

Q GUILD

Management Committee Meeting

Wednesday 21 September 2011 at 1.00 p.m.
Cranstons Cumbrian Food Hall, Ullswater Road, Penrith



MINUTES

PRESENT

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

1. BUDGETS- CURRENT YEAR

The budgets were circulated showing a loss of £-4828.47

Adjustments were made and the profit will be approx £10k before further spending was agreed.

Promotional print and advertising back from £520000 to £38500

Misc increased from £3231 to £4000

5 year plan – Signage costs are back slightly due to the slim line version @ £276.89 each

Christmas Leaflet – agreed to give every member 500 Christmas Leaflets. Ask them if they wish to purchase any extra. £50 per 1000 (5p each)

After adjustments it was agreed that our profit would be in the Region £10k

Agreed to spend the extra £10k on signage.

ACTION AC

Meat your Butcher Campaign

Agreed that we should go ahead with the campaign and the £10k will come out of our budget.

The Centenary year will be 2012

Marketing conference will be held at Foodex.

Silver Jubilee

The Guild was formed in July 1986 but not rolled out nationally until 1987. Therefore, we will Celebrate our Silver Jubilee in 2012.

2. 5 YEAR PLAN DISCUSSION AND ADOPTION

PC agreed to update the 5 year plan.

ACTION PC

The updated plan will be discussed at the Executive meeting.

3. SIGNAGE/OWNERSHIP/MAINTENANCE OF SIGNS

The cost of the new slim line sign is £276.89.

26 members emailed asking for replacement signs.

We agreed that we were going to replace 45 signs in 2011, which we will still do.

The extra money in the budget will be used to replace extra signs.

Possibly doing them Regionally.

ACTION AC

AC to speak to the sign Company and get a letter confirming that they will be responsible for the signs for the first year.

ACTION AC

The Q Guild own the signs and if a member resigns it is their responsibility to remove the sign and return to the Q Guild office.

4. 2012 ACTIVITY

a. Foodex 25 – 27 March 2012, Birmingham

Agreed that we should discuss this at the forthcoming Executive meeting.

They have asked if we will stage a display competition again.

ACTION AC

b. Marketing Conference

Agreed to hold during Foodex. Dinner on 24 March and Marketing Conference on 25 March

AC to check hotels and prices in the centre of Birmingham .

ACTION AC

5. AWARDS

SC had received an email from Douglas Scott regarding Awards that were being used by members without the date on them.

SC felt that all awards, stickers etc should carry the date. AC said that all Q Guild certificates and stickers currently carry the year.

SC felt that we should encourage members to put the dates on all awards

Agreed that we should have a new page on the web to list all awards.

ACTION AC

6. INSPECTIONS - STEPS TO QUALITY MANUAL

SC/AC went over the Steps to Quality Manual. Agreed to check the amendments and then get printed. Agreed to print 200 sets and mail out, in a folder to the membership.

£4000 allocated in the budget for printing (£3231), folders and postage.

SC mentioned the FSA DVD and his concerns.

AC to check what standards are being used for the audit. AC thought it is was the new standards. ACTION AC

(Confirmed the new standards)

Agreed to go ahead with the printing.

Agreed to email out the updated version to the members who are awaiting audits.

We should highlight the points that have changed. ACTION AC

We are completely settled with EFSIS. We have had credit notes back to the value of £4765.42 & vat

SC will give the TAC report at the forthcoming Executive meeting.

The next TAC meeting is on Tuesday 8 November in Butchers Hall.

HC will chair it, but is resigning.

Tom Newitt is back on board.

7. FEDERATION

SC said that the Executive Minutes of SFMTA had shown that the SFMTA has agreed to break away from the Q Guild, but the membership is to be circulated in case of objections.

AC to speak to John Mettrick and ask for an update on where we are with the National Federation. ACTION AC

(JM confirmed that they will also remove their self from the Q Guild Board)

The Q Guild Board will now be the Executive.

8. WELSH REGION/IRISH

It was previously suggested that we have a Welsh Region.

We currently have the South West and South Wales and the North West which should also say and North Wales.

Agreed that it would be practical to have a Welsh Region.

Agreed to discuss at the forthcoming Executive meeting. ACTION AC

We have had two enquiries from Ireland wishing to join the Q Guild. SC to speak to Robert Patrick re the Irish and report back.

The feeling was that if there was sufficient interest we should form a group. We would need to speak to HAS re the audits.

ACTION SC

9. CHARITY LINK

Agreed to discuss at the forthcoming Executive meeting.

ACTION AC

10. ANY OTHER COMPETENT BUSINESS

Membership fees

2012 Membership fees – agreed that they should be leave they fees at the current rate.

This will be discussed at the Executive meeting.

ACTION AC

Fees are currently

£1040 Shops 2 – 5 £840.

£30 charge for paying by direct debit

Corporate membership £940.00

Halal Butchers

We have had an enquiry from Halal Butchers in Bristol about joining the Guild.

We have written to them to explain about the standards of the Q Guild.

They have called to say that they are up for the challenge!

Agreed to send out a membership pack.

ACTION AC

Membership rules

Agreed to discuss the membership rules at the Executive meeting.

We need to address the rule on proximity as we are stopping the membership growing.

ACTION AC

Membership

Agreed we need to address the areas where we have no members and see how we can contact possible members.

ACTION AC

Product Evaluation

AC confirmed that we are currently sitting at 427 entries.

PC said that we did not need to make a profit.

Agreed to invite Graham Yandell, Ed Bedington, Keith Fisher, Laura Bishop and Steve Derrick to the lunch.

ACTION AC

There being no further business the Chairman closed the meeting at 3.45 p.m.