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Board Meeting Teleconference
Thursday, 3rd July 2014

Present

Chair: Peter Allan, Cargill Meats Europe
Nigel Broadhurst, Iceland Foods Ltd
Ian Crawford, Bidvest 3663
Vanessa Lewis, Summit Foods Ltd
Brian Young, BFFF

Vince Craig, c/o McEvoy Foods Int'l Ltd
Ali Hannaford, Paramount 21 Ltd
Ian Stone, apetito Ltd

In Attendance: Hazel Cranidge, BFFF

Apologies: Chris Binge, Fairway Foodservice Plc
Adrian Whitehead, Brakes

AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
	<p>BFFF Anti Trust Compliance Policy All attendees gave their verbal consent to abide by the policy which had been previously circulated with the agenda pack.</p> <p>It was agreed that the Teleconference would cover items by exception.</p>	
1	<p>Declarations of Interest There were no new declarations of interest.</p>	
2	<p>Agree Minutes of the Last Meeting The minutes from 14th May 2014 were agreed to be a true and accurate record and duly adopted.</p>	
3	<p>Outstanding Action Points from the Last Meeting An action tracker had been circulated with the agenda pack to update the Board on progress. The Board agreed that it was a good way to keep informed.</p>	
4	<p>Chief Executive's Report</p>	
4.1	<p>European Links Brian advised that he was meeting with Antoine Bonnel and Pierre Aseo of Wabel to discuss the potential for a joint frozen summit in 2016 on 15th July 2014.</p>	BY
4.2	<p>Industry Forum The first Industry Forum took place on 12th June and the feedback from delegates was circulated prior to the meeting. 21 delegates had completed the feedback survey which showed a value and overall rating of 95%. The presenters had also received very good scores although Brian noted that the order would have been better if we had finished with Ed Garner and this would be taken into consideration for the future.</p>	BY/HC

Contd.

AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
b	Industry Forum – BFFF Review It was agreed that a brief review of BFFF should be held at the start of the forum to highlight any new projects/research etc. Also that it would be beneficial to finish the forum with refreshments and an opportunity to network for those that wish to.	BY/HC
c	November Forum Brian advised that Barclays have agreed to sponsor and host the November forum at their offices at Canary Wharf. There was concern expressed that Canary Wharf is not particularly easy to get to. Brian to consider whether this will affect attendance.	BY
d	Tom Lynch of CGA has already agreed to speak at the forum and we are in discussions with Barclays to see if their chief economist would be able to present. Brian is looking for a speaker to talk about how consumers shopping habits are changing.	BY
4.3	Su/Jo Work Review	
a	Brian advised that the technical and legislative and health and safety services have moved on leaps and bounds and both Su and Jo are doing an outstanding job. Because of this they are being invited to represent BFFF on more committees/influential bodies whilst the Primary Authority benefit which is just taking off, has meant a big increase in workload.	
b	Jo and Su have presented a review of their work to Brian which he has critiqued. They are now finalising the review which they will then be submitting as a proposal. Brian suggested that one of the Board members should be involved and that it be Vince Craig as the Senior Independent Director before a final proposal was submitted to the Board. All present were in agreement	BY/VC
5.	Financial Report	
5.1	Brian reported that 105 companies have now paid their subscriptions for 2014/15 amounting to £163,000.	
5.2b	The breakdown of subscription income is a quarter from associates and three quarters from retailers, wholesalers, brokers, importers and producers which all agreed was a healthy balance.	
6.	Commercial Report	
6.1	Incident at Dinner Dance Brian advised that a guest at the Dinner Dance had tripped and fallen when leaving the Hilton at the rear exit and had to be taken to hospital. Thankfully aside from a few bruises and a bad headache there was no lasting damage. However, from an internal point of view Brian had instigated a review of what had happened and also a review of our own procedures. The Hilton have been in contact with us as they are carrying out their own review.	

AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
6.2	Potential New Member Strategy Paper	
a	The Board discussed the strategy paper and it was agreed that speed dating events be included in the new opportunities to be explored.	
b	Brian advised that he is meeting with Graeme and Becky to review the proposal and to create a matrix prioritising the different opportunities which will then enable a plan of action to be created. All present were in agreement with the next steps.	BY/GD
6.3	Thinking of Joining BFFF Seminar	
	Brian reported that this seminar which is held on 28 th July in Windsor now has 47 delegates from 33 companies attending of which 26 companies are potential new members. 14 of the potential companies are producers, importers or retailers.	
7.1	Technical & Legislative Expert Group Report	
	The Board report was accepted with no issues raised.	
7.2	Health & Safety Expert Group Report	
	Vince advised that the H&S Seminar had taken place on 2 nd July and had been a real success in all respects with 100% attendance, sponsorship and 7 exhibitors. It has become an integral part of the H&S calendar and a major success for BFFF.	
7.3	Promotion Expert Group Report	
a	Brian had been interviewed by ITV Newsnight which had gone reasonably well. Birds Eye's press office has since been in touch to discuss the angle ITV are taking, as they are filming a pea harvest with Birds Eye. Brian noted it was a major step forward for Birds Eye to be collaborating in such a way. The programme is due to be aired during August and is one of a series of 4 episodes looking at food.	
b	Brian is debating with Pelican the split of their budget on the different projects for 2014/15. We will now be working with BritMums to conduct taste testing with their database of bloggers. If there are any additional funds available later on in the year then Pelican are hoping to run a Twitter Party to publicise the research which would enable the results to be conducted to a massive online audience.	
8	Member Issues Raised	
	There were no member issues that needed to be raised at the meeting.	
9	Any Other Business	
9.1	Date Of Next Meeting	
	The next meeting will be a teleconference on Tuesday 9 th September at 10.30am.	
9.2	Review of Effectiveness of Teleconference for Board Meeting	
a	The Board agreed that the teleconference had worked well due to the excellent reports and ensuring that items were covered by exception and only debating major topics. It was felt that it was also an excellent use of time. It was agreed however, that any key issues which required serious debate should be done at a physical meeting.	
b	The schedule for the coming year's meetings was half by teleconference and half physical meetings. We will review this in May 2015 before arranging future meetings.	BoD