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**EXECUTIVE COUNCIL TELECONFERENCE  
Thursday, 29<sup>th</sup> September 2011 at 10am**

Present

Chair: Nick Shaw  
 Nigel Broadhurst, Iceland Foods Ltd. Vince Craig C/o McEvoy Foods Int'l Ltd.  
 Ian Crawford, 3663 Ali Hannaford, Paramount 21 Ltd.  
 Vanessa Lewis, Summit Foods Ltd. Ian Stone, apetito Ltd.  
 Allen Watts, Caterforce Ltd.

In Attendance: Brian Young, BFFF Hazel Cranidge, BFFF

Apologies: Peter Allan, Cargill Meats Europe Peter Ashford, Honorary Life Member  
 Peter Day, Honorary Life Member Paul Freeston, apetito Ltd.  
 Alastair Salvesen, Dawnfresh Seafoods Ltd. Bill Wadsworth, Greggs Plc  
 Adrian Whitehead, Brakes

**AGREED ITEMS AND ANY ACTION**

	<b>ITEM</b>	<b>ACTION BY:</b>
<b>2.</b>	<b>TO ADOPT THE MINUTES OF THE PREVIOUS MEETINGS</b> It was resolved to adopt the minutes of the May 2011 meeting and there were no matters arising not covered by the agenda.	
<b>4</b>	<b>VERBAL REPORTS FROM COMMITTEES</b>	
<b>4.1</b>	<b>PIB Committee</b>	
<b>a</b>	Ian Stone reported that the Committee had been impressed with the proposed Consumer Marketing seminar and had agreed that it should go ahead. It will take place on 30 <sup>th</sup> November 2011 at Villa Park and will feature presentations from Kantar Worldpanel, Marketing Works, YouGov and Mintel.	
<b>b</b>	The Committee had agreed to look at topics for future speakers and will be sending in their top 3 topics and any suggested speakers to Hazel.	
<b>c</b>	Steve Jones of Focal Point Training who has provided the training for our Price Negotiation courses joined the meeting to discuss the training that had been provided so far, and opportunities for the future. After discussion, it was agreed that BFFF should run one Price Negotiation course each year. The committee had also asked Steve to provide an outline for a category/range management course for review and discussion on whether/how to proceed.	

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## AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
<p><b>4.2</b></p> <p><b>a</b></p> <p><b>b</b></p> <p><b>c</b></p> <p><b>d</b></p>	<p><b>WD Committee</b></p> <p>Allen Watts reported that the Committee would be sending in their suggested topics and speakers for future meetings. The committee had discussed two wide-ranging topics, which would affect all members being the new Pension requirements and also Accident Claims. The committee had suggested that these would be worthwhile topics for seminars.</p> <p>GS1 had been in contact with Brian to suggest holding free webinars for wholesalers to educate them on the use and benefits of GTIN's and GLN's. The Committee are currently reviewing the proposal.</p> <p>Brian and James Bielby of the FWD have now agreed an outline proposal of how BFFF/FWD and the BHA could work together. This has been sent to the BHA who feel that they need to involve more people in the discussions. We are now awaiting meeting dates from the BHA.</p> <p>The WD Committee had also discussed the Buddy Scheme for New Members which the PIB Committee have now implemented. They all agreed that it was an excellent initiative and agreed to undertake the scheme for new wholesaler members.</p>	
<p><b>4.3.1</b></p> <p><b>a</b></p> <p><b>b</b></p> <p><b>c</b></p>	<p><b>T&amp;L Committee</b></p> <p>Vince Craig advised that Su Dakin has settled into her new role extremely well and is now the first point of contact for any technical queries/issues at BFFF. He added that she has shown herself to be a very competent, confident representative of the Federation. She did a magnificent job with regards to the proposed decision tree in the draft BRC Global Standard. The original would have had an excessive cost impact on members and Su worked very closely with the BRC and Chilled Food Association to ensure that this scenario was averted and a more sensible decision tree used. She has built excellent links with these organisations which will be invaluable to us in the future.</p> <p>Su has now also run two T&amp;L Committee meetings and has changed its direction to enable more discussion of key topics and both Brian and Vince are in agreement that this is the right direction to go in.</p> <p>Vince added that Ian is revising the 'Gold Book' which will be completed before he retires at the end of the year. We hope to circulate the revised document to our European counterparts which would be very beneficial for BFFF.</p>	
<p><b>4.3.2</b></p>	<p><b>H&amp;S Committee</b></p> <p>Vince reported that there will be a second H&amp;S Seminar 'Improving Safety within the Cold Chain' on 2<sup>nd</sup> November in Grantham and we have over 40 delegates booked already.</p>	

Contd.

### AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
<p><b>4.4</b> <b>4.4.1</b></p> <p><b>Audit Committee</b> <b>Quarterly Accounts to 30<sup>th</sup> June 2011</b></p> <p>The quarterly accounts to 30<sup>th</sup> June 2011 had been circulated prior to the meeting. All present agreed to adopt the accounts for the quarter ended 30<sup>th</sup> June 2011.</p> <p><b>4.4.2</b> <b>a</b></p> <p><b>Annual Accounts to 30<sup>th</sup> June 2011</b> Ali advised that the Annual Accounts to 30<sup>th</sup> June 2011 had been circulated prior to the meeting. Vince queried the increase in telephone and postage charges and it was agreed that Brian would provide a breakdown of the expenditure over budget.</p> <p><b>b</b></p> <p>Brian advised that the Federation had part-funded the promotional campaigns during 2010/2011 and from 2011/2012 would self-fund completely. This will mean that in future, there will be no profit showing in the annual accounts as this will be the amount that is spent on promotional activities.</p> <p><b>c</b></p> <p>It was agreed by all present that the Annual Accounts to 30<sup>th</sup> June 2011 be adopted. On behalf of Executive Council, Ali congratulated Brian and the team at BFFF on an excellent set of results.</p>		<p>Exec Council</p> <p>BY</p> <p>Exec Council</p>
<p><b>5.</b> <b>5.1</b></p> <p><b>INCORPORATION</b> <b>Adoption of the Draft Rules</b></p> <p>Brian advised that the draft rules following the incorporation of BFFF had been circulated with the agenda. All present agreed to adopt the rules.</p> <p><b>5.2</b> <b>a</b></p> <p><b>Update</b> Brian advised that following the incorporation, we need to set up a Register of Interests of Directors – ie Executive Council members. However as there is no time pressure to do this he suggested that the matter be brought forward to the November meeting when it can be discussed in more detail. All present agreed.</p> <p><b>b</b></p> <p>Brian advised that he was still waiting to see NatWest as they were extremely unhelpful during the incorporation process. There is also work to do with regards to our trademarks as they were not registered correctly when they were first done but we will ensure that they are done correctly through the incorporated BFFF.</p> <p><b>c</b></p> <p>Finally, the bond matures in May 2012 and we will then be able to pay off the mortgage using the funds from that.</p>		<p>Exec Council</p> <p>HC</p>
<p><b>6.</b> <b>6.1</b></p> <p><b>UPDATE ON PROJECTS</b> <b>Business Conference</b></p> <p>Brian reported that most of the speakers have been confirmed and we have a fantastic line up which is excellent news. We will be launching the event shortly via Dewberry Redpoint. The date is 16<sup>th</sup> February 2012 and the venue is the Chesford Grange Hotel, Warwickshire.</p>		

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	ITEM	ACTION BY:
<p><b>6.</b></p> <p><b>6.2</b></p> <p><b>6.3</b></p> <p><b>6.4</b></p> <p><b>6.6</b></p> <p style="padding-left: 20px;"><b>a</b></p> <p style="padding-left: 20px;"><b>b</b></p> <p><b>6.7</b></p>	<p><b>UPDATE ON NEW PROJECTS</b></p> <p><b>Suppliers Seminar</b> Brian reported that feedback from the Windsor Seminar on 11<sup>th</sup> July had been very positive and 80% of potential member delegates had said yes to joining BFFF within the next 3 months which was a fabulous result.</p> <p><b>Regional Seminars</b> Our next regional seminars are at Edgbaston on 5<sup>th</sup> October and Hampden Park, Glasgow on 6<sup>th</sup> October. Over the two days we are due to see 28 new member companies.</p> <p><b>Lobby Action Plan</b> Brian advised that the updated Lobby Action Plan had been previously circulated with the agenda. He added that Su Dakin is very pro-lobbying and she is already building excellent relationships with Defra and the BRC. He added that both the T&amp;L Committee and the H&amp;S Working Group had agreed to build a database of the different inspection bodies that members have to be vetted by, as this would be very useful to BFFF when lobbying Government.</p> <p><b>BFFF – PR Campaigns Update</b></p> <p>There has been a fantastic response to the N-Ice project with the quality of coverage being excellent. A video was made during the week and the Foodservice Working Group are now looking at how best to publicise and utilise the video. It will be on the BFFF website as a permanent feature.</p> <p>Allen Watts reported that it was very clear from the publicity and comments from within the industry that the N-Ice project had been a fantastic success. Executive Council congratulated Brian and the BFFF team on an excellent result.</p> <p><b>Graeme Day's Trip to China</b> Unfortunately Graeme's trip was cancelled due to volatile weather conditions in China. However, the conference organisers have asked Graeme to speak at a future event and are keen to further their links with us.</p>	
<p><b>8.</b></p> <p style="padding-left: 20px;"><b>a</b></p>	<p><b>ANY OTHER BUSINESS</b></p> <p><b>Hairy Bikers Series</b> Brian reported that Paul Freeston had informed him about a series of programmes that the Hairy Bikers had filmed which are currently being shown at the moment. It had been anticipated that they would have a very negative impact on frozen and so we had written to the BBC before the programmes were aired. Ian Stone added that in reality, the programmes had not been too damaging and had not seemed to have caught the public's attention in any way.</p>	