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**Board Meeting Teleconference
Wednesday, 6th January 2016**

Present

Chair: Vince Craig, c/o McEvoy Foods Int'l Ltd
Chris Binge, Fairway Foodservice Plc
Simon Clayson, Brakes
Brian Young, BFFF

Nigel Broadhurst, Iceland Foods Ltd
Vanessa Lewis, Summit Foods Ltd

In Attendance: Hazel Cranidge, BFFF

Apologies: Peter Allan, Cargill Meats Europe
Andrew Roberts, Bidvest Foodservice

Ali Hannaford, Paramount 21 Ltd
Ian Stone, apetito Ltd

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 25 th November 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 there were no queries arising.	
4	Chief Executive's Report	
4.1	Commercial Team Brian advised that Neesha Ramsingh-Cleary has now joined the commercial team as her role has become increasingly more commercially orientated and one of her new, key functions will be to research potential members and populate our database with their details.	
4.2	Chief Executive Succession Planning	
a	Brian advised the Board that he was seeing two potential candidates this week to provide more details on the job and person specifications and to ascertain interest. He will then provide the interview panel with a summary of his discussions with the candidates if they are still interested.	BY
b	He confirmed that the position will be advertised on LinkedIn this month as previously agreed and any candidates meeting the criteria will be put forward to the interview panel who will then decide how best to progress. If applicable, Nigel agreed to take part in the interviewing process.	BY
c	Brian suggested that it may be worth considering psychometric testing and the Board agreed that this would be a valuable aid for the interview panel. Brian confirmed that he would then be able to supply the interview panel with a pack for each candidate containing their CV, a summary of his discussions with them and the psychometric review. Nigel to provide details of the company Iceland use and Brian will also obtain a quote from another company.	NB/BY

Contd.

AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
4.3	Technical Manager Recruitment	
a	Brian advised that he and Vince had interviewed 3 candidates for this position but they had not been suitable for different reasons. However, Brian and Vince had been in discussions with Martin Forsyth and were delighted to confirm that Martin has agreed to stay on at BFFF on an annualised contract.	
b	Martin has however requested that BFFF consider recruiting an additional resource for the technical services as his view is that we are at capacity with the services we currently provide. On that basis and funds permitting, Brian proposed going to the market to recruit a full time employee with food technology experience to be in place for September 2016. This additional cost is included in the draft budget which will be discussed in more detail at the Audit Committee meeting on 25 th January 2016.	BY
c	The Board agreed with the proposal to recruit an additional technical resource in September 2016, funds permitting.	BoD
4.4	Industry Forum Brian noted that the four industry forums held so far have all performed exceptionally well and showed that the new format was welcomed and valued by members.	
5	Financial Report	
a	Annual Luncheon Brian noted that the Luncheon had been a great success and that the increased revenue had been due to increased numbers attending and also generating more sponsorship than in previous years.	
b	Annual Subscriptions Brian was pleased to report that subscriptions received are over budget by £23K which is fantastic news.	
6	Commercial Report	
6.1	Annual Luncheon	
a	Feedback on the day had been excellent but the feedback gathered via our survey after the event was slightly less positive. However, some of this was influenced by members not getting the best table position due to the length of time taken to pay for tickets.	
b	The Board all agreed that the numbers who turn up to the event year on year speaks for itself. It was suggested however to emphasise more that payment secures tickets not the booking form and Brian will discuss this with Paul Murray.	BY/PM
6.2	Annual Awards We have had a fantastic response to the Awards this year with a record number of entries being received in both retail and foodservice.	
6.3	Business Conference We are currently at 146 attendees for the conference which typically sells the majority of tickets in January and February so we are on track for this year.	

AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
7.1	T&L Expert Group The Board report was accepted with no issues raised.	
7.2	Health & Safety Expert Group Report Sentencing Guidelines Seminar Vince recommended that members consider attending this seminar and added that already, 53 delegates have booked.	
7.3 7.3.1	Promotion Expert Group Frozen Food Report We have received our first draft of the report but unfortunately it is not quite as we would wish it to be. Brian is meeting with Michael Bennett to discuss the required changes and agree the way forward.	BY
7.3.2	Cool Cookery Pelican have refreshed the Cool Cookery website and improved the search engine optimisation, in conjunction with feedback from the Promotion Expert Group and we anticipate that the changes will help the website to increase visitor numbers.	
8	Member Issues There were no member issues that needed to be raised at the meeting.	
9	Dates of Future Meetings 29 February 2016 Board Dinner – Mallory Court Hotel, Leamington Spa at 7pm 1 March 2016 Business Conference, Chesford Grange 2 March 2016 Meeting at Chesford Grange Hotel at 9.30am 3 May 2016 Board Dinner, Trowbridge 4 May 2016 apetito’s offices, Trowbridge 7 July 2016 Teleconference 6 September 2016 Teleconference 23 November 2016 Meeting, Venue TBC Hazel to send out details for the Board Dinner, Conference and Board Meeting to Board members.	HC