF would support a research project they are conducting for Seafish to encourage more young mums to consume sustainable frozen fish. We have confirmed our support and will be publicising the research through the Bulletin and our website as well as providing access to relevant research reports.</p> <p>c Brian added that the primary authority work that is ongoing at present is very interesting and potentially could present a terrific benefit for members.</p>	
6.	<p>Any Other Business Brian advised that he had taken the decision to cancel this year's marketing seminar as insufficient delegates had booked to attend. The overriding feedback was that this was due to the location being Leeds. He confirmed that he would take this into account when planning future events.</p>	BY