**The Board Meeting Minutes**
**Tuesday 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 (BCA Chair) |
| Nick Boxall | Complete Coffee Ltd (Technical Chair) |
| Austin Sugarman | Fine Foods International (Manufacturing) Ltd |
| David Rogers | Lavazza UK Ltd |
| Chris Coates | Taylors of Harrogate |
| | |
| Seb Stokes | SHED Communications |

## 1. Apologies for Absence

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|---|---|
| Angus Kerr | Coffee ag Limited (A&CC Chair) |
| Kristine Breminer Isgren | Complete Coffee Ltd |
| Chris Rogers | AGC (Commodity Store) Ltd |
| Rupen Soochak | Equatorial Traders Ltd |
| Lindsay Wright | JDE |
| Andy Fawkes | Masteroast Coffee Company Ltd |
| Ewan Reid | Matthew Algie |
| Ricardo Santos | RicCoffee (UK) Ltd |
| Mike Watson | Tristao International S/A (Trade & Logistics Chair) |

## 2. Competition Law Compliance

It was proposed that the meeting would run under the revised FDF competition law compliance rules previously distributed.

## 3. Minutes of Last Meeting

The minutes of the last Board meeting were accepted without comment.

Proposed by DR – Seconded by CC.

## 4. Matters Arising from Previous Minutes

No matters arising.

## 5. Communications Agency Update – SHED Communications

- **2018 Communications Programme Update**

SS presented the 2018 Communications Strategy.

AS noted that following a discussion at the AGM, to gain authority the BCA really needs to recruit additional members from the whole of the industry. SS noted that by working with the Member Services Committee and with perhaps setting objectives to achieve we can drive recruitment forward. CC agreed that this has to be the Members Services Committee to drive Membership Recruitment, so the BCA is seen to be the authority for the coffee industry.

SS noted that the International Coffee Day this year will be on the 1st October, and it will celebrate Women in Coffee in the Year of the Women. Perhaps we can look to do a networking event around this. DR noted that with the ICO based in London, could we look to leverage our relationship with them.

**Action: BCA/Member Services**

CC also mentioned about liaison with the SCA, IB noted that he will follow up separately with CS on this.

**Action: IB/CS**

SS noted that we were looking to run a working group meeting specifically around coffee pods, but at this time we will focus on liaising with individual members on the subject. CC noted that perhaps we have to be clear with members as to what the BCA can action or focus on. CS noted that due to competition rules, it is a huge challenge and we need to try and find a way to tackle this.

**Action: BCA/SHED**

SS ran through the outline details of the Bean to Bin and Beyond White Paper project, this is currently being finalised at this time. Task Force Members from the Sustainability Committee will be driving this project forward. We are currently looking for the most suitable/impactful time in the year to launch this, once approvals have been achieved from the Sustainability Committee.

SS ran through details on the Coffee and the UK Economy Report, CEBR have been commissioned to do market research and analysis. We are looking at doing a tease of stats at pertinent times throughout the year, such as UK Coffee Week or London Coffee Festival.

BCA Website Overhaul – SS noted that we are looking at a complete design overhaul with a system that has easier functionality, it is also hoped that the new website will drive additional membership to the BCA.

CS noted that in regard to competition law, he is discussing with an FDF recommended legal professional, once he has further information he will update members.

**Action: CS**

CC asked if perhaps the FDF Rules be re-distributed out to members with all meeting agendas as we move forward, just so that everyone is clear.

**Action: BCA**

TB to send through a copy of the SHED Board presentation with the minutes.

**Action: TB**

- **Public Affairs Engagement**

SS noted that at the last Communications Committee Meeting, the Committee decided that at this current time we would not be undertake any additional Public Affairs activities, but it was something that would stay on the table for future consideration as and when deemed required.

**6. Update on 2018 Fees**

CS noted that the income for this year will be higher this year than in 2017, but still lower than 2016. CS noted that we are reasonably confident of attracting new members throughout 2018, and that we will be able to produce a balanced budget sheet for 2019.

**7. Member Services**

AR noted that the BCA are looking at the possibility of organising additional 'networking' events.

AR asks if members would have a positive view on a Cocktail Party or Drinks Reception for members to get together which as the only other event is the dinner. Something in the summer maybe?

AS noted that to run a networking event and to get people away from their workplace, it needs to be tied in with something specific, perhaps how will Brexit effect the UK Coffee Industry.

- **Arbitration Workshop 2017 Accounts**

TB noted that we had on the day 24 attendees for the Arbitration Workshop. We saw a surplus of £633.10. Thanks go to ICE Futures Europe who very kindly offered the use of their premises, which overall saved the BCA a significant amount of expenditure on the original hotel booking, even thought we did incur a charge of £912.00 to cancel. A question was asked if all the current Arbitration Panel attended the Arbitration Workshop, TB confirmed that a number of the current panel were unable to make the course this time due to travel and work commitments – hence the slightly lower attendance numbers, and why a change of venue was also made. TB noted that many of the Arbitrators fund attending the workshop themselves, and are not company funded, hence why costs to attend are kept lower.

- **Dinner Dance 2017 Accounts**

TB confirmed that we declared at 420 people, and 36 tables. TB noted that we saw a surplus of £2,276.50 from the dinner. TB added that this event is run at pretty much breakeven, and we do heavily rely on the sponsors who support the event. The BCA again sends it appreciation to our sponsors in 2017.

- **Golf Day 2018**

TB confirmed that the Golf Day 2018 will be on 29th June at the Aldenham Golf and Country Club near to Watford. Application forms have been sent out in the last couple of weeks, and we currently have 7 teams registered to play, and costs to play were kept the same as in 2017. We have secured sponsors for the Hole In One Competition, The David Moulder Team Trophy and Nearest The Pin. We are still looking for sponsors for The Euan Paul Individual Trophy and The Longest Drive. Please contact the Secretariat if you are interested in sponsoring.

**Action: BCA/ALL**

- **Dinner Dance 2018**

TB confirmed that the Dinner Dance 2018 will be on Friday 23rd November at The Dorchester. TB noted that Member Services are looking at the structure of sponsorship packages, perhaps looking to include a table and drinks package(s) to be a headline sponsor. Again, we ask if you are interested in sponsoring please contact the Secretariat. Application forms for the dinner will be sent out asap, once we have confirmed the menu and related costs with The Dorchester on 27th March. We have already received provisional requests for tables, so we hope the event will again prove popular, it sold out within a few weeks last year.

**Action: BCA**

**8. Technical & Regulatory Committee (see TRC Minutes / Priority Issues for full update)**

- **Technical & Regulatory Priorities**

CS noted that there is a lot of activity in this area going on currently, including Acrylamide legislation with comes into effect on 11th April 2018.

CS noted that the draft FSA enforcement guidance has been circulated to members.

Furan and its derivatives is another hot topic at the moment.

Diacetyl, CS noted that we were approached by the HSE last year. Currently we have circulated a questionnaire to relevant roaster members.

**9. Sustainability Committee**

CS noted that the Committee has now moved to the 2nd pillar, we are now looking at drawing good practice case studies from members. This is a very proactive and well-run Committee.

**10. Trade and Logistics Committee**

**<u>Question sent in by Alex Rogers (Chair of Member Services)</u>**

AR has asked if anyone is aware of any information on the new TRACES system. About the importation of Organic Coffee shipments into the UK.

The Original Organic certificates are still being used, but they are also being logged onto the new TRACES system. AR believes that the plan is to go completely online with no hard copies.

Does anyone know when this may be or who oversees this. AR has spoken to Port Health offices (Tilbury/Gateway/Immingham) and DEFRA and still got nothing. Even the Soil Association are unaware.

Any feedback from members would be gratefully appreciated.

**Action: ALL**

**11. Brexit Working Group**

**Report by Chris Stemman**

CS noted that in regard to any practical developments, there have been very few. It is a concern that we will have to comply with EU origin labelling rules. It seems pretty clear that there will be no continuation of the customs union and we will fall under WTO MFN tariffs from the start of 2021.

**12. Arbitration & Contracts Committee**

**Report sent in by Angus Kerr**

A relatively quiet year for arbitrations. Although the market has bounced around a bit through the year it has generally been in decline. History shows that generally when we have a downward market there are less disputes however with a prolonged upward movement there tends to be more defaults resulting in arbitrations.

This year we have had 5 arbitrations registered and one appeal.

We have a healthy Panel of Arbitrators (31) these need to be ratified by the Board. All present ratified the Panel of Arbitrators.

There was a successful arbitration seminar, this was presented by Thomas Cooper, always interesting.

As it is important for arbitrators to keep up to speed, we intend to hold further workshops, and the idea will be that regular meetings can be had where Arbitrators can meet, discuss informally, and go over any problems. We are also likely to be faced with the updated (new) European Coffee Contract, Arbitrators need to be well versed.

**13. Members Discussion**

IB asked TB and CS to leave the room at this point.

**14. Date of the next 2018 meeting:**

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