



Agenda

Date Wednesday 23rd March 2022
Time 1:00pm – 4:00pm
Location **Via Teams**
BCA AGM & Board Combined Meeting

Microsoft Teams meeting

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Attendees	CHAIR	Andrew Kerr (OCR Commodities & BCA Chair)
	BCA:	Paul Rooke (Executive Director) Catriona Balfour (Comms & PA Manager) Tracy Brown (Secretariat)
	Attendees:	David Llewellyn (AVA) Jenny Breadmore (Cafea UK) Oliver Ellis (JDE) Tasmin Hoque (JDE) Ben Dickson (Origin Commodities)
	Tentative:	Pietro Mazza (Lavazza)
	Apologies:	Jason Cross (CWT) Colleen Hall (Howard Tenens) Jane Aldridge (Nestlé) Kevin Carrington (Vollers)

Subject **AGM & Board Combined Meeting**



AGENDA	
1. Apologies for absence	
2. Competition Law Compliance	Golden Rules for FDF Members
3. Minutes of the last Combined AGM/Board Meeting	BCA/25/03/21/1882 (attached for reference)
4. Minutes of the last Board Meeting	BCA/18/11/21/1929 (attached for reference)
5. Matters Arising from the Previous Minutes	
6. Re-Election of - Chair - Vice Chair	Andrew Kerr TBC
7. Re-Election/Election of Committee Chair's - Arbitration & Contracts Chair - Communications - Member Services Chair - Sustainability Chair - Technical & Regulatory Chair - Trade & Logistics Chair	Angus Kerr – Coffee ag Limited Esme Knight - Costa Alex Rogers – AGC (Commodity Store) Ltd Roxy Rocks-Engelman – Cafédirect Nick Boxall – Complete Coffee Ltd Mike Watson – TRC Specialty Commodities
8. Re-Election of the Arbitration & Contracts Committee	(attached for reference)
9. Re-Election of the Arbitration Panel of Arbitrators	(attached for reference)
10. Re-Appointment of Auditors – Bronsens	All
11. BCA Accounts - BCA Audited Management Accounts to 31/12/21 - BCA Audited Balance Sheet to 31/12/21 - BCA 2022 Working Budget - BCA Management Accounts to 28/02/22 - BCA Balance Sheet to 28/02/22	BCA/09/03/22/1952 – Phil Burton – Bronsens (attached for reference) BCA/09/03/22/1953 – Phil Burton – Bronsens (attached for reference) BCA/18/11/22/1930 - Updated November 2021 (attached for reference) BCA/09/03/22/1954 – (to follow prior to meeting) BCA/09/03/22/1955 – (to follow prior to meeting)
12. Executive Director Report	Paul Rooke
13. Approval of Articles of Association & Committee Constitutions	Paul Rooke – (attached for reference)
14. Member Recruitment	Andrew Kerr & Catriona Balfour
15. Date of Next Board Meeting	Wednesday 23rd November 2022 – 1.00pm – 3.00pm - FDF, 10 Bloomsbury Way, London, WC1A 2SL - Rooms Bodinnar & Cleminson