

Q GUILD

Management Committee Meeting

Wednesday 8th August 2012 at 10.30 a.m.
Cranstons Cumbrian Food Hall, Ullswater Road,
Penrith



MINUTES

Present

Brindon Addy in the Chair, Mark Turnbull, Philip Cranston, Sandy Crombie and Audrey Coates.

1. Adoption of the Minutes of the previous Management meeting.

The Minutes of the previous Management meeting were unanimously agreed.

2. Budgets

The budgets for 2012/2013 were discussed in principal.

The 2013 figures, based on the same number of members i.e. 130 members and 35 businesses were discussed.

We have increased the costs for the inspections by £900 (based on a second TAC meeting @ £700 and £200 for the meeting accounted for in the figures.

The figures are based on 71 audits due, 4 pre audits, two TAC meetings now £27150.

We have added in £5k for a Marketing weekend.

The loss would now be £11906

We have not allowed for a Mystery Shopper campaign. AC to check how many members have had a Mystery Shop.

AC to check the cost per sign and also how many have been done. ACTION AC
(67 of the new robust signs have been erected. Cost £276.89 each)

The Executive Council/TAC etc includes Regional funds. (£70 per member).

Guildsman is in at £3k – PC said that the figures need to be controlled.
Eurobeef- do we get value for money? The general feeling was it was a good event.

HAS contract is from June 2012 for 12 months.

BA felt that we did not get £40k worth of work out of Souter last year.

The 2013 budget was agreed in principal
Agreed membership fees to be get unchanged.

3. Marketing report/Budget (PC)

PC said that £40k had been allocated for Marketing for the next 12 months.
We are giving them an 18 month contract.

PC to go back to Souter and ask that the web page maintenance is included within the £40k

The proposal from Souter was circulated. ACTION PC

SC asked what the video project was? PC said that it was aimed at the Consumer.
SC to check the ownership of 'How to Cook the perfect steak' – agreed that it should be on You tube.

ACTION SC

Agreed that we would hold the Marketing day in York on 13 or 20 March next year.
Souter had suggested Angela Spindler as the Keynote speaker. Angela is the CEO of the Original Factory Shop.

4. Executive Council report/TAC report

Following the discussion at the Executive Council meeting it was agreed that we should drop the National BBQ competition.

Proposed that we give all the Regions a format for running a Regional BBQ competition.

They should hold the competition by the end of April. ACTION

MT said that he would like to see the Regional winners go forward to a national competition.

MT to work out the logistics. ACTION

MT

We should also suggest that the Regions hold a BBQ workshop.

Certificates for the Regional competition would be printed by the office.

- Branding

DL mentioned that he would be supplying Sausages into Morrisons and enquired about the possibility of using the Q logo on his packaging.

After a lengthy discussion it was agreed that we should contact the Executive Council and ask for their views.

It will be discussed at the next Executive meeting (Wednesday 26 September)

ACTION AC

TAC Report

Payments – AC to ensure that payments are made to all suppliers at 30 days.

ACTION AC

SC gave an update on TAC referrals and on the recent meeting held with HAS.

SC will write an update for the next edition of The Guildsman.

Agreed to keep the audits in place.

SC said that there would be no change to the manual.

Certificates are being changed to have an A + certificate.

All members with A or B grades will be issued with a 'Q Guild Accredited' certificate.

'Q Guild Accredited' certificates for 'A' and 'A+' grades will be shown on the certificate.

SC said that members were in fear of the audit.

Members were still being sent out a Self audit at 9 months.

SC said that we still need to give further guidance to the members. He said that he is going to write a Food Safety Management system.

PC said that we need to ease off slightly with the audits. SC said that the problem has arisen with new auditors and a change in the guidelines.

SC said that with the Quality side we can use the self audit to get the price reduced.

TAC Referrals –

AC to speak to the members currently suspended and discuss the way ahead.

ACTION AC

BA confirmed that the suspended members have been sent forms for the Product Evaluation.

HAYMANS REFUND – Stewart Hayman has resigned as a member and is looking for a membership refund. Agreed that we would not give a refund.

5. Chairman's guide and Regional assistance

Chairman's guide was updated and is attached. AC to send out the document (Portrait style)

Email to the Management committee for approval and then print out a copy for all Regional Chairmen.

Southern Regional Chairman

The Southern Region are happy to share the Chairman's responsibility four ways. (Tom Newitt, Danny Lidgate, Peter Heanen and James Lally.

Agreed that we would leave with the four at present and BA would speak to DL.

AC suggested that Jackie Gadd who is Lidgate's PA may be the Regional secretary.

AC had produced a list of meetings held by the various regions. SWW have had very few. AC to speak to Jon Thorner. ACTION AC

Letter from Edward Byford – was discussed.

BA to reply and say that all points raised have been discussed. ACTION BA

MTJ – MT suggested that we get a regular column in the MTJ.

He was happy to write something ACTION BA/MT

6. New membership recruitment

Agreed that AC to have a membership recruitment.

BA suggested that we get an invitation card printed.

Target two new members per month, starting in August.

The target is to have 150 members by 2013.

AC to source good shops and take it back to the Regional Chairmen. ACTION AC

7. Accredited Master Butcher

Agreed that we were not interested.

8. Events/activities

- Love British Food (27 July – 12 August)

It is too late to have any involvement for this year.

Agreed that we would be happy to promote next year and it would be up to the members to make a decision as to whether they wanted to purchase a POS kit.

- MTJ - Meat Trades Fair in Bolton

The general feeling was that it would not be worth taking a stand.

- **Product Evaluation**

It was agreed at the Executive Council meeting that all members must submit the recipes with the products.

After thinking about the logistics we agreed to streamline the system and as such we put a disclaimer on the entry form.

"If you are a gold winner you will be notified as soon as possible after the Evaluation and will be given seven days in which to submit your recipe/s by email. If you fail to submit your recipe when requested, you will forfeit the right to be considered for a Diamond Award"

AC said that it had been discussed at the Scottish Regional meeting on Monday night and there were very strong views.

Andrew Ramsay said that if he was not prepared to share his recipe he would not enter that particular product.

PC said that AC should email the membership and stress this point. ACTION AC

9. Travel and meeting Expenses

The point was raised by Edward Byford about travelling first class on trains.

AC said that when we book tickets for travel it is always first class when the prices are reasonable. Agreed that we should continue to travel first class as it gives you so much more space to work and people are giving up their time to attend the meetings.

10. Q Guild value and mission statement.

SC has written the Guild values and Mission statement.

It was agreed that the Aims and values were ok but the Mission statement needs to be reduced.

Agreed that we need to streamline the statement.

ACTION ALL

This will be added into the new members pack and also the Chairman's guide.

11. NZ v Australia v GB butchery competition.

BA has attended a meeting in London with Keith Fisher to discuss a Butchery competition in New Zealand.

The aim is to get a team of UK Butchers to do a Butchery Challenge.

The competition is on the South Island of NZ on 8/9 March 2013 or the North Island from 19 – 21 April.

We will sound out the membership and ask them to pay a £500 fee, which will be reimbursed.

BA/AC will work out the criteria for the competition and email the membership.

ACTION BA/AC

12. Any other competent business

- Patron – agreed to leave at present.
- 5 year plan update

Laura Bishop has sent the updated 5 year plan.

Agreed that we should all look at it and send out comments through to

Laura. Laura.bishop@eblex.ahdb.org.uk

ACTION ALL

There being no further business the meeting closed at 4.00 p.m.

There was a vote of thanks to the Chair.