

Q Guild Executive Committee Meeting

Wednesday 4th February 2015, York
Dean Court Hotel at 11.00am



Q Guild
8 Needless Road
Perth PH2 0JW
Tel: 0844 800 6560

Present:-

Brindon Addy (Chair), Mark Turnbull, Philip Cranston, David Lishman, Andrew Edmonds, Robert Jones, James Lally, John Davidson, Greg Hull, Mike Richardson (EBLEX), Douglas Scott

Apologies for Absence: Richard Hawes

BA welcomed DL as Chair of NE Region and Andrew Edmonds representing East Region. BA intimated that Julie Henshaw had stood down as East Region chair, a new chair will be appointed at the next regional meeting. BA asked his appreciation to JH be minuted.

Previous Minutes

Amendments to Minutes of meeting on 30th September. Para 4 omit chair of sub committees.

It was confirmed that the 2015 Tri Nations would have no direct Guild involvement. The Guide for regional chairman has been amended as requested at the last meeting. This to be circulated with minutes following this meeting.

Correspondence

Resignation from General Manager Sandy Boyd received and accepted. BA stressed that the Guild still required a person doing the General Manager's job. Nothing wrong with the concept it had just worked out to be the wrong person.

The meeting felt that the brief for new post needed to clearly set out expectations. The job description will be sent out to Executive members for information. effectiveness would be measured in new membership. BA recommended a replacement should be sought and this was agreed by a vote of six to two.

The Management Committee was authorised to find and appoint a new Guild Manager.

Resignations

Sandy Crombie's resignation was noted and agreed that BA, MT and PC might meet with him and thank him for his commitment over the years. Geoff Riley, John Saunderson and Ramsays of Carluke had also resigned.

Finance

Updated 2014 accounts were presented with a forecasted deficit of £12000. This had resulted from considerably less income from Corporate Members and had grown due to higher than expected costs of inspections and product evaluation. A P&L account for the 2014 Product Evaluation Meeting would be compiled and distributed for the next Management and Executive Meeting.

Corporate membership had only brought in £26,320 against a budget figure of £40,420. Agreed Management Committee to review viability of Guildsman. RJ suggested new General Manager brings something to the Guildsman each issue.

Budget 2015

DS tabled a Budget for 2015. This was a breakeven budget with actual amounts invoiced for subscriptions and corporate members. It was pointed out that more income required to be raised from product evaluation. Costs had been estimated from 2014 figures although slightly more had been allowed for General Manager Travel & Accommodation.

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Website:
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Honorary President:
Gordon Hepburn

Membership report

There are currently 106 members of the Guild (assuming everyone pays). 5 members have resigned from the Guild: Crombies, Riley's, John Saunderson, Andrew Ramsay and J Davidson (Dobbies Garden Centre).

Honeywell Meats successfully passed their audit in December and became members.

Archers Butchers have decided to apply for membership after initially deciding that they would not progress with membership, despite there being no objections to them joining. We are currently awaiting their application form and fee. (recd 04/02/15) Rogers & Son in Carmarthen were sent out membership information after the Butcher Shop of the Year event in London, but were waiting till after the busy Christmas/New Year period before they progressed this. We are awaiting news to see if they are willing to join now.

JE Baty and Peter Speight both had pre audits in October but we have asked them when they will be ready for full audit and heard nothing. Contact will be made with Laverstoke Park Farm to see if they wish to progress with membership this year.

We have had an enquiry from Huntley's Farm Shop for membership, but they do not currently meet the required food hygiene rating and we have advised them of this.

Corporate Membership

There are currently 34 Corporate members and as yet there have been no indication of any resignations. This includes Contract Natural Gas Ltd. who were granted Corporate member status after the Tri Nations and communications have commenced following the office finding out about them.

Carron Lodge, Cheesemaker were sent information again at the beginning of January regarding membership, but they have yet to respond.

TAC

RJ has resigned from this position on TAC.

Katherine Nicolson and Simon Osbourne have been co-opted. HAS are going to insert questions into the audit to cover allergens. MT asked if anyone was aware of the reason why the Steps to Quality Manual required cooked joints to be cooked in four hours. RJ said that the important part was the cooling curve which should be tracked from 64°C to 5°C.

A review of Steps to Quality manual had been undertaken by MT and DS. When this is finalised it was suggested that revised versions be circulated as a pdf and held on members only website.

Calendar of Events

An updated version was circulated. National Events were discussed and there was a suggestion that the Q Guild's BBQ event should continue at regional level with the National final at the annual conference. Agreed that the preference would be a mid day to mid day event. BBQ held in afternoon of day one, cooked by chefs, evening meal followed by a morning session, finished at lunch time. Preference for weekend sometime in April or May.

DS asked for Steak category clarification, agreed naked steak of any cut.

The benchmarking idea was agreed as useful but it was imperative to make surveys simpler to complete.



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Election of Officers and Directors

Chairman: Mark Turnbull, proposed AE, seconded PC Vice Chairman, David Lishman, proposed by JL, seconded by RJ Finance Director, Philip Cranston proposed by BA seconded by GH

Chairman, Vice Chairman, Immediate Past Chairman and Finance Director form the Management Committee and are the Directors. MT thanked BA for his three years of chairmanship and presented him with a gift.

MT said that he had been a member of the Guild since 1997. He said that it has had a massive impact on his business and life. Hopefully that will continue for a lot longer.

Update on Regions

North West: GH reported that the region had met. Sorry to lose Geoff Riley and GH felt that many of his members felt that the inspections were superfluous.

Scotland: JD missed the meeting last Sunday but reported those present had been very positive. He was disappointed to lose three key members.

South: JL remains Chairman, GC Vice Chairman programme arranged.

Midlands: RJ reported Scott Barlow's new pub has proved to be a good popular venue. Less frequent meetings required. RJ Chairman, Nigel Rose Vice Chairman, Gaynor Richards Minute Secretary.

East: AE reported that someone will take over the Chair from Julie Henshaw.

9th March regional BBQ event planned for Mountnessing. Last meeting at Goodies Farm Shop had been a great success despite low attendance.

North East: DL reported that he had become Chairman and Katherine Nicolson had become Vice Chairman in dual role as Secretary. Good attendances at meetings and only two members regularly fail to show up at meetings.

Smithfield Awards

Merchants Taylor's in York suggested and agreed. James Martin, Nigella Lawson suggested but feelers would be put out for potential presenters. Publicity materials should be reviewed by Management Committee. Window vinyls, hanging decals GH proposed to give every member one free entry into the 2015 Smithfield Awards was carried. Cost of entries to be revisited, possibly £25.

Marketing

Q Guild point of sale material is promised in the Steps to Quality Manual but Guild has no current leaflets. MT will circulate what he has produced and hopefully this will demonstrate possibilities. Cooking guides that are meat specific would be of interest. GH felt that Britain's Best Butchers strapline should be promoted. Suggested £5000 be found to give something back to members. RJ explained use of pop up timers as a promotional tool.

MR felt that EBLEX might have new materials / cooking guides that could be overprinted.

Any Other Business

MT confirmed that Management Committee minutes would be circulated to the Executive. Executive Committee minutes to be circulated to Regional Chairmen to report to members.

Meeting agreed that Sandy Boyd's resignation should be intimated to the membership and that a replacement will be appointed as soon as possible.

RJ asked if Q Guild had a nominated charity. He felt that a high profile amount could raise a good amount of publicity for the Guild. Childline experience had not been good in the past

EBLEX have been doing a survey on role of butchers' shops in the High Street. MR has recommended contact with several Q Guild businesses. There is a skills agenda as well.

Date of Next Meeting

Wednesday 1st July 2015, 11:00am at Dean Court Hotel, York



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