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**EXECUTIVE COUNCIL MEETING
Wednesday, 12th September 2012**

Present

Chair: Vince Craig C/o McEvoy Foods Int'l Ltd. Chris Binge, Fairway Foodservice Plc
Peter Allan, Cargill Meats Europe Ali Hannaford, Paramount 21 Ltd.
Nigel Broadhurst, Iceland Foods Ltd. Ian Stone, apetito Ltd.
Alastair Salvesen, Dawnfresh Seafoods Ltd

In Attendance: Brian Young, BFFF Hazel Cranidge, BFFF
Emma Cranidge, BFFF

Apologies: Peter Ashford, Honorary Life Member Ian Crawford, 3663
Peter Day, Honorary Life Member Vanessa Lewis, Summit Foods Ltd.
Paul Freeston, apetito Ltd. Nick Shaw, Westbridge Foods Ltd.
Bill Wadsworth, Greggs Plc Adrian Whitehead, Brakes

AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
1.	TO ADOPT THE MINUTES OF THE PREVIOUS MEETING It was resolved to adopt the minutes of the May 2012 meeting and there were no matters arising.	
4	VERBAL REPORTS FROM COMMITTEES	
4.1	PIB Committee Peter advised that the PIB Committee had an excellent meeting and had spent some time discussing the issues arising when companies try to export. It had been agreed to make contact with Defra/UKTI to either ask them to attend the November PIB Meeting or to arrange a meeting with them and PIB representatives to go through the issues in more detail and provide practical examples. The committee had heard a fascinating presentation on the container shipping market from Michael Rainsford of Morgan Stanley.	
4.2	WD Committee Chris Binge reported that the Committee had a very positive meeting which included an update from Brian on the progress with GS1 over encouraging use of EDI's. Su Dakin will be contacting the FSA to seek clarification over guidance they are issuing on which approval is to be used for cold stores and will report back accordingly. Jo Hancock and Su are meeting with Boston and Cambridgeshire Local Authorities on 20 th September to further explore the potential of Primary Authority agreements with ourselves. The Committee had also had a presentation from Refrigerated Vehicles which had stimulated some very positive discussion amongst the committee.	

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AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
4.3.1	<p>Technical Committee Vince asked that Executive Council formally record their condolences on the sad loss of Terry Hammond who had been a founder member of the Technical Committee on it, serving until he formally retired in 2006 but he had still continued to provide information and feedback until just recently. Terry had been a renowned expert on fish within the industry and would be sadly missed as a colleague and good friend.</p>	
4.3.2	<p>Health & Safety Working Group</p> <p>a Vince asked that thanks be recorded to Hazel for her work in covering the Health & Safety service provided by BFFF during Jo Hancock's maternity leave.</p> <p>b Vince added that the third H&S Seminar Will take place on 7th November at the Ricoh Arena in Coventry and looked to be an excellent event.</p>	
4.4.1	<p>Quarterly Accounts to 30th June 2012 The draft quarterly accounts had been circulated prior to the meeting and Ali advised that they were a fantastic set of accounts. All present were in agreement and unanimously agreed to adopt the Quarterly Accounts to 30th June 2012.</p>	Exec Council
4.4.2	<p>Annual Accounts to 30th June 2012 Brian advised that the format of the Annual Accounts have been changed as BFFF is now an incorporated body. Ali proposed that the draft annual accounts be adopted and all present were in favour.</p> <p>We also have the option to file either the full accounts or an abbreviated set at Companies House and both options were circulated with the agenda. Brian proposed that the full accounts should be filed and all present agreed.</p>	Exec Council BY/EC
4.4.3	<p>5 Year Financial Plan Brian advised that the Audit Committee would be looking at forecasts for the next five years to then propose the best option to Executive Council at the next meeting in February which would enable a strategic review.</p>	BY/Audit Cttee
4.4.4	<p>IT Upgrade Brian confirmed that the upgrade of the BFFF IT system had now been implemented and had finished up on budget without spending the contingency.</p>	

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AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
5.1	Business Conference	
a	Brian advised that he is in the process of securing speakers for the two final slots and that marketing of the conference is already underway.	
b	Brian added that further to a suggestion from Nigel Broadhurst, he has visited all the major brands and suggested that they meet the evening before the conference for an informal dinner. This has been well received with all those spoken to indicating that they will be present.	
5.2	BFFF PR Campaign	
	Brian reported that the plans for the 2013 campaign were excellent and would represent fantastic value for money. He added that his main concern at this point was lack of consumer representation and he was hoping to resolve this soon.	
5.3	IFE13	
	Brian said that IFE13 had now been launched and that Christopher McCuin at Fresh Montgomery had confirmed that our existing contract with them would be honoured which means that the 2013 and 2015 shows are secure.	
5.4	Benefit Schemes	
a	Jo Hancock has now undertaken a full review of all the benefit schemes we currently offer to members. The Horizons research package and the WorldFirst currency schemes had not had any interest from members so both these schemes have been finished.	
b	The Water Audit Services scheme has had minimal interest and will be reviewed again at the end of the year with the intent to cease if no take up is achieved by then.	
c	The insurance scheme run by Locktons has had some take up so we will continue with these and hope to increase take up. The energy buying scheme is still our best earner as we continue to receive commission from Inenco who no longer operate the scheme for us and Blue Castle are doing very well too.	
d	Jo's next steps will be to analyse what worked well and why and what didn't work well and why and to visit a couple of large trade associations with benefit scheme departments to learn more. We will not launch any more benefit schemes until we have gone through this process.	
5.5	Lobby Plan	
	Brian noted that Su continues to form really, really good links with influential people and organisations.	

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	ITEM	ACTION BY:
5.6	<p>European Links Brian advised that there will be a meeting of the Director-Generals from France, Germany, Italy & Holland as well as himself at SIAL to discuss the top 3 issues for each country.</p>	
5.7	<p>Other Collaborations Brian is now chair of the Seafish Importers and Processors Panel which results in his attendance on the board of Seafish in an advisory capacity.</p>	
5.8	<p>Annual Luncheon Ticket sales are going well and we have had a fantastic response to top table invites with Defra, Department of Health and Leatherhead all accepting so far.</p>	