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**Board Meeting Teleconference
Tuesday, 8th September 2015**

Present

Chair: Peter Allan, Cargill Meats Europe
Nigel Broadhurst, Iceland Foods Ltd
Ali Hannaford, Paramount 21 Ltd
Andrew Roberts, Bidvest Foodservice
Brian Young, BFFF

Vince Craig, c/o McEvoy Foods Int'l Ltd
Vanessa Lewis, Summit Foods Ltd
Ian Stone, apetito Ltd

In Attendance: Hazel Cranidge, BFFF

Apologies: Chris Binge, Fairway Foodservice Plc
Simon Clayson, Brakes

AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
1	Declarations of Interest There were no new declarations of interest.	
2	Agree Minutes of the Last Meeting The minutes from 2 nd July 2015 were agreed to be a true and accurate record and duly adopted.	
3	Outstanding Action Points from the Last Meeting The action tracker was circulated with the agenda pack to update the Board on progress and no queries were arising.	
4	Chief Executive's Report	
4.1.1	Commercial Restructure a Brian advised that Paul Murray commenced employment at BFFF as Head of Commercial on 7 th September 2015 and an induction programme has been implemented. The commercial restructure is now complete. b Charley starts her maternity leave on 9 th October and Brian will discuss her maternity cover arrangements with Paul before then.	BY
4.1.2	Chief Executive Succession Plan Brian, Vince, Chris and Ian met at the beginning of August and the notes of the meeting were circulated with the Chief Executive's report together with recommendations on how to proceed. The Board agreed with the recommendations put forward and that the search should start sooner rather than later with an announcement in Peter's speech at the Luncheon and to then go to online advertising.	BY
4.1.3	Technical Manager Brian advised that Su will be leaving BFFF at the end of October 2015 having tendered her resignation. The recruitment process has begun and Vince is involved. Martin Forsyth, formerly Technical Manager at Bidvest Foodservice and a long standing BFFF T&L Group member, has recently set up his own consultancy and has agreed to be Interim Technical Manager from 3 months from the end of October to ensure cover for members whilst the recruitment process is underway.	BY
4.2	New Members Brian advised that he had recently met with Calum Kirk of The Co-Op who were keen to join and was meeting Sarah Bradbury of Tesco on 15 th September who had also agreed to rejoin which is fantastic news.	

Contd.

	ITEM	ACTION BY:
5	Financial Report	
5.1	2014/15 Year End Brian reviewed income and expenditure for 2014/15 as per the Financial Report and, as agreed by the Board previously, the reserves have increased to ensure the Federation's finances are in good order during the recruitment of Brian's successor.	
5.2	Annual Subscriptions As at today's date annual subs received amounts to £465K from 212 companies which is excellent. Recruitment of new members is also healthy and it is pleasing to see good news on all our financial indicators.	
5.3	Quarterly Accounts to the 30th June 2015 There were no queries concerning the accounts and the Board unanimously agreed to adopt the quarterly accounts to 30 th June 2015.	
5.4	Year End Accounts to 30th June 2015	
5.4.1	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.	
5.4.2	The draft accounts were circulated to the Board prior to the meeting. There were no queries arising and the Year End Accounts to 30 th June 2015 were unanimously approved by the Board.	
5.4.3	Brian confirmed that he would sign the balance sheet for the year end accounts as well as the Chairman, as he is involved in the Federation's finances on a daily basis as agreed by the Board previously.	
5.4.4	The letter of representation had been circulated prior to the Board meeting and was unanimously approved by the Board.	
5.5	Year End Audit The audit had gone well and is being finalised at the moment and there were no issues arising.	
6	Commercial Report	
6.1	Sales/Retention Brian reported that recruitment of new members continued to be successful and closer management of members wishing to resign proving beneficial.	
6.2	Annual Luncheon Tickets for the Luncheon are selling very well and we hope to sell out shortly. The commercial team are starting to review sponsorship packages to ensure companies receive full value for money for their sponsorship.	
6.3	Bulletin Renewal Graeme and Kate will present the options to Brian and Paul so that a recommendation can be put forward to the November Board meeting.	BY
7.1	T&L Expert Group Report The Board report was accepted with no issues raised.	

	ITEM	ACTION BY:
7.2	<p>Health & Safety Expert Group Report Vince advised that the Working at Height on Refrigerated Vehicles Guidance has now reached a conclusion with HSE and noted that Jo had done a fantastic job with assistance in particular from Palmer & Harvey and Brakes, in producing guidance to assist our members and the wider industry.</p>	BY
7.3	<p>Promotion Expert Group Report The Board report was accepted with no issues raised.</p>	
8	<p>Member Issues There were no member issues that needed to be raised at the meeting.</p>	
9.	<p>Any Other Business There were no items of AOB arising.</p>	
10 10.1 10.2	<p>Any Other Business Date of Next Meeting Wednesday, 25 Nov 2015 - 1pm at JLT's offices, 138 Houndsditch, London. We will conduct the annual effectiveness reviews of the Board, Chairman and CEO at this meeting.</p> <p>Future Board dates: 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</p>	