



## **Q GUILD Executive & Management Committee Meeting**

### **Date & Time:**

Wednesday 03rd June 2020 | 4.00-5.30pm

Venue: Zoom video conference

### **Attending:**

David Lishman (DL), Mark Turnbull (MT), Claire Holland (CH), Philip Cranston (PC), Gordon King (GK), Stephen Robinson (SR), John Mettrick (JM), Drew McKenzie (DM), Kathryn Meadows (KM).

**Apologies** from Martin Player and Jonathan Wallwork

### **Welcome**

### **Approval of Minutes of last meeting held on 26th February 2020**

Proposed by: Mark Turnbull

Seconded by: John Mettrick

### **Action Points update**

- GK-Annual accounts have been discussed with Phillip Cranston and queries answered. Accounts will now be finalised prior to filing with companies' house. There is now an extra set of checks that Thomson Cooper must carry out, due to covid-19 regulations, prior to filing. With an extra cost of £275 + VAT
- CH- contact IFI to host a trip to AVO at the end of September put on the back burner due to covid-19
- CH- to investigate possible London trip, once again put on the back burner due to covid-19
- Ch- Quotes for stock photos are ongoing, the photographer from Smithfield will put work towards stock photos plus follow up with KM
- CH- Update flier for benefits of membership is ongoing

5year plan - Carried forward to the next executive meeting DL

### **Membership Update (Members and Corporates)**

#### **Members:**

- 70 members invoiced
- 65 members paid
- 5 members outstanding (1 reqstd duplicate invoice the remainder have until end of June to pay)

*a Masterclass in Meat...*

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Corporate members:

- 22 members invoiced
- 17 members paid
- 5 members outstanding (1 likely to resign, 1 chasing a/c's, 1 agreed to pay, 2 no reply)

### **Matters arising and any correspondence**

Q Guild have had correspondence from auditors informing of their intention to increase the audit fee from £2450 + vat to £3600 + vat.

GK sought alternative quote from Findlay's accountants. Offered to get more quotes, team decided:

**Action: to appoint Findlay's as the new auditors of the Q Guild accounts.**

**GK will contact Findlay's.**

Proposed by: PC, Seconded by: KM

Further correspondence from Butchers Hall asking the Guild to change our registered address with Companies House as the Guild is currently listed as operating from WCB in London. We believe this was a courtesy that butchers hall afforded the Q Guild from the beginning. Unfortunately, as Q Guild is an English registered company the Perth office cannot register the company to their address. It is currently registered at David Lishman's business address and going forward GK to explore the issues of changing to the Perth address.

**Action: GK explore if we can register the company in Scotland**

### **Finance:**

Bank account balances @ 02/06/2020 are £54,611 and £33,789

#### **• Revised Budget**

The revised budget which includes actual figures up to the end of April is now predicting a surplus for the year. This is due to most spending being cut back due to covid-19 restrictions on activities. The budgets have been updated to ensure the 2019 actual column reflects the annual accounts and now includes depreciation and amortisation which the accountants apply a value to at the end of the year.

#### **• year to date update**

There has been a reduction in the management fee for the months of April, May and June to reflect that the office is closed due to covid-19 and that Kelly is on furlough.

### **TAC update**

- Considering Covid-19 outbreak and the hygiene measures put in place, should the Guilds Steps to Quality guidelines Hygiene section be updated?

MT- We should be led by EHO on hygiene front

DM- whole thing is evolving daily, could be changed by the time it is written

MT- most covered by federations, therefore don't feel we need to change the guidelines.



JM- FSA have sent out information to local authorities that hygiene inspections be continued. Group felt it was best left to each business to follow the guidelines issued by the Government and FSA. Also NCB have offered Guild members the opportunity to access their guidelines and templates.

## **Guild Manager Report**

### **Communication / email updates**

- CH- Update e-mails being sent out weekly or as necessary, asked if they were useful. All agreed they were excellent.
- Smithfield PR will be ready to go out in July, Robin Moule currently contacting all winners for images and quotes. That will signal the end of this year's Smithfield awards and we can look to start to prepare for next year.
- 2 new membership applications
  - 1 from Hugh Black and Sons in Scotland - have agreed to terms, Guild awaiting signed contract
  - 1 from Burtons Butches, Saffron Walden, awaiting signed paperwork.
- DM- knows Hugh Black well and stated they were a good company. Planned Scotland meeting could not happen due to Covid-19 pandemic as there were 5 other businesses interested in joining at that time.

Suggested now would be a good idea to push for new members as many have money in the bank at the moment. CH- will look into an action plan.

### **Contact with Members**

- DL asked if there been much contact with other members in the regions, other than the NE/NW zoom calls. Most regions V quiet.
- KM – offered to anyone that they would be welcome to join the northeast zoom meeting.
  - 1st meeting NE had was good, next one focused on going forward.

Insights from all zoom calls so far:

- Difficult to keep topics interesting enough.
- keep it to 2 or 3 questions / topics keeps the momentum going
- Smaller groups are more engaging.
- Watch the time – keep to about 1hr/1.5 hrs
- Agendas or topics help
- No maximum number in zoom meeting but if you want everyone to speak, approx 10-12 is large enough
- Setting a topic or subject means Members from different regions could join any call
- Using Zoom is a learning experience the first time. However, once confidence builds it means anyone could go on to chair a meeting if they wished.

KM, DL & MT offered to host a call

- **Action: to develop more zoom meetings aimed at getting all regions on board.**



CH- asked if MRC style webinars be of interest to the membership?

JM- Interesting to see that companies are doing this.

CH- A webinar is either a presentation and or a specific set of speakers.

**Action: CH to work on Zoom to see if able to use this for Guild presntns**

#### **Guild Plans 2020' discussion re Covid-19 and beyond All**

- It was suggested that even if we go back to actual meetings we should continue with zoom meetings as they are more efficient and means more regular engagement.
- Getting interesting speakers would also help them be more engaging.

**All agreed**

#### **Any other competent business**

##### **Trips**

- PC- Activity for this year, should we consider any overseas trips in the autumn?
- KM- Suggest London again as it doesn't involve flights or risk of travel
- SR- Will send a list of places we have been to in the past.
- MT- Harrods and Selfridges would be a good idea to visit.

**Action: CH to investigate a Q Guild trip to London, end of October subject to Government restrictions.**

There being no other business, Chairman David Lishman thanked everyone for attending and closed the meeting.

**Set date of next call/meeting: End of August – CH to send round dates**