



Q GUILD

Executive & Management Committee Meeting



Date & Time: Tuesday 17th August 2021 at 4.00 pm

Attending:

John Mettrick (JM), David Lishman (DL), Mark Turnbull (MT), Philip Cranston (PC), Gordon Wallace (GW), Gordon King (GK), Stephen Robinson (SR), Drew McKenzie (DM), Kathryn Meadows (KM), Chris Godfrey (CG), Damon Buckingham (DM), Paul Elleston (PE)

Welcome & Apologies

John Mettrick welcomed all to the meeting especially the new executive members, Damon Buckingham and Paul Elleston

Apologies were received from Jonathan Wallwork.

Presentation: Sustainability - Has Q Guild a role to play? - Mary Blackwell (Blackwells Butchers, Stockton-on-Tees).

Mary gave a presentation on sustainable development goals of businesses. Q Guild has a solid foundation in sustainability. Local produce for local people.

The opportunity to promote sustainable agriculture and collaborate with farmers and butchers. COP 26 in Glasgow in November 2021 will shine a spotlight on the industry.

The risks are:-

Recruitment to trade and farming. There will be international trade deals which include intensive farming techniques. Climate change and impact on farming will be under scrutiny.

What we can do:-

Engage with communities, supply chain sustainability and engage with our own people. Look at the packaging we use. Manage our carbon footprint.

We can promote the local nature of the industry when recruiting, use local suppliers and promote this on social media.

Q Guild has an image of market leaders in providing quality British meat farm to fork. Great support and advice for members, skills sharing across the members and employ regional risk assessments to help plan contingency. Offer public support to farmers and abattoirs to protect the supply chain. Continue to promote our ethos.

Questions?

KM- made me think about what we can do. Thought provoking.

JM- carbon footprint idea. Is there somewhere butchers can go to calculate the carbon footprint on the meat we sell?

MB- there are companies who will commission a study, but it is about negotiating which calculation to use. Needs scrutiny before use. There is a good book called "How bad are Bananas?" which explains the information capture process well.

CG- I think that the Q Guild has a joined-up approach to sustainability. We have been ahead of the game in terms of hygiene in the past and we can lead the way on this subject.

MB- the vegan and plant-based agendas are shouting a lot more than we are at the moment.

We can have a positive impact on the industry and this needs to be communicated quite vigorously.

PC- Neil Powell butchers' son has completed a sustainability paper on meat. If it takes too long to explain facts, you lose the attention. If we can get straight forward facts to promote, then we will come across well to the consumer.

JM- I suggest we carry out a survey among Q Guild members to see where we all stand on this and gather ideas.

DM - I had an assessment on my premises to apply for a grant. If a sustainability assessment is carried out it can open up grants for all members.

SR- can we put together a questionnaire of what shops are doing currently.

GW- we have a chance to be ahead of the game here and can take a lead for others to follow.

ACTION- carry out a survey among Q Guild members to see where we all stand on this and gather ideas.

Approval of Minutes of last meeting held on Monday 7th June 2021

Proposed by:- DM Seconded by:- PC

Action Points update

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

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. **Both agreed to join the board.**

Corporates - Involvement

ACTION GW will contact to let them know there will be a Q Guild representation at FOODEX (**Foodex cancelled**)

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

ACTION- include discussion on reducing the number of regions on the agenda items for the next meeting. **To be discussed later**

Matters arising and any correspondence

We received correspondence from Barclays bank to review the BACS facility (it is requested every few years) on our accounts, this has been attended to and is in a queue for action with the bank. We await the banks response.

We have also renewed the registration of the Q Guild brand/trademark as intellectual property.

The Information Commissioner's Office wrote to us to renew our data licence, this has been done.

Membership Update (Members and Corporates)

Members Update

There are to date 69 members (79 shops) of the Guild for 2021.

Corporate

There are 21 Corporate members of the Guild for 2021.

New Members/Enquiries

JWCC Family Butchers, Surrey - Since the last Executive meeting, JWCC Family Butchers have become members of the Guild. Their Q Guild Membership Pack has been sent out to them and Gordon is in the process of welcoming them.

K & J Green Butchers, Chorley - this Application is in the final stage. They have now paid and have been sent their membership pack.

New Manor Farm Shop, Bristol - Very keen to join the Q Guild and we are waiting on them sending in their Pro Forma which they have said will be very soon.

Paul Kendall, Kendall's Farm Shop, Harrogate - this Application is in process.

Goddards of Norfolk - this enquiry is still in process as they are very busy at the minute.

Blair Drummond Smiddy - this enquiry is still being considered by Robbie Hughan. Will be put in the diary for follow up.

DL- Tom Calman from Oxford visited Lishmans and seemed keen to join,

ACTION GW to follow this up

Food Hygiene Ratings /TAC

The most recent FSA check shows all business have the required 4*/5* rating or Pass.

KM- all members have scored well.

Finance:

- **Year to date update**

The Q Guild budgets show a predicted surplus of £12032 for the year ending 31st December.

Some costs for the members zoom meetings are still to be brought into the budgets. (Gary MacLean £3200)

Bank balances as of today are £63,199.75 and £33,806.15. PC- we need to make sure we break even as we will pay 20% tax on the surplus.

JM- we need to discuss how to spend this before the end of the year on projects that will be of benefit to members.

DL- Suggestion. Would be beneficial to members to have some bags for life etc to be made up in Q Guild brand and sent out to members?

GW- QMS have offered board members to attend courses on climate solutions. Professional one is geared at creating a climate change proposal for your business. Session 2 is more of a sustainability awareness for businesses. It may be an option to lead the way like we did on hygiene at the start of the q guild. Courses could be offered to members and subsidised.

PC- Mary Blackwell could be asked to do some work for the Q Guild on this and share the results with the membership. Happy to put some funds towards this.

JM- The more messages we can get out about sustainability the better.

ACTION- GW to circulate details of QMS courses to the executive. Also, to ask Mary Blackwell to formulate a survey for Q Guild members. Investigate the costs of bag for life issued with sustainability messages on them.

Guild Manager Report

Communication/Email updates etc.

Gordon Wallace reported that he had to cancel 2 sessions for social media and Wendy Barrie.

Calendar covering the rest of the year in place. Will need to reschedule in January. There is an appetite for catch up sessions. Queries on Natashas Law and rational ovens.

The Northern WhatsApp group has been changed to a National one.. Around 55% of the membership are on at least one of the two regional WhatsApp groups We need to gauge opinion on whether the south group want to merge with the national group. It is very good to be able to send out messages quickly.

KM- can we find out if the younger members of businesses will want to join and get their contact details.

DB- happy to change over to the national group. Are the corporates on the group.

GW- corporates are not in the group.

DB- I would be happy if they are not flooding it with adverts.

DL- one or two may tend to hijack and use to advertise, I would prefer them not to be on the national group and be free to discuss with members only.

SR- happy to move to national group.

ACTION- GW to make contact with the businesses to see if more want to join.

GW- website is being refreshed. I have spent some time on the Gary Maclean presentations and would like to get the recipes made into recipe cards for the customers to access possibly using QR codes. Happy to receive feedback on any of the work I carry out.

JM- can we concentrate the recipe cards on the ones that are relevant for the whole year and leave the BBQ ones for next year.

KM- If we spend money on the website, can we get more recipes on there for members to point the consumer to.

CG- Christmas coming up. looks like there will be a shortage of turkeys and geese due to labour shortages.

JM- we need to be aware of this and prepare accordingly.

DM- no issues so far. Will check with my supplier.

DL- our goose farmer has dropped us.

GW- Christmas brochure and Christmas planning meeting in September. Will organise a separate meetings for this in addition to the Gary Maclean Xmas demo.

Any other competent business to include:

- **Regions Appraisal/Executive Representation**

JM- meat management require a column from me, any suggestions? I have covered COP 26, sustainability.

CG- labour shortages is massive and needs to be highlighted. In London there are no spare butchers going about. We are turning away catering customers. Due to staff shortages.

DL- I was speaking to Preston abattoir and they have stopped certain value-added products due to staff shortages. 2 sisters have stopped producing marinated chicken products. They are now telling the supermarkets what they can get not asking what they want.

GK- Ex services personnel area possible route for staffing and there is a UK exemption from NI for anyone taken on in the first year of employment after leaving the services.

MP- Natashas Law update, we are progressing with the labelling. We are now closed on a Monday, 3 work on a Monday while closed to support production. Saving on wages by doing this. No change in value of counter trade.

Action- JM will include this in the article. Will keep it positive.

Set date of next call/meeting:-
Monday 4th October @ 4pm