



## **Q GUILD EXECUTIVE AND MANAGEMENT COMMITTEE MEETING**

**Date & Time: Monday 22nd February 2021 Zoom Meeting at 16:10pm**

### **Attending:**

David Lishman (DL), Philip Cranston (PC), Gordon King (GK), John Mettrick (JM), Drew McKenzie (DM), Kathryn Meadows (KM), Stuart Higginson (SH), Mark Porter (MP), Mark Turnbull (MT), Jonathan Wallwork (JW)

### **Welcome & Apologies:**

Apologies from Martin Player & Stephen Robinson

### **Approval of Minutes of last meeting held 23<sup>rd</sup> November 2020:**

(PC Approved, MT Secunder)

### **Action Points update: (GK)**

Christmas survival packs were prepared and issued to all members and were greatly appreciated.

A new laptop has been purchased and set up, currently being used by Kelly who is working from home. Since Claire left, Kelly also has the Guild Manager mobile phone and access to the Guild Managers email account in order to monitor anything coming in, until we appoint a new Guild Manager.

WhatsApp groups have been set up with the Northern Group being the most active.

Monthly zoom meetings have been set up and held since the start of the year.

The Lucas one had to be cancelled due to their requirement to guarantee that a minimum of 20 members attend.

Artisan food group meeting was postponed to allow the new manager to be involved.

### **Matters arising and any correspondence: (GK)**

Resignations to date for this year have been received from 4 members being: William Peat Butchers, Rodgers Butchers, Chi Johnston and The Mansion Farm Shop.



### **Membership Update: (Members and Corporates)**

To date there are 69 members (79 shops) of the Guild for 2021.

### **Membership Payments:**

To date we have received payment in full, from 41 members and the first direct debit payments have been received from 13 members.

Moody Sow have asked that we put their membership on hold for 6 months as they have had flooding to their premises and are closed at the minute. We will review the situation in 6 months' time.

To date we have received payment from 7 corporate members.

### **New Members/Enquiries:**

We have welcomed two new members to the Guild:

Trussells Butchers, Knebworth  
Buckingham Artisan Butchery, Petersfield.

New Member Enquiries have been received from:

K & J Green Butchers, Chorley  
Taylor Meats, Kent  
Timperleys, Wiltshire

All three prospective members have been sent out information about joining the Guild.

K & J Green Butchers and Taylor Meats both have Food Hygiene Ratings of 5. Timperleys are freelance butchers and have no rating as of yet. Hannah Timperley is to make contact via email to be presented and discussed. (To date email wasn't received). It is noted to follow up on these new enquiries if Application Forms to join are not received within 4 weeks.

### **Corporate Members:**

There are 22 Corporate members and no resignations have been received for 2021 to date.

### **New Corporate Member:**

We welcomed Chip & Pin as a new Corporate member. They got a slightly different deal in that they paid less and we get a % of business gained from Q Guild members.



### **Food Hygiene Ratings:**

All members ratings have been checked and the majority are either 4\*/5\* ratings or Pass (Scottish Region).

PC - What is a freelance butcher?

GK - My understanding regarding Hannah Timperley was that we weren't entirely sure why she was wanting to join the Q Guild. She doesn't come across as having a business but more likes she is trying to find work. Kelly has just put it in to make you aware that she did want to become a member. If we don't hear anything back from her, we will just let it go.

### **Finance: year to date update: (GK)**

Budgets predicting a surplus but that is going by actual figures from the first month of the financial year.

Annual Accounts have been submitted to the executive for approval. The surplus for 2020 is £3951.

The bank balances at the 12/02/2021 are £81786.44 and £33804.47.

There is a deferred VAT payment of £12994 to be paid by the end of March.

Included in the annual figures is a sum of £21884 belonging to WBC, Team GB. There are still 2 outstanding invoices due on this figure with a total of £5500. Therefore, the net amount being held in the Q Guild bank account on their behalf is £16384.

Executive Committee were asked if they would like to see the accounts to which they all stated they were happy with what they had been told. GK stated they will after being signed off by PC, they will be available on the BOS.

PC – Confirmed we have leeway to do within the budget what we want.

### **Accounts Approved.**

#### **Action Point-**

It was agreed that to inform Team GB for the World Butchers Challenge that they will need to make their own arrangements to collect contributions and make payments. Monies held in the Q Guild bank account on their behalf, will be transferred to their nominated bank account.

### **TAC update MT/KM**

One members inspection date was 3 May 2017 so may be due another one. One member is a 3\* rating and one of our new members is awaiting inspection. Kelly will follow up on these (GK)



## **Guild Manager Report GK**

Claire Holland has now left, and we are currently interviewing for the post.

### **Communication / Email updates / Guildsman**

All communications are coming from the guild office via Kelly or Gordon. Both have visual on the guild manager e-mail account, so any communications are not missed.

### **Prospective Corporate Members**

#### **No recent contact from**

- **Cleanzair** – air purification system, neutralises 99% of viruses and bacteria in the air and on surfaces.
- **Artisan Food Group** – sell 100's of niche products on behalf of small suppliers to independents – advantage being you only speak with one person, one invoice and one catalogue, rather than lots of small suppliers.

### **Smithfield Awards 2021**

Postponed until 2022.

### **Guild 5yr Plan - 2021' – Approval**

Prospective new manager is going to review the five-year plan. Any ideas may be adopted, and the plan amended.

DL- It had been my aim to build relationships through trips and networking.

JM - This will be the theme when allowed.

Five-year plan approved as a framework to go forward with and adjust as we go along.

### **Any other competent business**

JM - Mark Turnbull suggested a social media session via Zoom.

MT - I was attending an Entrepreneur circle with a girl, Helena Langdon from Innocent Smoothies, who spoke on social media and it was well worth it. Successful campaigns through twitter. It was really inspiring. She was very entertaining.

Unlimited numbers on zoom to take part. Would be a useful resource to record and make available to members generally.





JW- Great idea, hopefully done at a reasonable price.

KM – Thinks it a great idea, it will add another dimension and the budget is there.

MP & SH – Good idea, would be a good spend of £1000 and worth giving it a try.

DM- Happy with this idea, members will get something out of it.

KM- Everyone knows how incredible and quickly Innocent Smoothies have grown and I think this will appeal to members.

**Action- MT will approach for a price to present to members offer £1000 but be prepared to go up a little bit to £1500.**

JM – Anything else under AOB?

JW – Regarding the Guild Manager, what are we looking for? Is it a part time or full-time position?

JM – We have a job description, it's a part time role and we will match the candidate according to the job description. There will be a slightly different skill set but the hours will be the same.

PC – The candidate will be fairly flexible and will add something to it.

JM - We are interviewing for the new Q Guild Manager and second interviews will be held this week.

PC- Thanks to David Lishman for his 3 years as Chairman.

**Next Meeting: Monday 12th April at 4pm**