

Q GUILD

Management Committee Meeting

Minutes of meeting held on Thursday 1 December 2011 at 1.00 pm. at Cranstons Cumbrian Food Hall, Ullswater Road, Penrith



MINUTES

Present

Philip Cranston, Brindon Addy and Audrey Coates.

Apologies

Apologies for absence were received from Sandy Crombie.

1. Adoption of the Minutes

The Minutes of the previous Management meeting held on 21 September were taken as read.

2. Budgets- current year and 2012

Budgets for the current year and 2012 were discussed.

AC to update the figures for PC. They are required in January.

ACTION AC

Sales

Product Evaluation – still to receive the bill from the Glasgow College £1700. Still to pay £350 to students.

ACTION AC

Purchases

We still have the cost of re printing the Steps to Quality, approximately £4.5k

And for HAS rewriting the hygiene standards £1k

£10k for additional signs

AC said that there was £4032 to come in for Corporate fees

Agreed to pledge £10k to Regional funds. Agreed to keep the rate of £70 per member in 2012.

PC requested that we breakdown the 5 year plan expenses.

Purchases

Insurance – AC to establish what coverage we have actually got. Are the Board members covered?

ACTION AC

We should build in £6k for the webpage

PR £4k

AC to add 3% to all figures.

Photo Library – AC suggested that we have a photo library. Agreed to itemise the breakdown of signs/mystery shopper/survey. ACTION AC

PC suggested that perhaps we drop the Mystery shopper in 2012
AC confirmed that we did 10% of the membership in 2010/20% in 2011.

ACTION AC

3. 5 year plan discussion and adoption

All as previously discussed.

4. Signage/ownership/maintenance of signs

Agreed that we should write to the members who have had signs erected. We need to explain that the signs remain the property of the Q Guild and the sign company are responsible for the sign for the first 12 month.

AC to check what insurance coverage that we have, is it adequate? We also need to check if we have coverage for Public Liability and Board members responsibility.

ACTION AC

5. 2012 activity - Foodex Marketing Conference

Agreed that we should try and encourage members to participate in Ready,Steady,Cut!
Teams can be of one or two people.

AC to man the stand. PC said two people on at all times.
Two required for Sunday/Monday and Tuesday.

ACTION AC

The Marketing Conference was discussed earlier and it was agreed that AC would deal with the Organisation of the event.

ACTION AC

AC has prepared the information for mailing out.

Agreed to get Janet Jaye to do the singing again.

ACTION AC

Smithfield Awards lunch

Agreed to book Butchers Hall for Smithfield Awards lunch on Tuesday 6 November.

Agreed we should ask to have the drinks reception upstairs and also for the Celebrity to stay for longer.

We should also say that members can arrive from 11.00 a.m.

AC said that Paul Kelly was trying to get Jamie Oliver.

ACTION AC

6. Inspections - Steps to Quality Manual

HAS are re writing the Hygiene Standards.

The cost for re printing the Steps to Quality Manual is £4.5k.

ACTION AC

7. New member

AC mentioned the enquiry from Haigs Butchers. They are moving from Midlands to the centre of Aberdeen.

AC to discuss with SC and possibly write them a letter.

ACTION AC/SC

8. Election of Office Bearers

Agreed that at the next Executive meeting PC would stand down.

Agreed that we would have a dinner on the Tuesday night (21 February) and then the meeting can start early. Meeting to start at 10.00 a.m. and finish at 3.00 p.m. We will ask for nominations prior to the next meeting.

9. Make up of Board

PC said that he felt the make up of the Board should be Chairman/Vice Chairman.TAC and Marketing Chairman.

AC to speak to Douglas Scott as we have not had a letter from SFMTA as yet.

ACTION AC

10. Welsh Region

Agreed to do nothing with the Region just now. Review next year.

11. Charity link

Ideas were as discussed at the Marketing meeting.

12. Audrey Coates – contract

PC asked for a few changes to the Contract. The Contract will be fully reviewed after 30 June when the Souter contract is reviewed.

PC asked the question about the Guildsman and the webpage maintenance.

AC said that she is happy to do the Guildsman.

AC will coordinate all Guild events.

13. Q Guild – address/phone number

PC suggested that we look at getting an 0300 number.

AC to price the number.

ACTION AC

Agreed to re direct mail for 6 months.

ACTION AC

The meeting closed at 3.30 p.m.

Minutes to PC for approval 13 December