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**Board Teleconference  
Thursday, 7<sup>th</sup> July 2016**

Present

Chair: Vince Craig, c/o McEvoy Foods Int'l Ltd  
Nigel Broadhurst, Iceland Foods  
Vanessa Lewis, Summit Foods Ltd  
Brian Young, BFFF  
Ali Hannaford, Paramount 21 Ltd  
Ian Stone, apetito Ltd

In Attendance: Hazel Cranidge, BFFF  
John Hyman, BFFF  
Apologies: Peter Allan, Cargill Meats Europe  
Chris Binge, Fairway Foodservice Plc  
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 4 <sup>th</sup> May 2016 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 there were no queries arising.	
4	<b>Chief Executive's Report</b>	
4.1	<b>Chief Executive Induction Plan</b> Brian advised that meetings have been arranged with the majority of BFFF stakeholders for he and John to meet between September and November.	
4.2	<b>Technical Assistant Recruitment</b> There are now 3 candidates being progressed with 1 going for a second interview next week.	
4.3	<b>Industry Forum</b> Brian reviewed the feedback from the June Forum with the Board and noted that the value for money score was down slightly on previous years so we will take the opportunity to review and freshen the line-up for future Forums.	BY
4.4	<b>Brexit</b>	
a	A discussion paper had been circulated with the agenda pack to the Board on this subject. Brian advised that we have started to receive information and that which he felt to be practical, impartial and objective has been shared with members and proposed that we continue to follow this approach. The Board agreed that this was the right approach to provide BFFF members with useful and objective information as the situation progresses.	BY
b	With regards to events, Brian advised that Ian Wright, CBE Director-General of the FDF has already agreed to speak at our November Industry Forum and we are hopeful that an economist from the IGD will also present. We also hope to provide more opportunity for panel debate. Board members agreed to send Brian suggested speakers for the third slot as appropriate.	BY/BoD

Contd.

**AGREED ITEMS AND ANY ACTION**

	ITEM	ACTION BY:
<b>4.4</b>	<b>Brexit contd</b>	
<b>c</b>	Brian has revised the agenda for the Business Conference so Roger Martin-Fagg will present on the economy in the morning and we have secured The Rt Hon Vince Cable as our closing keynote speaker. However, he confirmed that we will retain the theme of reaching consumers in a digital age as this is another key issue facing our members.	BY
<b>d</b>	The Board were in agreement with the proposals put forward for BFFF to inform members on Brexit and provide events where they can listen to informative speakers. All agreed that this was the best way forward for BFFF.	BoD
<b>5</b>	<b>Financial Report</b> The Board report was accepted with no issues raised.	
<b>6</b>	<b>Commercial Report</b>	
<b>6.1</b>	<b>Resignations</b> Brian confirmed that Paul has implemented a plan of action to retain the companies who have indicated that they wish to resign. Board members offered their assistance if it was felt to be of use to help encourage these companies to remain in membership.	BoD
<b>7.1</b>	<b>T&amp;L Expert Group</b> The Board report was accepted with no issues raised.	
<b>7.2</b>	<b>Health &amp; Safety Expert Group Report</b> Vince noted that the H&S Seminar took place yesterday (6 <sup>th</sup> July) and was without doubt a total success and had been very well received by those who attended. This year there had been a change of format with a real life story closing speaker which had been excellent.	
<b>7.3</b>	<b>Promotion Expert Group</b>	
<b>7.3.1</b>	<b>Frozen Food Report</b> We have secured a reception at the House of Commons on 6 <sup>th</sup> September sponsored by John Stevenson MP and George Eustice MP has agreed to speak.	
<b>7.3.2</b>	<b>2016/17 Campaign</b>	
<b>a</b>	The Promotion Expert Group had met in June to discuss the proposals and we had new representation at the meeting which was very beneficial.	
<b>b</b>	The Promotion Group had agreed the proposals put forward by Pelican and recommended that the Board approve them. The Board unanimously approved the expenditure of £50K for the promotion campaign as per the 2016/17 proposal.	BoD
<b>7.3.3</b>	<b>Additional Activities</b> Brian advised that the Promotion Expert Group were keen for an additional activity to take place to create a big effect in the media but noted that this would need funding over and above the promotion campaign budget.  The Group had also expressed keen interest in furthering the frozen food week and this was something that Brian and John Hyman would be discussing once he takes up his role at BFFF.	BY/JH
<b>8</b>	<b>Member Issues</b> There were no member issues to be raised at the meeting.	
<b>9.1</b>	<b>Dates of Future Meetings</b> 6 September 2016      Teleconference 23 November 2016      Meeting, Finsbury Circus, London	