Minutes of AGM
Wednesday 20th March 2018
FDF, 10 Bloomsbury Way, London, WC1A 2SL

Present at meeting:

Chris Stemman	BCA Executive Director
Tracy Brown	BCA Secretariat
Ian Bryson	Finlay Beverages Ltd (Chair)
Nick Boxall	Complete Coffee Ltd (Technical Chair)
Austin Sugarman	Fine Foods International (Manufacturing) Ltd
David Rogers	Lavazza UK Ltd
Andy Fawkes	Masteroast Coffee Company Ltd
Ricardo Santos	RicCoffee (UK) Ltd
Chris Coates	Taylors of Harrogate
Phil Burton	Bronsens

1. Apologies for Absence

Angus Kerr	Coffee ag Limited (A&CC Chair)
Kristine Breminer Isgren	Complete Coffee Ltd
Rupen Soochak	Equatorial Traders Ltd
Lindsay Wright	JDE
Ewan Reid	Matthew Algie
Mike Watson	Tristao International SA (T&L Chair)

2. Competition Law Compliance
It was confirmed that the meeting would run under the revised FDF competition law compliance rules, as per the Golden Rules.

3. Minutes of last meeting
The minutes of the last BCA AGM meeting were duly approved.

Proposed by NB Seconded by NB.

4. Matters Arising from the Previous Minutes
No matters arising.

5. Re-Election of Chair and Election Vice Chair of Management Board
CS thanked IB for his service as Chair, and that he was very happy for him to continue for another year. It was noted that Ian Bryson (Finlay Beverages Ltd) was happy to continue in the Chairs' position.

Chair – Proposed by CC and Seconded by AS.

Vice Chair – TBC.

CS noted that he has contacted a number of individuals in regard to the position of Vice Chair, IB noted that we really do need to find someone asap and asked if any Members were interested in taking the Vice Chair position please feel free to contact CS, TB or himself.

Action: ALL

6. Re-Election/Election of PR Co-Chairs

IB noted that we have a busy Communications Committee, and due to the amount of work generated through this Committee it is Co-Chaired.

Esme Knight (Costa) (Co-Chair) - Proposed by CC and Seconded by NB
Howard Crosskey (Nestlé) (Co-Chair) - Proposed by CC and Seconded by NB

7. Re-Election of Committee Chair's

Arbitration & Contracts Committee – Angus Kerr (Coffee ag Ltd) – Proposed by RS and Seconded by NB

Brexit Sub-Committee – Chaired by Chris Stemman - Proposed CR Seconded RS

Member Services Committee – Alex Rogers (AGC Commodity Store Ltd) – Proposed AS and Seconded by CC

Sustainability Committee (Co-Chairs) – Victoria Moorhouse (Costa) and Krisztina Szalai (Taylors of Harrogate) - Proposed CR and Seconded by NB

Technical Committee – Nick Boxall (Complete Coffee Ltd) – Proposed AF and Seconded by AS

Trade & Logistics Committee – Mike Watson (Tristao International SA) – Proposed by RS and Seconded by CR

8. Accounts

- **BCA Audited Accounts 2017**

Phil Burton, an Independent Auditor from Bronsens in Witney, was invited to run through the audited end of year accounts for 2017.

PB noted that for 2017 the BCA saw a deficit but reserves we currently still sufficiently funded.

PB noted that no anomalies were found during the audit, he was therefore happy to approve the accounts.

AF raised the question how difficult it was to recruit new members, CS explained we have many enquiries from smaller companies who would fit into Associate or Small Company Members but making in-roads into the Medium to Larger organisations seems to take much longer and was proving a slow task. IB added that Bewley's UK have now re-joined the Association and it is hoped another former member will also be re-joining.

AF perhaps we need to run a potential technical training course for those smaller roasters who may be confused and lost in regard to impending legislation around Acrylamide. AF noted that they would be willing to assist. IB noted that we take this away from the meeting and look to work on it. CC added that this is where we look to perhaps work with SCA, AF noted that SCA are in a bit of flux at this time, and perhaps this is where the BCA can now step in.

Action: IB/CS

- **BCA Draft Budget 2018**

IB asked for approval of the draft budget and for the usage of reserves. All present agreed.

Proposed by AS seconded by NB.

9. Estate of the Late Dr Euan Paul

CS noted that the Estates Solicitor Bilmes have been suspended by the solicitors' regulatory authority for suspected fraud.

We have been informed that the Executors for Dr Paul's Estate have now appointed a new Solicitor in Oxford. We have spoken with Lawyer, Daniel Walker who is preparing a statement for us to present to the new Solicitors, for us to try and expedite payment.

Action: BCA

IB noted as an aside point, should consideration perhaps be given to renaming the Euan Paul Trophy presented at the BCA Annual Golf Day, IB asked the members their thoughts on this.

DR noted that if we are able to resolve the issue of obtaining the funds, then perhaps the trophy keeps the name, if not we look at this for 2019, AS agreed with this recommendation.

10. Date of next 2018 Board meeting:

Wednesday 31st October 2018 (Technical Committee & The Board)