

Minutes of Board Meeting of Berks, Bucks and MK and Oxon Food Group CIC on 7 March 2011

Present

Directors

Tamara Schiopu, Elaine Cook, Chair, Jodie Cavaye, Henriette Reinders, Colin Wainwright, Philip Emmett, Jane Bowler

Observers

Susie Ohlenschlager, Tim Parry

Apologies

Mary Rumsey, Clare Marriage

1	Apologies	Action
2	<p>Minutes of the last meeting and matters arising</p> <p>Tamara had subcontracted copy writing of the Food Guide to Sandra Kessell.</p>	
3	<p>Projects Update</p> <p>Food Guide This is currently the main project. It is planned to be printed by 31 March. We may print more than 10,000 as it will cover more than the current year. The back page is still available for an advert. Printing cost is £6,300, half some of the quoted prices. It was suggested that distribution costs should be charged to this financial year if possible.</p> <p>Membership: Tamara is chasing invoices and membership fees.</p> <p>Grant funded projects</p> <p>Big Lottery: Tamara to meet Wildlife Trust this week re work to be done.</p> <p>Stronger Communities Fund: decision due in early March.</p> <p>Thame Show: Oxfordshire County Council has awarded a grant of £4,000 to run the Thame Show this summer. Henriette mentioned that in some areas the Food Groups were paid to run the food tent. However Thame Show has no funding for this.</p>	<p>Tamara</p>

4	<p>Financial Report</p> <p>Tamara tabled accounts and reported that there is £23,000 in the bank account. This includes the Lottery Grant and will pay for the cost of the Food Guide.</p>	
5	<p>Future of the Food Group</p> <p>Elaine introduced the joint paper for discussion. Susie reported that the letter mentioned in the paper on this item had not been circulated due to delays as a result of legal issues affecting grant consultations.</p> <p>She summarised the financial scenarios based on varying amounts of income, and the options available to the Food Group. Tim Parry from CCB outlined some additional options which has been considered, which included the CIC employing the Food Group manager directly, or the CCB or other similar organisation taking on the work of the Food Group.</p> <p>The discussion included the following points:</p> <p>We appear to be chasing grant money to exist; project budgets do not include money for business development.</p> <p>A survey of local producers was suggested over the next months to assess what demand there is for Food Group services. Tamara had done one recently and had no feedback from members about the current situation despite a request in the last newsletter.</p> <p>It was suggested that we should be looking beyond 2011, with a view to completing outstanding commitments and winding up the business over the coming year, in a controlled way.</p> <p>It was pointed out that whatever progress has been made in promoting local produce, producers will always need customers. It was suggested that we identify local companies/organisations who can take on food group work eg food guide and web service.</p> <p>European funding was mentioned: could regional food groups submit a joint bid? The SE Food Group Partnership has a meeting on 29 March.</p> <p>It was suggested that the accountant's address could be used as the registered address.</p> <p>Board members agreed that they were not in a position to directly employ the food group manager. It was agreed that the most sensible option is to let out the work to Tamara as a single contract for the remaining commitments,</p>	<p>Tamara Henriette Susie</p>

	<p>using a standard SLA (service level agreement). Henriette pointed out that the CIC as a private sector company is not obliged to go out to tender.</p> <p>Members agreed to:</p> <ul style="list-style-type: none"> • Subcontract all funded work due to be completed by the Food Group in the next few months for Tamara to undertake as a self-employed consultant. • To prepare to wind up the Food Group during the course of the next year, and to decided on a date in 6 months' time. • To identify which aspects of the Food Group's work can be delegated to other organisations. • Henriette, Tamara and Susie to put together SLA and work schedule, building in an exit strategy, identifying any costs of winding up the company, and e-mail this to Board – to be agreed by e-mail. 	
6	Mercer Lewin Letter of Engagement Discussed and agreed.	
7	There was no other business	
6	<p>Date of next meeting</p> <p>To be arranged in June/July</p>	TS