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**Board Meeting Teleconference  
Thursday, 2<sup>nd</sup> July 2015**

Present

Chair: Peter Allan, Cargill Meats Europe  
Nigel Broadhurst, Iceland Foods Ltd  
Ian Stone, apetito Ltd

Vince Craig, c/o McEvoy Foods Int'l Ltd  
Brian Young, BFFF

In Attendance: Hazel Cranidge, BFFF

Apologies: Chris Binge, Fairway Foodservice Plc  
Vanessa Lewis, Summit Foods Ltd

Ali Hannaford, Paramount 21 Ltd  
Andrew Roberts, Bidvest Foodservice

**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 6 <sup>th</sup> May 2015 were agreed to be a true and accurate record and duly adopted.	
3	<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.	
4	<b>Chief Executive's Report</b>	
4.1.1	<b>Commercial Restructure</b> Brian advised that with effect from 1 <sup>st</sup> July Graeme Day was taking on the role of Sales Manager. He confirmed that he had commenced the process to recruit a new Head of Commercial and that in the meantime Brian was covering that role.	
4.1.2	<b>Chief Executive Succession Plan</b> Brian confirmed that he was meeting with Ian Stone, Chris Binge & Vince Craig in early August to begin the planning.	BY
4.1.3	<b>IFE</b> Brian is meeting Fresh Montgomery in July to begin contract negotiations. He will put forward a proposal where we can break even and still be at the show after 2019.	BY
4.1.4	<b>Industry Forum – June 2015</b> Brian reviewed the feedback from the forum which showed an overall rating of 100% and the best attendance so far. The Board agreed that it was a real success and an excellent way of ensuring involvement with members, both those attending and those speaking.	
5.	<b>Financial Report</b>	
5.1	Brian reported that at today's date, 61 members had paid their annual subscription amounting to £157K. The report also details potential resignations who Graeme and Becky are in contact with to resolve wherever possible.	
5.2	Our year end audit takes place on 14 <sup>th</sup> July and Brian will report back to the Board once the final numbers are known.	BY

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	ITEM	ACTION BY:
6	<b>Commercial Report</b>	
6.1	<b>Sales/Retention</b> Brian advised that 2014/15 was a record year for new members. He added that we know of a number of individuals from within the industry who, due to changing circumstances, have set up as consultants but still wish to be involved with BFFF. Brian proposed to the Board that he trial an 'acorn' membership for consultants for a year at £500 and then report back to the Board on progress and recommend whether to continue with acorn membership. All present agreed with Brian's proposal.	BY
6.2	<b>Bulletin</b> Graeme is investigating options for the Bulletin as our contract with the Fabl is due for renewal next July. Brian and Graeme will the review the options to enable a recommendation to be put forward to the Board at the September 2015 meeting.	BY
6.3	<b>Dinner Dance</b> The Board reviewed the feedback for the Dinner and were delighted with the 90% overall rating it received. Brian and Charley have reviewed the feedback in depth to take into account responses particularly with regard to the food and entertainment. The Board commended Charley and the team on an excellent event.	BoD
7.1	<b>T&amp;L Expert Group Report</b> Vince advised that date of freezing had been an issue of great concern with massive commercial ramifications. Su had led the work to raise awareness and co-ordinate the lobbying of the EU by other trade associations and organisations and come to a much better conclusion for the industry. The Board asked Brian to formally congratulate Su on her work in this area.	BY
7.2	<b>Health &amp; Safety Expert Group Report</b> Vince reported that the H&S Seminar held on 1 <sup>st</sup> July had been a sell out and was very well run with an excellent range of speakers and should be considered a major success and congratulated Jo on the seminar.	BY
7.3	<b>Promotion Expert Group Report</b> Brian advised that the report summarised the activities for last year and that planning and preparation has now begun for the 2015/16 campaign.	
8	<b>Member Issues</b> There were no member issues that needed to be raised at the meeting.	
9.	<b>Any Other Business</b> The Board welcomed Andrew Roberts of Bidvest Foodservice as a new member, replacing Ian Crawford who had stepped down earlier in the year.	
10	<b>Any Other Business</b>	
10.1	<b>Date of Next Meeting</b> 8 Sept 2015 Teleconference - 10.30am	
10.2	<b>Future Board dates:</b> 25 Nov 2015 Venue TBC - 1pm 6 Jan2016 Teleconference - 10.30am 29 Feb 2016 Board Dinner at Mallory Court Hotel - 7pm 2 Mar 2016 Meeting at Chesford Grange - 9am 3 May 2016 Board Dinner in Trowbridge – 7pm 4 May 2016 apetito's offices, Trowbridge - 9am	