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**Board Meeting Teleconference  
Tuesday, 9<sup>th</sup> September 2014**

Present

Chair: Peter Allan, Cargill Meats Europe  
Chris Binge, Fairway Foodservice Plc  
Vince Craig, c/o McEvoy Foods Int'l Ltd  
Vanessa Lewis, Summit Foods Ltd  
Adrian Whitehead, Brakes  
Nigel Broadhurst, Iceland Foods Ltd  
Ian Crawford, Bidvest 3663  
Ian Stone, apetito Ltd  
Brian Young, BFFF

In Attendance: Hazel Cranidge, BFFF  
Emma Cranidge, BFFF

Apologies: Ali Hannaford, Paramount 21 Ltd

**AGREED ITEMS AND ANY ACTION**

	ITEM	ACTION BY:
	<p><b>BFFF Anti Trust Compliance Policy</b> All attendees gave their verbal consent to abide by the policy which had been previously circulated with the agenda pack.  It was agreed that the Teleconference would cover items by exception.</p>	
<b>1</b>	<p><b>Declarations of Interest</b> There were no new declarations of interest.</p>	
<b>2</b>	<p><b>Agree Minutes of the Last Meeting</b> The minutes from 3<sup>rd</sup> July 2014 were agreed to be a true and accurate record and duly adopted.</p>	
<b>3</b>	<p><b>Outstanding Action Points from the Last Meeting</b> The action tracker was circulated with the agenda pack to update the Board on progress and no queries were arising.</p>	
<b>4</b>	<p><b>Chief Executive's Report</b></p>	
<b>4.1</b>	<p><b>AGM</b> In order to give members full and proper opportunity to raise any issues, Brian suggested that the AGM should include a report from the Chair to cover strategic changes to governance and the new Board and a report from the Chief Executive to cover activities undertaken throughout the year. All present were in agreement. Brian added that the timings of the AGM have been changed to allow full reporting so it will now commence at 10.45am and close at 11.15am.</p>	BY
<b>4.2</b>	<p><b>Project Enthuse</b> Brian provided an update on the project to the Board.</p>	
<b>4.3</b>	<p><b>Board/Industry Leaders Dinner</b> Brian advised that he hoped to invited industry leaders to join with Board members at the Board dinner on 1<sup>st</sup> March 2015. Planning is still in the early stages and he will provide an update as plans progress.</p>	BY

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**AGREED ITEMS AND ANY ACTION**

	ITEM	ACTION BY:
<b>5.</b>	<b>Financial Report</b>	
<b>5.1</b>	<b>Quarterly Accounts to the 30<sup>th</sup> June 2014</b>	
<b>a</b>	Brian congratulated Emma on an excellent and very informative report. Subscriptions received so far amounts to £444K with £74K outstanding which equates to 38 companies.	
<b>b</b>	There were no queries concerning the accounts and the Board unanimously agreed to adopt the quarterly accounts to 30 <sup>th</sup> June 2014.	BoD
<b>5.2</b>	<b>Year End Accounts to 30<sup>th</sup> June 2014</b>	
<b>a</b>	Brian asked the Board if they wished the full set of accounts to be filed at Companies House or an abbreviated version which would not include the income and expenditure detail. It was unanimously agreed that a full set of accounts should be filed.	BoD
<b>b</b>	The draft accounts were circulated to the Board prior to the meeting. There were no queries arising and the Year End Accounts to 30 <sup>th</sup> June 2014 were unanimously approved by the Board.	BoD
<b>c</b>	Brian recommended that his signature be included on the balance sheet for the year end accounts as well as the Chairman's, as he is involved in the Federation's finances on a daily basis. The Board were in unanimous agreement with this proposal.	BoD
<b>d</b>	Brian informed the Board that detail of Directors remuneration has to appear in the accounts.	
<b>e</b>	The letter of representation had been circulated prior to the Board meeting and it was unanimously approved by the Board.	BoD
<b>5.3</b>	<b>Year End Audit</b>	
<b>a</b>	The audit had gone well but identified two areas for resolution. The first relates to Key Man Insurance which was taken out in 2008 and completed in good faith for the insured to be Brian Young and the beneficiary to be BFFF. However, the audit has picked up that in actual fact the beneficiary is Brian. We made contact with Scottish Equitable immediately and are awaiting the necessary paperwork to assign the policy to the Federation. Brian confirmed that it was his intent and the Board's intent that the beneficiary should be BFFF and not Brian.	BY
<b>b</b>	The audit had also identified that the new articles of association had not been filed at Companies House by our solicitors. Brian has written a minute to authorise the filing of the articles which has been sent to the solicitors.	BY
<b>6.</b>	<b>Commercial Report</b>	
<b>6.1</b>	<b>Annual Luncheon</b>	
	Brian informed the Board that as part of our reviews, the Commercial Team were considering altering the layout for the luncheon including whether to have a top table or not.	

**AGREED ITEMS AND ANY ACTION**

	ITEM	ACTION BY:
<b>6.2</b>	<b>Industry Forum – November 2014</b>	
<b>a</b>	Brian reported that the November Forum had been launched at the beginning of August and so far, 46 delegates have booked to attend which has shown earlier concerns over location to be unfounded.	
<b>b</b>	<b>Thinking of Joining BFFF Seminar</b> Brian advised that this seminar held on 28 <sup>th</sup> July had been very successful and has been the most successful recruitment seminar so far with 7 companies already signing up to membership. One change in particular was that Becky Dobb had been making personalised calls to potential delegates which had been very well received.	
<b>c</b>	<b>Introduction to BFFF Seminar</b> This seminar is being held on 16 <sup>th</sup> October and so far, 24 delegates have booked to attend and Becky is now commencing with personalised telesales.	
<b>6.3</b>	<b>New Member Strategy</b>	
<b>a</b>	Brian, Graeme and Becky met during August to discuss the new member strategy and the notes and action points were circulated as part of the Commercial Board Report.	
<b>b</b>	A number of key opportunities had been identified including looking at how to maximise our presence at IFE such as participating at meet the buyer events and holding a happy hour type of event at the close of the show each day, attending Sial and Anuga by taking space on a members stand, attending members buyer days, speed dating and targeting specific sectors such as ice-cream, fish and cash and carry's. The objective for the Commercial Team is now to convert these opportunities into real gains.	
<b>7.1</b>	<b>Technical &amp; Legislative Expert Group Report</b>	
<b>a</b>	Vince advised that numerous enquiries are being received due to the new Food Information Regulation which comes into force in December.	
<b>b</b>	The Elliott report has just been published and the key issue for our industry is the increased desire for unannounced audits and we wait to see how certification bodies such as the BRC will deal with this requirement.	
<b>7.2</b>	<b>Health &amp; Safety Expert Group Report</b> The Board report was accepted with no issues raised.	
<b>7.3</b>	<b>Technical and Health &amp; Safety Workload</b>	
<b>a</b>	As discussed at the July meeting, Brian and Vince met with Su and Joanna to review their increased workload. The increase is due to a number of factors including the Primary Authority scheme and participating on more committees than before.	
<b>b</b>	Jo and Su have identified a number of committees/expert groups that BFFF does not need to be represented on and will also ask expert group members to represent BFFF if attending meetings anyway. The review also identified potential projects for the future including providing food fraud intelligence for members.	
<b>c</b>	Part of the increased workload at present is due to labelling queries as part of the Food Information Regulation and so a further review will take place in January.	BY/VC

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**AGREED ITEMS AND ANY ACTION**

	<b>ITEM</b>	<b>ACTION BY:</b>
<b>7.4</b>	<p><b>Promotion Expert Group Report</b></p> <p>The ITV Tonight programme investigating the frozen and fresh supply chain was aired on 28<sup>th</sup> August 2014, with positive feedback being received. Some Board members had not seen the programme so Hazel will circulate the link.</p>	HC
<b>8</b>	<p><b>Member Issues Raised</b></p> <p>There were no member issues that needed to be raised at the meeting.</p>	
<b>9</b> <b>9.1</b>	<p><b>Any Other Business</b></p> <p><b>Date Of Next Meeting</b></p> <p>The next meeting will be on Wednesday, 26<sup>th</sup> November at 1.30pm at Barclays, Canary Wharf, London.</p>	