



AGM & Board Meeting Combined Meeting Minutes
Wednesday 23rd March 2022
Via Teams

Present at meeting:

Paul Rooke	BCA Executive Director
Catriona Balfour	BCA Comms & PA Manager
Tracy Brown	BCA Secretariat
Andrew Kerr	OCR Commodities (BCA Chair)
David Llewellyn	AVA
Jenny Breadmore	Cafea UK
Roxy Rocks-Engelman	Cafédirect (Part of Meeting)
Angus Kerr	Coffee AG Ltd (Chair A&CC Committee)
James Paling	Commodity Centre
Nick Boxall	Complete Coffee Ltd (Chair T&R Committee)
Mick Flynn	Complete Coffee Ltd
Tom Blackwall	Finlays (Part of Meeting)
Richard Hankinson	ICE Futures Europe
Tasmina Hoque	JDE
Chris Coates	Taylors (Part of Meeting)

1. Apologies for Absence

Phil Burton	Bronsens (Accountants)
Esme Knight	Costa Coffee
Angela Ramirez Leon	Costa Coffee
Jason Cross	CWT
Hector Turner	Daarnhouwer
Fergus Wilson	Group Sopex
Hannah Jeffrey	Finlays
Colleen Hall	Howard Tenens#
Oliver Ellis	JDE
Pietro Mazza	Lavazza
Jane Aldridge	Nestlé
Ben Dickson	Origin Commodities
Kevin Carrington	Vollers

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 the Last Combined AGM/Board Meeting

No comments received – minutes approved.

4. Minutes of the Last Board Meeting

No comments received – minutes approved.

5. Matters Arising from Previous Meeting Minutes

No matters arising.

6. Re-Election of Chair

PR noted that AndK has stood for a year, and under normal circumstances would stand for another year. PR asked all those on the call if they are happy for AndK to continue. It was confirmed all happy, AndK was re-elected.

AndK noted that we do not have anyone to re-elect to the Vice Chair position, but if anyone would like to be put forward, please do contact the Chair/BCA directly.

Action: ALL

7. Re-Election of Committee Chair's

- **Arbitration & Contracts Committee** – Angus Kerr (Coffee AG Ltd)
- **Communications** – Chaired by Esme Knight (Costa)
- **Member Services Committee (Social Activity)** – Alex Rogers (AGC Commodity Store Ltd)
- **Sustainability Committee (Chair)** – Roxy Rocks-Engelman (Cafédirect)
- **Technical & Regulatory Committee** – Nick Boxall (Complete Coffee Ltd)
- **Trade & Logistics Committee** – Mike Watson (TRC Specialty Commodities)

The above positions were proposed and accepted by those on the call.

8. Re-Election of the Arbitration & Contracts Committee

The A&CC were proposed and accepted by those on the call.

9. Re-Election of the Arbitration & Contracts Panel of Arbitrators

The Panel of Arbitrators were proposed and accepted by those on the call.

10. Re-Appointment of Auditors - Bronsens

PR noted that Bronsens have been our auditors for several years. As you know last year, we entered into a new financial services package with Bronsens when we left the FDF Financial Services at the end of 2020. It was noted that things have been going extremely well, they are very responsive, and queries are handled quickly and efficiently.

The re-appointment of Bronsens was proposed and accepted by those on the call.

11. BCA Accounts

- **Audited Management Accounts and Balance Sheet to 31/12/21**

PR noted that for the year ending 31/12/21 you will see a slight loss of £1,245.00, mainly this loss was the result of the redevelopment of the BCA website and all costs being allocated into 2021.

PR noted that the promotional programme was a little bit over budget, but this was due to the Board approved work with SHED for the Membership Promotional Materials.

- **BCA Assurance Report**

PR noted that following a review of the BCA financial statements for the year ended 31st December 2021, Bronsens note nothing has come to their attention and that the financial statements give a fair and true view of the state of the BCA.

The accounts were approved by those on the call.

- **BCA 2022 Working Budget**

PR noted that you would have previously seen our working budget.

The budget to the end of 2022 shows a slight surplus of around £5,000.

- **BCA Management Accounts and Balance Sheet to 28/02/22**

PR noted a change had been made to the income and expenditure by adding in an extra reporting column, which we hope makes things easier to read.

Dinner income is running a little ahead of the budget, since we have totally sold out very quickly this year.

PR added that we have taken the view that companies who have outstanding balances regarding the dinner and membership subscriptions at the end of March, that these tables will be reallocated to those on the wait list, and this was supported.

PR noted that we will have a slight change to the FDF subscription this year, some slight adjustments have been made to this, a decision is yet to be made if we pay to join another committee, a fee of around £3,000, regarding environmental and sustainability issues. The FDF had approached us previously about joining this committee, but it was felt we did not have the budget at the time.

PR added that he will be having a discussion with the ECF about the BCA membership and the scale of the fee going forward given that, post-Brexit, many of the issues being covered were now of lesser direct relevance to the UK.

PR added that following an FDF Associations meeting this week, a number of these organisations are questioning their involvement with their European counterparts. DL added that the AVA has also made this decision, changing their level of membership from full to associate.

TH asked if the ECF were reviewing the BCA's options, PR noted the upcoming call would be for an initial discussion. PR added that some of the work that the ECF are involved in are very specific to the EU, even though we take note of what comes out of the EU. It would not be a quick decision and would likely be for 2023. TH asked what would be useful information that comes out of the ECF, is it just top line outcomes that would be helpful. PR noted top line things would be the coordination of changes and timings of those changes UK vs EU, and the need to have a conversation between the EU and UK on such things as deforestation where neither side wants to talk to each other about future plans. PR added that once he had this conversation with the ECF he would put to the Exec for their input as to what we want to do.

12. Executive Director Report

Parliamentary Meetings

PR noted that a meeting held recently held with Lord Mancroft, that PR, CB and AndK attended, this was following an event that we helped to set up and event with the Ugandans. We discussed possible future parliamentary activities/information events. Lord Mancroft was happy to be involved due to his interest in coffee and was happy to open one or two doors in parliament to run events.

PR noted that he and AndK met with the BCA Constituency MP, Robert Courts, who is also a transport minister. He was very helpful with his advice and talking through some opportunities. We had been looking to set-up an APPG, but this had been put on the back burner due to covid, but his advice was to bring this forward and perhaps join with other commodities we might want to work with regarding food security.

PR added that the UKTIA were happy to be involved, and he will shortly be contacting other commodities, such as rice, spices, cocoa, and sugar. We are trying to test the water to see if we can have a combined industry and government approach. This would be a way to coordinate activities, and an attempt to join the pieces together in government.

PR added that the FDF are trying to put together a wider food security structure, but this seemed to get quite a push back from the Secretary of State who was present. PR asked if TH got the same impression from George Eustice yesterday, she noted that she did, he seemed aware of the challenges to industry, but these were not going to go away.

Robert Courts has very kindly offered to write to his counterparts and junior ministers in other departments to start the ball rolling.

AndK noted his takeaways from the meetings, the joint approach from the House of Lords and the MP, it became clear that as an Association we need to think of a single item to bring to the fore and for the group to answer, if we hit them with too many things it will get lost in the long grass. Having access to government and give value to Members to be able to lobby parliament on some aspects and that the UK coffee industry is at the front of mind.

Associations Update

PR reminded members that BCA continued to have meetings with other global coffee associations at Exec. Director level.

During these discussions, the focus will be on messaging on common themes and consistent referencing.

How we assert and shape the operating environment, to share and combine position statements, to be the leading voice, rather than NGOs who seem to be putting a scientific view when they don't necessarily have the correct answers. If appropriate we might look to link with other commodity sectors and from origin where appropriate.

The aim is for coffee to generate the message and the agenda.

PR added that the UK government joined the ICO in its own right last year, but the aim is to discuss with UK officials as to their involvement and what they should be doing, we hope to meet up with officials in the next few weeks.

BCA Communications

Website

PR noted that website was launched at the start of 2022. Lead by CB and assisted by TB. As a result of the detailed work of both the website came in on time and on budget. It has increased content, flexibility, and scope to increase interaction with the possibility of membership forums, which we have yet to make live. We will have the ability for future payments online for events.

Feedback on this has so far been positive.

Newsletter

You would have seen that CB has redesigned the BCA Newsletter, the aim to try and keep refreshing things and making them more relevant.

Webinars

The webinar last week on coffee recycling with Podback and bio-bean, seems to have been very well received.

We have several topics being developed for the rest of 2022. It will give us a chance to focus on both internal and external audiences.

CB added that we have also started our Member Spotlight featured articles, as well a few more feature pieces including an interview with the new head of the ICO. We have additional webinars running for each quarter June, September, and December. We also have events coming up at the end of the year including Caffè Culture.

Sustainability, Deforestation & Waste

Forest Risk Commodities

The priority for both the EU and UK is on deforestation, the UK consultation has just concluded and hopefully you would have seen the response that the BCA put into that.

There are significantly differences in approach by the EU and the UK which means additional complications that will bring for those of you trading in both environments.

There is ongoing liaison with range of other commodity sectors that are impacted, and where the common areas are as well as the differences.

PR noted are there mechanisms that can be put into place for dealing with the information management of this, but there are opportunities to look at how information management can be developed, and conversations will be ongoing with ICE.

Plastic Packaging Tax

PR noted you are likely all aware that this comes into force on the 1st April 2022.

There is a discussion with some Members, and we will continue to discuss with other Committees regarding the collection point approach for imported materials.

EPR & DRS

PR noted that we are in conversations with the paper cup alliance and how we might have a coordinate approach on the mandatory take back scheme, as there are several challenges to be faced.

DL noted that there is a focus to have a point of consumer cup levy. The whole focus from Defra is on retail where the average cup of coffee is £2.50-£3.00 a cup, for the vending industry the average charge is 31p for a cup a charge of 25p would be catastrophic.

PR noted that there is a growing push from industry, whether it will be successful, with everything that is going at the moment, there is a push to talk about the bandwidth for businesses and to give businesses time to get things in place.

DL noted with DRS, with the implementation there are different approaches and different timescales across the nations.

CB noted that Valpak would be willing to run a drop-in session on EPR and DRS for the BCA, which we felt might be of interest if a 'coffee specific' session was organised.

Technical & Regulatory Review**Glyphosate**

PR noted that there are ongoing issues, proposals within the EU to reduce maximum MRLs, the ECF are working with Bayer on research to try and obtain import tolerance levels. Unfortunately, the work that was undertaken already has been scrapped, so therefore this research is now delayed for another year.

PR noted that around 30% of the coffee coming into the EU would be over the suggested new MRLs.

PR added that the UK will not be looking at this until next year.

Contaminants

MRLs for OTA will come into effect on the 1st January 2023.

Also looking there is a continued debate at tightening controls for Acrylamide at EU level whilst FSA do have Acrylamide on their priority list in terms of products for infants and children.

Isotope Testing

PR added his thanks to those companies who provided samples to LGC for isotope testing. We managed to secure samples from all the origins on the list was drawn up.

They are looking in due course at producing a peer reviewed 'joint paper', this will be reviewed by the BCA before being published.

This will not be a silver bullet, but a tool to use towards due diligence, although not the only thing.

ECF Activity**Posting of Arbitration**

We have been discussing for quite some time the Posting of Defaulters of Arbitration Awards by the ECF. This has taken quite a while to get there with the ECF, but they have now essentially signed this off.

Corporate Sustainability Reporting Directive

PR noted that this covers both environmental issues and worker's rights / child labour.

Due to come into force in 2023.

The UK has a slightly different approach, in some areas the UK has been ahead of the EU.

Single Serve Units

There is an increasing pressure from the EU to look at material choice, and to specify material choice, which the ECF is pushing back on as they believe this should be the choice of the manufacturer. There has been a push in some areas within in the EU for only compositable materials.

PR added that there is a lack of consistent approach to recycling within the EU, which is hampering efforts. Deloitte was asked to do some work on this for the ECF, which was rejected by some of the ECF Members.

Trade Project – Ecosystem of Trust

PR noted that the UK Government has a Border 2025 Strategy, the aim is to speed up the movement of goods both exports and imports, by preclearing goods to speed up this movement. There has been some money put up by government to do some pilot schemes with Kenya, coffee has been included. A couple of BCA members have agreed to be involved with this project bid, who will be running the process and putting some of the new technology in place, not quite blockchain but similar. Today there was a meeting with Defra, upcoming meetings to be held with HMRC, DiT etc. with pilots to be agreed by the first half of this year to be up and running by the end of the year. It is a good pre-cursor where the UK wants to get and good to get involved in it, and we hope will generate some useful information from it.

13. Review & Approval of Articles of Association & Constitutions

AndK noted that these were circulated prior to this meeting. PR added that we have not made any further significant changes since these were circulated to Members last year. AndK asked Member if there were any comments on these, none received – and it was confirmed therefore that the revisions would now be published on the website.

14. Member Recruitment

AndK noted that we were able to get a lot of the marketing material produced, published, and sent out. We have started to approach those that we would like to become members and have recruited several Members since the last AGM/Board Meeting. CB noted that we have been looking at a specific offer to smaller roasters and retailers, undertaking market research so we have the right offer, and materials being worked up accordingly. AndK noted that if Members can also recommend the BCA to any contacts that they feel would benefit from membership of the BCA, it would be much appreciated.

PR noted that we are looking at a piece of work around Political Mapping, identify Member Companies and their constituency MPs, as part of increasing parliamentary engagement. PR added that some of you will have some form of involvement already with your MP, but many will not, again this will assist us as we look to do more political work.

TBlack noted when we looked at Strategy and Mission Statements a couple of years ago, we had a couple of objectives,

1. To increase relevance and market share and be the voice of the coffee industry. TBlack noted that he had seen real step change in things being done against this.
2. The increase value for money – reduce the reliance on member fees for running the BCA and income generating activities, and that we might not quite have got their quite yet.

AndK noted that he agreed with the second point, with the website now active we are looking at membership from smaller companies perhaps as a Pay as You Go. Regarding events, we are potentially looking at recording such things as Arbitration and Education Seminars and having as a paid option to obtain additional revenue. Also, for the first time we had a networking event at the Oval, which was a successful event, even though that event was not revenue generating it was a way of getting the coffee industry together.

TBlack noted that perhaps we need to have a 3–5-year road map, and due to limited resource that we have, what are the constraints. AndK noted that perhaps we need to have a smaller committee of 3-5 people to work on this and then canvass opinion on the outcomes from this. TBlack noted that he would be happy to assist with building the road map. PR noted that what we did 2 years ago is still there, but there are elements due to limited resource that we have not quite been able to do, such as recording training sessions as Pay As You Go. TBlack added that what he does not want to divert resource from the really good work that is being done. CB added that from her perspective it would be good to have priorities going forward so that we can channel resource more effectively going forward. CB added that she and PR will be meeting at LCF next Friday to catch up, AndK and TBlack noted that they will also be available and agreed to meet up.

Action: CB/PR/TBlack/AndK

CB added that feedback received from some of the smaller potential members companies, they say that they would join the BCA for training and educational support that could be offered.

15. Date of the next Board Meeting:

Wednesday 23rd November 2022 – 1.00pm – 3.00pm - FDF, 10 Bloomsbury Way, London, WC1A 2SL - Rooms Bodinnar & Cleminson