

# **Q GUILD**

## **Management Committee Meeting**

Minutes of meeting held on Monday 23 January 2012 at 1.00 p.m. at Cranstons Cumbrian Food Hall, Ullswater Road, Penrith



### **MINUTES**

Present

Philip Cranston, Brindon Addy, Sandy Crombie and Audrey Coates.

#### **1. Adoption of the Minutes**

The Minutes of the previous Management meeting held on 1 December 2011 were taken as read.

#### **2. Update on Membership renewals/Resignations**

AC said that at this stage we have eight resignations, fourteen unpaid (now twelve) and currently we have six membership enquiries.

Membership enquiries include

Haigs, Aberdeen – previously a Midland member but they have moved back to their grassroots and are opening in Aberdeen.

Two Andrew Gordon shops – Aberdeen and Stonehaven.

Previously there was an objection but that has now been withdrawn.

Bradwell Butchery – Eastern Region – now at Pre audit stage.

L & F Jones – South West and South Wales – full pack now being sent out.

Lewis of Sunningdale - awaiting completed forms.

After discussion it was agreed that we should let Haigs in, albeit we are changing the rules in order to accommodate them.

We need to stress to them that they cannot use any Q Guild branding prior to their audit taking place.

ACTION AC

### **3. Update on Membership enquiries**

#### **a. Membership drive in 2012**

AC to follow up on Steve Derrick's list.

AC to follow up on A D Paton of Largs

ACTION AC

#### **b. Membership criteria**

SC has amended the wording the membership criteria to include the wording - 'New business outlets must have been trading for a minimum of 12 months before applying for membership'.

Updated copy attached.

ACTION AC

### **4. Budgets- 2011 and current year/Close of business December 2011**

2011 Budgets were circulated which shows a loss of £162.58. This includes accruals of £22k

The 2012 budgets were circulated and agreed. Figures were based on 140 members and three new Corporate members.

We have built in a cost for signage for 35 members.

### **5. Arrangements for 25<sup>th</sup> Anniversary Dinner**

Birmingham Hilton has been booked and all details confirmed.

Numbers are low for now so we need to do a seriously big push.

Need to decide if we want entertainment and also does the budget cover the Marketing Conference and Dinner.

ACTION AC

### **6. Update on Foodex**

#### **a. Ready, Steady, Cut**

AC said that we currently have eight teams entered.

A meeting has been set up for Monday 13 February with Daren Rose Neal and Clair from Foodex in York at 9.30 a.m.

AC is working with Keith Fisher, Danny Upson and Steve Derrick to ensure that all aspects are covered.

ACTION AC

#### **b. Manning stand**

PC said that we need someone to assist on the stand. Edward Byford to be approached (not attending Foodex). AC agreed to ask Linda (her sister). Agreed £100 per day & expenses. (Linda has now agreed to help)

c. Pop up Boards – agreed that we should have new boards.

Perhaps two for recruitment and one for the Consumer.

AC to speak to Coda

ACTION AC

## **7. 5 year plan update for 2012**

Agreed that we would decide on the Mystery Shopping campaign at the next Executive meeting.

ACTION AC

## **8. Patron**

AC said that there was still no reply from the Palace. Agreed that we should write and invite Prince Harry to be Patron.

ACTION AC

(We have now received a letter stating that the Duchess of Cambridge is unable to be our Patron)

## **9. Board structure**

Structure of Board to be discussed at the next Executive Council meeting in York.

The Management committee proposed that the Chairman, Vice Chairman, TAC Chairman and Past Chairman.

The office bearers will stay in place for three years.

PC will be Chairman of Marketing.

PC to approach AR and ask him to be Vice Chairman of the Marketing committee.

## **10. Audrey Coates – contract**

PC will sign the contract within the week.

## **11. Q Guild – new address**

Q Guild, 8 Bridge Lane, Perth PH1 5JJ Telephone 01738 492947

The meeting closed at 4.40 pm