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**Board Teleconference  
Wednesday, 8<sup>th</sup> March 2017**

Present

Chair: Peter Allan, Cargill Meats Europe  
Nigel Broadhurst, Iceland Foods  
John Hyman, BFFF  
Nick Redford, Caterforce Ltd  
Andrew Roberts, Bidvest Foodservice

Vince Craig, c/o McEvoy Foods Int'l Ltd  
Vanessa Lewis, Summit Foods Ltd  
Stuart Smith, Brakes  
Helen Wright, Aunt Bessie's

In Attendance: Emma Cranidge, BFFF

Apologies: Ian Stone, apetito Ltd

**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> January 2017 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.	
4.	<b>Chief Executive's Report</b>	
4.1	<b>Business Conference</b>	
i	Detailed discussion took place regarding the Business Conference which everyone thought was a great day with an excellent line up of speakers. Everyone agreed that the lunch was excellent and encouraged much more networking. It was a risk moving to a new venue this year but it seemed to have worked well.	
ii	Nigel highlighted that attendance seemed down and there was a lack of manufacturers, wholesalers and retailers present. He suggested that all Board members could work on their suppliers attending and Andrew thought it would be a good idea to be given a target list and number of attendees to aim for.	BoD
iii	As the Business Conference would incorporate the People Awards in 2018 it was felt that the Board needed to be brought up to speed with the proposals for this and it was agreed that Paul Murray should attend the next meeting to present on the proposals and costings for the new event.	JH
iv	The Board also stressed the importance of securing the keynote speaker for 2018 as early as possible to use this as a selling tool. Concern was also expressed over the date for 2018 as this clashed with some school half term breaks. John agreed to take this point back to discuss with the team.	JH
4.2	<b>Succession Planning</b> John advised that the succession meetings were currently ongoing and would be able to provide an update at the next meeting.	JH

**AGREED ITEMS AND ANY ACTION**

	<b>ITEM</b>	<b>ACTION BY:</b>
<b>4.3</b>	<p><b>Brexit</b> John advised that he continues to attend the roundtable events held by the FDF, who are doing a great job with keeping companies up to date. BFFF need to consider other organisations we should be working with. There is a concern from our end that we do not have anyone dedicated to work on Brexit and this could be a problem if we start to have an influx of queries, which might be a time when we formalise our reciprocal arrangements.</p>	JH
<b>4.4</b>	<p><b>People Awards</b> i John advised that Pelican PR would be marketing the People Awards for us and JBA would be used for the judging. The Executive Plan for this will be included in the future Board pack.</p> <p>ii The Board highlighted the importance of getting the communication for the People Awards to the most relevant person within each organisation and felt that it should be sent to HR Directors. Unfortunately this data was not currently held by BFFF but the Membership Account Managers would be tasked with obtaining this information. It was also agreed that all Board members would forward the contact for their HR Director to Emma.</p>	JH  JH/ BoD
<b>4.5</b>	<p><b>People</b> John advised that a replacement had been appointed for Hazel's role and Claire Mathieson would join BFFF on Monday 3<sup>rd</sup> April. With regard to the Head of Health &amp; Safety role, he would be meeting Simon Brentnall again and hopefully he would take up the position. Discussions had also been held with Martin who would be reducing from 4 days per week to 3 days from 1<sup>st</sup> July. Vince added that Denise was now up and running and doing a great job for BFFF as Martin's deputy.</p>	
<b>5</b>	<p><b>Financial Report</b></p>	
<b>5.1</b>	<p><b>Quarterly Accounts</b> i Helen reported that the quarterly accounts had been discussed in detail by the Audit Committee and the main variances highlighted. Nigel expressed concerns regarding the current financial position and that expenditure was too high against the income being generated. John advised that there had been numerous personnel changes and new initiatives being taken on board. Everything was now settling down and we are still on target and in line with the original 3 year plan. Helen advised that the Audit Committee held a discussion regarding people costs. It was felt that BFFF had invested in high calibre people to take the Federation forward and it was now crucial to see those people deliver. The Board asked that Paul should also present on membership targets, sponsorship packages and revenue for future events at the next meeting.</p> <p>ii The Board approved the quarterly accounts to 31<sup>st</sup> December which had previously been fully reviewed by the Audit Committee.</p>	JH
<b>5.2</b>	<p><b>Budget</b> Helen advised that the budget had also been discussed in detail by the Audit Committee with the main assumptions being a 3% increase on subscriptions and 3% increase on people costs. John added that the only significant investment in the budget was for a website refresh as the BFFF website was now over 5 years old. This would be capitalised and the annual cost shown in depreciation. Andrew offered his services for the website refresh in order to keep costs down. John would discuss this with Andrew accordingly.</p> <p>The Board approved the draft budget for 2017/18 including subscription rates.</p>	
<b>5.3</b>	<p><b>Succession</b> John advised that after 17 years' service, Alastair Salvesen would be stepping down from the Audit Committee at the AGM in November and asked for any nominations to be sent to him.</p>	BoD

**AGREED ITEMS AND ANY ACTION**

	<b>ITEM</b>	<b>ACTION BY:</b>
<b>6</b>	<b>Commercial Report</b> It was agreed that all points had been raised previously in the meeting.	
<b>7.1</b>	<b>T&amp;L Expert Group</b> Vince advised that the T&L Expert Group were looking to get more member companies involved. Each new member was now being sent a specific induction pack to outline the work undertaken by the Expert Group to outline the work being undertaken.	
<b>7.2</b>	<b>Health &amp; Safety Expert Group Report</b> The Board report was accepted with no issues raised.	
<b>7.3</b>	<b>Promotion Expert Group</b> The Board report was accepted with no issues raised.	
<b>8</b>	<b>Member Issues Raised</b> There were no member issues to be raised at the meeting.	
<b>9</b>	<b>Any Other Business</b>	
<b>9.1</b>	<b>Board Member – Birds Eye</b> Following recent discussions with Wayne Hudson of Birds Eye and his interest in joining the BFFF Board, it was suggested that we should co-opt him onto the Board and then put him forward for election at the AGM. However, we would have to change the Rules to facilitate this so John would suggest that we invite Wayne to the strategy away day in the summer and also encourage him to stand for the vacant large Producer Board position at the AGM.	JH
<b>9.2</b>	<b>Strategy Day</b> Following our constructive discussion on future strategy, we will arrange a Board dinner and away day in the summer either on 6 <sup>th</sup> July or an alternative date that works for the majority of the Board. Therefore we will switch the 6 <sup>th</sup> September Board meeting to a tele conference instead.	JH