



Q GUILD
Executive & Management Committee Meeting
Date & Time: Monday 7th June 2021 at 4.00 pm



ATTENDEES:

David Lishman (DL), Mark Turnbull (MT), Philip Cranston (PC), Gordon Wallace (GW), Gordon King (GK), John Mettrick (JM) Drew McKenzie (DM), Kathryn Meadows (KM).

Welcome & Apologies (JM)

Apologies:- Chris Godfrey, Stephen Robinson.

Approval of Minutes of last meeting held on Monday 12th April 2021.

Proposed by DL

Seconded by KM

Action Points update

Kelly has carried out a members active social media study and this has been issued to the Executive for today's meeting.

The member with 3 star Food Hygiene rating status has been revisited by their EHO and is now 4 star status.

GW events calendar has been compiled and will be discussed later in this meeting.

Matters arising and any correspondence

None

Membership Update (Members and Corporates)

To date there remains 68 members (78 shops) of the Guild for 2021.

There have been no further resignations since the last Executive Meeting.

Duncan Fraser & Son of the Scottish Region have sold their shop, it has been taken over by John M. Munro Ltd., who have agreed to continue with Guild Membership for this year and will review at the beginning of 2022.

Corporates

There are 21 Corporate members of the Guild for 2021. We have received no resignations to date.

Membership Payments

We are happy to confirm that all members and corporates have now paid their membership fees.

New Members/Enquiries

K & J Green Butchers, Chorley - this Application is still in process. We are awaiting photographs and a description of their business etc.

Since the last meeting we have received interest from two potential members being:

Aaron Southey of New Manor Farm Shop, Bristol.

Paul Kendall, Kendall's Farm Shop, North Yorkshire.

Both businesses have a 5* rating and a Q Guild information pack has been sent out to them. Both enquiries have been put in the diary for follow up in the event of no reply.

Food Hygiene Ratings /TAC

The member who was previously a 3* rating has been revisited by the EHO and has now gotten their rating up to a 4*.

The quarterly FSA check is due to be carried out shortly and we will advise TAC of any changes.

Corporate members have been invited to join in the Gary MacLean presentations.

ACTION- GW Write a letter of thanks to Duncan Fraser, also to be put in HOTB

Finance:

Year to date update

Largest payment recently is for Helena Langdon £1500 for her members meeting presentation.

Figures forecasting surplus of £11861. We still have Gary MacLean, ITY and Wendy Barrie to be paid for the upcoming events (approximately £5000 cost in total).

These costs are additional to the original budget forecasted figures.

Bank Balances at 28/05/2021 are:

Current Account £71,410.47

Interest Account £33,805.31

PC- we have plenty money available to use for activities and promotions.

TAC Update

FSA checks are running behind schedule due to understaffing and covid. KM reported that her EHO only came out because it was requested.

DM- Local EHOS predicting September before they are out visiting.

DL- Our processing premises approval visit has been carried out on site.

Guild Manager Report

Communication/Email updates etc.

GW- activity schedule starting tomorrow night with the Gary MacLean session. I am using mailchimp to send out the invites and I can see who is reading the message. Only 40% of members opened the e-mail. Reminder then sent out and a further 12 read the message. It is a concern if 50 % of members are not opening e-mails.

Spoke to Charlotte Epsom from Dalziel in the South who said that those in the South left the Q Guild for several reasons, but she gave me a number of people to speak to.

I have been encouraged by the number of interests in the Gary MacLean presentation. Hopefully, the links will be sent on to the staff as well.

Catch up meetings are great on zoom but physical get togethers are essential. Foodex at Birmingham is a start point and we need names for booking rooms.

PC- I will be there on the Sunday for dinner and stop over. I suggest we have a meeting point at 12pm at the show. Suggest a corporate member with their agreement.

JM- I will commit to 1 possible 2 rooms.

MT- will be going but not sure if I will be staying over.

GW -I have contacted the organiser body to try to book rooms but will do the booking myself.

JM- is there a better way to get members to read communications from Q Guild?

PC- keep driving on with communication.

DL- how many active members?

KM- I think once the members start talking about the event to others it will sell the next one.

DM- if we can get some press locally it will help to sell.

JM- no limits to numbers in the zoom call. Do we need to tweak anything?

All happy so far.

GW- had good feedback from Jane at Cranstons

JM- Jan Corry recordings up on the website.?

GW- they will be up by the end of the week. We will make them easy to find. Kat asked if the members can have the recipes before the meetings.

KM- I felt that they will be easy to follow if we have them in front of us while the meeting is going on, happy to have them sent out to members.

MT- would rather just get e-mail with link sent out a number of times rather than have to accept for outlook calendar.

Any other competent business to include:

Review of Regional representation on Executive - Gaps

Missing in Wales and South (9 members) West, East (2 members only)

MT- DB has been on the Executive before when he worked elsewhere. The zoom meetings make it more attractive.

South of England - Recruitment strategy

GW reported on the discussions with Charlotte Epsom from Dalziel and has names to contact regarding recruitment in the South.

ACTION-GW to try to get the new members on board for regional representation, Damon Buckingham and Trussells for example. We need new faces and names in the areas. **GW** to check a list of each area and share a nomination with the Executive.

Corporates - Involvement

ACTION GW will contact to let them know there will be a Q Guild representation at FOODEX

WhatsApp Groups - Should they merge?

KM- I am on the fence on this but it has opened a can of worms. The local members liked speaking to each other. Might be better to have a national Q Guild WhatsApp with the local ones still in place.

DL- agree with this as some local members have different interpretation of what is acceptable.

WhatsApp etiquette needs to be explained to some.

ACTION- GW to set up a national Q Guild WhatsApp group. Put out a message to members to explain and invite into new group.

Birmingham Farm Shop & Deli Show /Q Guild get-together

As discussed above.

Letter going out to recently resigned members to explain the schedule of events and see if there is any interest in returning.

MT- is there any room to look at reducing the number of regions?

ACTION- will include this on the agenda items for the next meeting.

Set date of next call/meeting.

17/08/2021 at 4pm