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**Board Meeting
Wednesday, 2nd March 2016**

Present

Chair: Peter Allan, Cargill Meats Europe
Chris Binge, Fairway Foodservice Plc
Simon Clayson, Brakes
Ali Hannaford, Paramount 21 Ltd
Andrew Roberts, Bidvest Foodservice
Brian Young, BFFF

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

In Attendance: Hazel Cranidge, BFFF

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 6 th January 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 and there were no queries arising. | |
| 4 | Chief Executive's Report | |
| 4.1 | Membership Survey Results The Board reviewed the results of the 2016 Membership Survey and were pleased with another set of good results with no issues arising and will take the results into consideration when discussing the strategy review. | |
| 4.2 | Strategy Review | |
| a | Brian had previously circulated a report reviewing the current strategic plan and the following points were agreed by the Board: <ul style="list-style-type: none"> The Board agreed with the recommendations within the discussion paper Board succession planning, including Chair, to take place at the May Board meeting - Brian to circulate a discussion paper in advance of that meeting Recruitment for an additional technical resource to commence as soon as possible A review of communications and branding to take place in 2017, once the new chief executive is in place Brian will now convert the strategy review into an action plan with timings and circulate to the Board | BY BY BY |
| 4.3 | Commercial strategy <ul style="list-style-type: none"> The Board were in agreement with the recommendations in the commercial strategy paper It was noted that some changes were being proposed for the Business Conference incorporating People Awards into the evening dinner and also a change of venue Paul to put together an action plan for the proposals together with timings to be circulated to the Board. | PM |

Contd.

AGREED ITEMS AND ANY ACTION

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|-----|---|---------------|
| 4.4 | <p>European Horizon Scanning Brian confirmed that PAPA and the Sandwich Association have joined our horizon scanning group and we are still in discussions with Sweden and Italy.</p> | |
| 4.5 | <p>Chief Executive Succession Planning Brian confirmed that Resonate have been instructed to undertake search and selection and put a shortlist together for review.</p> | |
| 4.6 | <p>Groceries Code Adjudicator Brian had a good meeting with Christine Tacon and she has subsequently agreed to present at our Industry Forum on 9th June.</p> | |
| 5 | <p>Financial Report</p> | |
| 5.1 | <p>Quarterly Accounts</p> | |
| a | The Board approved the quarterly accounts to 31 st December which had previously been fully reviewed by the Audit Committee. | |
| b | Brian added that Helen Wright from Aunt Bessie's was proving a valuable addition to the Audit Committee. | |
| 5.2 | <p>Draft 2016/17 Budget The Audit Committee had discussed the proposed budget for 2016/17 in detail during their meeting and recommended that it be approved. The Board were in agreement and unanimously approved the Budget for 2016/17.</p> | |
| 5.3 | <p>Proposed 2016/17 Subscription Levels The Audit Committee recommended that subscription rates be increased by 2%. The Board were in agreement and unanimously approved the 2016/17 subscription levels.</p> | |
| 5.4 | <p>Reserves Policy The Audit Committee had discussed the reserves policy in detail and had proposed that BFFF's policy be that the reserves should be maintained at a minimum of £200k and an optimal level of £300k. The Board were in agreement and unanimously approved the new policy for BFFF's reserves.</p> | |
| 6 | <p>Commercial Report</p> | |
| 6.1 | <p>Dinner Dance The Dinner Dance has been selling really well so far and we have some great entertainment booked.</p> | |
| 6.2 | <p>Business Conference</p> | |
| a | Brian confirmed that the feedback survey would be sent out this week and the results would then be circulated prior to the next Board meeting in May. | BY |
| b | All agreed that the Conference had been very good with some excellent speakers but that the venue and food served by the venue (not sponsors) had let it down. Brian confirmed that the commercial team will be addressing the venue through their strategic plan. | BY/PM |
| c | The Board asked Brian to start the process of drafting the 2017 programme with some options to consider for the May Board meeting. It was also agreed that the after dinner slot should be a paid professional as it can be an awkward slot to fill. | BY |
| d | The Board wished to put on record the excellent work that Hazel Cranidge had done to make the Conference so successful. | BY |

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 advised that this seminar had been a tremendous success and that the new legislation could prove very costly to all members. | |
| 7.3 7.3.1 | Promotion Expert Group Frozen Food Report The redraft of the report so far is significantly better and we are now working with Pelican on the layout and design of the report and should make good progress over the next month. | |
| 7.3.2 | Promotion Expert Group The group will need to meet in the next couple of months to look at plans for the coming year's campaign and review this year's activities. The Board asked that the group membership be reviewed and expanded upon if felt appropriate. | BY |
| 8 | Member Issues There were no member issues that needed to be raised at the meeting. | |
| 9 | Dates of Future Meetings 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 | |