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**Board Teleconference
Wednesday, 6th September 2016**

Present

Chair: Peter Allan, Cargill Meats Europe
Nigel Broadhurst, Iceland Foods
Ali Hannaford, Paramount 21 Ltd
Andrew Roberts, Bidvest Foodservice
Ian Stone, apetito Ltd

Vince Craig, c/o McEvoy Foods Int'l Ltd
John Hyman, BFFF
Stuart Smith, Brakes
Brian Young, BFFF

In Attendance: Hazel Cranidge, BFFF

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

AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
	Peter formally welcomed John Hyman to his first Board meeting since joining BFFF as Chief Executive and also welcomed Stuart Smith of Brakes to his first Board meeting since being co-opted.	
1	Declarations of Interest There were no new declarations of interest.	
2	Agree Minutes of the Last Meeting The minutes from 6 th July 2016 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.	
3.1	Chair Succession Plan The Board had asked that Brian and Vince as Senior Independent Director consider the chair succession plan as Peter would be entering a third year in November. Having taken into account the changes at the Federation office with John joining as chief executive as well as new people joining the BFFF team it was suggested that in order to minimise any risks to ask Peter to stand as Chairman for a third year. The Board were in full agreement with this proposal and Peter has confirmed his willingness to stand for a further year.	BoD
4	Chief Executive's Report	
a	Brian and John have commenced the induction plan and have a number of meetings scheduled over the next three months with members and industry organisations.	
b	Brian added that all the people vacancies within the BFFF team have now been filled which is great news and means the team is now at full strength.	
5.	Financial Report Brian advised that the auditors had just completed their annual audit with no issues arising.	
5.1	Quarterly Accounts to 30th June 2016 There were no queries concerning the accounts and the Board unanimously agreed to adopt the quarterly accounts to 30 th June 2016.	BoD

Contd.

AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
5.2	Year End Accounts to 30th June 2016	
a	Brian suggested that the full set of accounts be filed at Companies House as in previous years and all agreed that this should be the case.	BoD
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 th June 2016 were unanimously approved by the Board.	BoD
c	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.	BY
d	The letter of representation had been circulated prior to the Board meeting and was unanimously approved by the Board.	BoD
5.3	Energy Buying Benefit Scheme Our original partners for this scheme were Inenco but unfortunately due to a number of issues that arose we gave notice and moved to another provider. Inenco continued with the members who had signed up to the scheme and continued to pay us commission. Inenco have now given us notice which comes into effect on 25 th November 2016. Brian confirmed that the auditors are aware of the situation.	
5.4	Gala Dinner & Annual Awards Review The financial report reviews the financial outcome for the gala dinner and awards and Brian noted that it is a very commendable performance, particularly from the commercial team.	
5.5	Annual Subscriptions Subscriptions received to date total £490K which is just under budget.	
5.6	Property Value Brian noted that we had received particulars of another office block on the estate and that an office of the same size is being marketed at £550K – we bought our office block in 2008 for £329K so it is good to see that the asset has increased in value.	
5.7	Audit Committee Ali Hannaford has confirmed her intent to step down as Chair of the Audit Committee at the AGM in November, although she will continue to stay on the committee. Helen Wright, Financial Director of Aunt Bessie's has agreed to stand as Chair.	BY/JH
5.8	Grayling Horizon Scanning It was queried if the horizon scanning service from Grayling was still of value to members and all agreed that this was the case and would be event more valuable as Brexit evolves.	
6	Commercial Report	
6.1	People Karen Terry, Membership Manager will be joining on 12 th September and will bring the commercial team back up to full strength.	

AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
6.2	Commercial Strategic Plan Update	
6.2.1	<p>Acorn Membership The acorn membership has been trialled at a subscription of £500 over the last year for start-up businesses or consultants to the food industry as a way to keep in touch before growing the business to enable them to become full members. It has only been used on a couple of occasions and is a useful tool. The Board agreed that acorn membership should continue to be offered on a discretionary basis as outlined above.</p>	JH
6.2.2	<p>Membership Development The commercial team have made good progress with more targeted recruitment and the outcome of this will be reviewed in a year's time to consider return on resource.</p>	JH
6.2.3	Events	
a	Brian, John and Paul have started the planning for the people awards and will provide more information and an update at the November Board meeting.	BY/JH
b	The Introduction to Frozen seminar is on John's list for implementation in due course.	JH
c	<p>IFE Arrangements are underway for IFE 2017. We are hoping to create a fresh v frozen challenge in an area next to the BFFF stand and Brian, John and Paul are discussing in more detail. Brian and John will also discuss with Michael Bennet of Pelican when they meet him later this week.</p>	BY/JH
6.3	<p>Resignations The commercial team have a retention plan which is being followed for each member who indicates they wish to resign and Paul reports to Brian on a regular basis on the position of all resignations received.</p>	
7.1	T&L Expert Group	
a	Vince confirmed that Denise Rion has now joined BFFF as Technical Manager who has an excellent background to assist with her work at the Federation and to help progress our technical offering for members.	
b	Vince also informed the Board that the format of the T&L Expert Group has changed slightly to extend it for a couple of hours in the afternoon to allow time for external organisations to present to the group on relevant issues. Alice Biggins from the Food Standards Agency will be presenting to the group in September, Emma Reed from the Department of Health in November and Nikki Bell from the FSA's National Food Crime Unit in January.	
7.2	<p>Health & Safety Expert Group Report The Board report was accepted with no issues raised.</p>	
7.3	Promotion Expert Group	
7.3.1	<p>Frozen Food Report We were fortunate to receive some fantastic contributions from members and industry bodies which Pelican are now actively promoting to the media. We have a launch at the House of Commons later today which has been sponsored by John Stevenson MP and George Eustice MP will give a speech. Attendees include members, key industry figures and MPs.</p>	
8	<p>Member Issues There were no member issues to be raised at the meeting.</p>	
9.1	<p>Dates of Future Meetings 22 November 2016 AGM, Hilton on Park Lane, London 23 November 2016 Meeting, Finsbury Circus, London</p>	