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**Board Meeting  
Wednesday, 6<sup>th</sup> May 2015**

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  
Nigel Broadhurst, Iceland Foods Ltd  
Ian Stone, apetito Ltd  
Brian Young, BFFF

In Attendance: Hazel Cranidge, BFFF

Apologies: Adrian Whitehead, Brakes  
Ali Hannaford, Paramount 21 Ltd

**AGREED ITEMS AND ANY ACTION**

	ITEM	ACTION BY:
1	<b>Declarations of Interest</b> There were no new declarations of interest.	
2	<b>Agree Minutes of the Last Meeting</b> The minutes from 4 <sup>th</sup> March 2015 were agreed to be a true and accurate record and duly adopted.	
3	<b>Outstanding Action Points from the Last Meeting</b>	
a	The action tracker was circulated with the agenda pack to update the Board on progress.	
b	Brian advised that he was discussing with Su the options for a third party contractor to provide technical support and will consult with Vince as required.	BY
c	Brian confirmed that he had met Andrew Roberts of Bidvest 3663 who was looking forward to being a committed member of the Board. He had been unable to attend today due to an existing business engagement.	
d	Fairway Foodservice, Bidvest 3663, Sterling Supergroup and Country Range have all confirmed their interest in attending an informal wholesaler group and we will now arrange a meeting.	BY
4	<b>Chief Executive's Report</b>	
4.1.1	<b>Election of Directors</b> Brian advised that the specification will be amended to reflect that candidates for specialist positions ie Chair of T&L Expert Group and Chair of Audit Committee need to come from within those committees to ensure the necessary expertise and knowledge. The Board approved the person and job specifications for a Board Director with this addition.	
4.1.2	<b>Timetable of Process</b> The timetable had been previously circulated with the agenda. Brian advised that the next step would be to confirm whether existing Board members wished to stand for the next year and also to publish articles in the Bulletin and the monthly update email advertising the positions available.	HC

Contd

	ITEM	ACTION BY:
<b>4.2</b>	<b>Commercial 3 Year Plan</b>	
<b>4.2.1</b>	The Board discussed the current commercial team's arrangement plans going forward. The proposal put forward by Brian was accepted by the Board.	BY
<b>4.2.2</b>	The commercial strategic 3 year paper was discussed in detail by the Board and the top 3 priorities were agreed: <ol style="list-style-type: none"> <li>1. Recruiting European based companies through attending international exhibitions such as Anuga, SIAL, Wabel etc</li> <li>2. Create a new seminar - 'Introduction to BFFF'</li> <li>3. Explore how other trade associations manage and run member benefit schemes successfully</li> </ol>	BY
<b>4.3</b>	<b>Project Enthuse</b> Brian provided an update on the project to the Board.	
<b>4.4</b>	<b>Chief Executive Succession Plan</b> Brian proposed an amendment to the succession plan which the Board had previously agreed which was for the panel to meet and agree the process in the next few months for final sign off at the November Board meeting. All present agreed to the amendment. The panel to comprise Brian, Ian Stone, Chris Binge & Vince Craig.	BY
<b>4.5</b>	<b>IFE</b> Brian advised that he was meeting with Fresh Montgomery in July to begin negotiations and he hoped to agree a position where we can break even and still be at the show after 2019.	BY
<b>5.</b>	<b>Financial Report</b> Brian discussed the financial report with the Board and there were no queries arising.	
<b>5.1</b>	<b>Quarterly Accounts</b> The Board approved the quarterly accounts to 31 <sup>st</sup> March.	BoD
<b>5.2</b>	<b>2015/16 Budget</b> Some minor changes had been made to the draft 2015/16 Budget which was then circulated with the agenda pack. The Board unanimously approved the Budget for 2015/16.	BoD
<b>5.3</b>	<b>Audit Committee</b> Brian advised that Helen Wright, Financial Director of Aunt Bessie's has joined the Audit Committee.	
<b>6</b>	<b>Commercial Report</b>	
<b>6.1</b>	<b>Sales/Retention</b> This has been the Federation's best year so far for recruiting new members. With regards to retention, Graeme will personally speak to every company who wishes to resign and visit them to try and reverse their decision.	
<b>6.2</b>	<b>Business Conference</b>	
<b>a</b>	Brian reviewed the feedback from the 2015 conference with the board. He confirmed that Charley and Graeme had discussed optimum positions for exhibitors to ensure better positions for 2016.	
<b>b</b>	Brian presented two options for the programme which the Board discussed in detail. Option 1 was preferred with the inclusion of innovation. It was felt that including a major retailer and wholesaler would add to the programme and encourage more attendees. Brian will amend the programme to incorporate these changes and re-circulate to the Board.	BY
<b>c</b>	Brian to contact the Royal British Legion who may be able to assist with an inspirational speaker.	BY

