



Q Guild Management Meeting Minutes

11.00am Wednesday 25th April, 2018

Bartle Hall Hotel, Lea Lane, Preston PE4 0HA

Present: David Lishman, John Mettrick, Philip Cranston, Mark Turnbull, Claire Holland (Guild manager), Douglas Scott (Minutes)

Apologies

None

Minutes of last meeting

Agreed

Matters arising and action points outstanding from Executive.

DL had followed up on Halls of Hazlemere resignation who had issues with South region. DL had contacted Bebbingtons, still considering. JM met Ieuan Edwards who might consider coming back into Q Guild. It was felt that cost of membership is a consideration and benefits need to deliver on costs. JM will follow up with Edwards of Conwy and Stewart Bebbington

CH visited Cherrington and will follow up

DS contacted The Butcher, The Baker. This business does not have retail approval and so is currently a non starter.

PC contacted Bizerba and confirmed they did not want to be a corporate member

Key partner meeting to be fixed by CH

Past chairman medals to be sourced by DS

CH had visited Dalebrook, Scobies, Rowcliffe.

Incentive for new members first year membership to be an Exec agenda item. All other action points had been addressed

TAC

Suspended member to be contacted by DS. Feedback on quality audits from Scottish pilot. Office to write to and select 40 more quality audits.

Membership Report

There are currently 109 members. There have been numerous resignations from the Guild for 2018 and these have included T Newitt & Son, Halls of Hazlemere, H G Walter, H Clewlow, Mearns T McCaskie, Haigs Food Hall, Hepburns of Mountnessing, Rogers & Son (Carmarthen) and Kent & Sons have not had their membership renewed as they do not meet the current standards of the Guild.

Also a few members have decided to take out of membership one of their branch shops:- Tilehurst, Jon Thorners & Walter Smith Melbicks. Walter Smith Albrighton is also not a

a Masterclass in Meat...

The Q Guild 8-10 Needless Road, Perth, PH2 0JW
Tel: 01738 633160 Fax: 01738 441059 Email: info@qguild.co.uk



member as it is being purchased by Stephen Hewitt and he does not wish to be a member in his first year of ownership.

There were three members on suspension, one of whom has now had their re-inspection and is now 5*, and we are awaiting further information from the other on suspension regarding their EHO issue. The member who agreed to remove their existing business from membership, but to include one of their other businesses has now had 5* status for the initial business and it will now remain in the Guild. We are awaiting their membership fee.

Although we had numerous enquiries about joining the Guild last year, there has been only one concrete application. We have had various enquiries this year and we are hopeful that 3 of them will join. (Damon Buckingham, Cherrington Butchers & Meadowfresh of Chesterfield - assuming that there are no objections once their application form and fee has been received and they fit the criteria).

On a positive note, C Hayman Butchers in Hengoed in Wales has been confirmed as joining the Guild and all information will be sent out to them this week.

PC to contact Sam at Frank Taylors

Corporate Membership

Resignations have been received from Bizerba, Patchwork Pate, Watco Refrigeration, Hartshead Meats, PR Duff, Comark Instruments and Thomas Ford (Smithfield). We are chasing Cottage Delight, TruNet and Caldecott Turkeys to ascertain if they wish to continue membership. DB Foods and Cosmos have asked for a copy of their invoices. ~~SEP-SEP~~ Again on a positive note, Paragon have just been confirmed as new Corporate Members. Taste of Game to be pursued CH

Finance

DS presented management figures up to end of March. Income is now forecast at almost £6000 below budget. Income is down due to lost members and lost corporate members. Original budget has been corrected to £1000 deficit and new forecast given activity in first three months of the year is surplus of £1000. It was noted that there was also over provision under promotions.

DS to provide separate Smithfield Income & Expenditure to be circulated

Guild Consumer Magazine

DS Invoice additional numbers ordered and adverts

a Masterclass in Meat...

The Q Guild 8-10 Needless Road, Perth, PH2 0JW
Tel: 01738 633160 Fax: 01738 441059 Email: info@qguild.co.uk



Smithfield Awards

It was felt that the online entry form should be continued but with option to email and post in entries. Confirmed information required as product name, description, allergens, cooking instructions when needed.

Certificate design to be retained. Announcement of results in first post of the new year was agreed with possible removal of reference to date of the judging from PR to avoid confusion. Agreed that to manage expectations, no product should receive 100 marks.

Ironmongers Hall has been booked for 30 January 2019. Agreed a high grade celebrity should be sourced. Rosemary Shrager was mentioned. DS find out cost. CH to pursue Wilfred Emmanuel-Jones.

Award winners label went down well. Submission of recipes to be discussed further.

Guild Manager's Report -

BBQ Competition / Business Conference

To date, there are 6 Corporate members who wish to exhibit at the Business Conference; IFI, Dalziel, Rowcliffe, Paragon, MRC, Lucas, South Coast Systems and William Jones Packaging. There are a limited number members who have indicated they wish to attend the Business Conference but office to chase up.

Alfresco will supply the barbecues and chefs. Browsing period to view products at lunchtime.

CH had attended South and Scottish Regional Meetings.
CH will attend North West in afternoon and East on Monday.

POTM cards and calendar poster were sent out. In future only calendar poster will be mailed out. Marketing campaign - around half the membership will have personalised Consumer Magazine.

CH to create a screencast of how to use BOS website. Committee felt that Charlotte & Joseph were doing a good job on PR.

Roving Chairman proposal

Chair explained purpose and described the identified person. Agreed to progress but with a better title, Regional Co-ordinator. Role to arrange venue, agenda and encourage attendance, attend Executive and Management meetings.
DL to set up a meeting with candidate who would report to Guild manager.

a Masterclass in Meat...

The Q Guild 8-10 Needless Road, Perth, PH2 0JW
Tel: 01738 633160 Fax: 01738 441059 Email: info@qguild.co.uk



Any other competent business

CH and JM will attend Meat Management Awards Thursday 24th May in Birmingham. Meat Up has moved to 30 & 31 October in 2019 at MK Arena.

Resume of action points

JM will follow up with Edwards and Stewart Bebbington

CH visited Cherrington bu will follow up

Key partner meeting to be fixed by CH

Past chairman medals to be sourced by DS

Office to write to and select 40 more quality audits.

DS to talk to member currently on suspension due to inappropriate hygiene rating, regarding their EHO issue.

PC to contact Sam at Frank Taylors

Corporate Membership - Taste of Game to be pursued CH

DS to provide separate Smithfield Income & Expenditure Account.

Guild Consumer Magazine: Office to invoice additional numbers ordered and adverts.

Smithfield Awards: Rosemary Shrager - DS find out cost. CH to pursue Wilfred Emmanuel-Jones.

BBQ Competition / Business Conference office to chase up attendance.

CH to create a screencast of how to use BOS website.

DL to set up a meeting with Regional Co-ordination candidate

Meeting closed at 2.20pm

Date of next Management Meeting 25th September 2018

Date of next Executive Meeting: Monday, 14th May 2018

Venue: Aubrey Park Hotel, St Albans

a Masterclass in Meat...

The Q Guild 8-10 Needless Road, Perth, PH2 0JW
Tel: 01738 633160 Fax: 01738 441059 Email: info@qguild.co.uk