AGM & Board Combined Meeting Minutes
Thursday 23rd March 2023
FDF, 10 Bloomsbury Way, London, WC1A 2SL & Via Teams

Present at meeting:

Paul Rooke	BCA Executive Director
Thomas de Freitas	BCA Media & PA Manager
Tracy Brown	BCA Secretariat
Andrew Kerr	OCR Commodities (BCA Chair) **(Via Teams)**
Phil Burton	Bronsens (Accountants) **(Via Teams – Part of Meeting)**
Jenny Breadmore	Cafea UK **(Via Teams)**
Krisztina Szalai	Caravela Ltd
Angus Kerr	Coffee ag Ltd
James Paling	Commodity Centre **(Via Teams)**
Esme Knight	Costa Coffee **(Via Teams)**
Jason Cross	CWT **(Via Teams)**
Elizabeth Barry	Equatorial Traders **(Via Teams)**
Fergus Wilson	ETG Commodities B.V. **(Via Teams)**
Thomas Blackwall	Finlays **(Via Teams)**
Tasmina Hoque	JDE **(Via Teams)**
Ricardo Santos	RicCoffee UK Ltd **(Via Teams)**
Chris Coates	Taylors of Harrogate **(Via Teams)**

1. Apologies for Absence

Sonja Bentley	Cafea UK
Mick Flynn	Complete Coffee Ltd
Richard Hankinson	ICE Futures Europe
Rachel Vennard	Nestlé

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. Election of Chair
AndK noted that the name put forward to the Association is that of Krisztina Szalai of Caravela Ltd, AndK asked those in the room and on the call if there were any other nominations. None were given.

KS noted that she has large shoes to fill, and thanks to AndK, PR, TB and TBlack who have supported her application. KS noted that for the last couple of years she has not been as involved, but prior to that she was heavily involved as cochair of the Sustainability Committee, where her love affair of the BCA began. It allowed a connection to the outside world, rather than just from an individual company perspective. KS noted that she believed the BCA served the membership well, even during the Covid pandemic.

KS noted beyond the technical issues that are ongoing, and that will likely never go away, this is where the BCA can provide valuable knowledge, information and be the authority voice, adding value to the Membership. Additionally with PR providing, and now with the appointment of TdF providing strong links into the various Government departments. It is so important for the BCA to be able to demonstrate and to communicate what the Association is doing for its Members.

KS noted that she would like to contribute to the continuation of the BCA, although there are challenges, we want to see the Membership grow and for the BCA to be the voice of the coffee industry, and this will be done via the Committees. With PR joining us has meant the BCA has become stronger and may we continue this along with our new Media and PA Manager, TdF and Secretariat, TB.

KS went on to explain both her previous role with a Member company and her new role at Caravela, which is in a different sector, this has expanded her knowledge and experience within the industry.

KS, we need to increase the offering that the BCA provides, more education, training, and leveraging opportunities that expanding the membership could bring.

AndK noted that you have heard from KS and noted that he is looking forward to her leading the BCA, if anyone objects, please let us know now, otherwise he would like to propose her as Chair of the BCA.
No objections were received, and KS was appointed Chair.

KS noted that she would like to invite AndK to continue his Chairmanship until the dinner, as she would like to shadow him for the next 3 months to understand all the formalities, therefore would like to pass the microphone back to AndK.

Andk noted that regarding the Vice Chair position no nominations were received, KS noted that she proposed that AndK take the Vice Chair for the next year until a new Vice Chair could be found.
No objections were received; therefore, this was approved.

7. Re-Election/Election of Committee Chair's

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

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

8. Re-Election of the Arbitration & Contracts Committee
AK noted that the names of the A&CC had been circulated prior to the meeting.

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

9. Re-Election of the Arbitration & Contracts Panel of Arbitrators
AndK noted that the names of the Panel of Arbitrators had been circulated prior to the meeting.

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

AK added that the A&C Committee will be reviewing the panel in due course and noted that the Panel will need to undertake some form of re-training.

AndK asked if there would be a refresher course for Arbitrators, AK confirmed there would again be one this year.

AK noted that the fees the BCA receives needs to be revised as they have not changed for several years and are exceptionally low compared to other centres, further discussions with the Committee needs to be had.

PR noted that several people who want to come into Arbitration, and we discussed the need to have a more structured approach before they can come on the Panel, such as shadowing or being tested. PR added that we hope to have a workshop in the early summer details to follow asap.

10. Re-Appointment of Auditors - Bronsens

PR noted that Bronsens do the financial management and accounts for the BCA having taken over from the FDF back in January 2021, and that PR and TB have been very happy with their performance and service level.

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

11. BCA Accounts

- **Audited Management Accounts and Balance Sheet to 31/12/22**

PB noted the work that they undertake for the BCA, including payroll, bookkeeping, VAT returns, and the assurance report on the accounts.

PB noted that the income is predominantly made-up of subscriptions both current and new Members, the Arbitration Service, and Events. Compared to the budget the income held up well.

PB noted that the salary expenditure is down on the budget, the was due to the BCA being down an employee for much of the year.

PB added that the balance sheet was showing a good strong position, with sufficient funds to cover activities.

PB noted although the Association is not a Ltd company HMRC still sees fit that such organisations still get a corporation tax bill, hence there will be a bill of around £8,000 on the surplus from 2022.

TBlack asked regarding corporation tax have we investigated options such as being a charity.

AndK noted that we could review the accounts in the middle of the year to see if we might need to look at options to eliminate getting a bill.

AK asked if the surplus could go back to Members against fees. PR noted that he would need to ask what the implications might be on this. TBlack noted that if we did that the Association would not grow, and that the Association has projects lined up to spend the money we are creating.

Action: BCA/Executive Committee

- **BCA Assurance Report**

An assurance report is slightly less stringent than a full audit, but it does involve reviewing all the figures, and the systems that produce these figures are strong, and from this position there are no issues raised.

The accounts were approved by those in the meeting and on the call.

- **BCA 2023 Working Budget**

PR noted that Members would have received the budget for 2023.

From an expenditure point of view, we will back to a full year regarding a full staff compliment. From the BCA's point of view, we have nearly reached the figure in the budget for new Members fee, but there is more that we would want to do on that. PR added that with the ECF membership fee, this is likely to increase due to the exchange rate this year.

The budget is designed to be a balanced budget. Moving forward we do need to look at our subscription structure and how we structure that and charged to reflect how the industry is changing. It is likely that any change would not come into force until 2025, but for this to be reviewed and put to the Board later this year. We will work with Members either collectively or individually on this.

Action: BCA/ALL

12. Committee Reports
Beyond the points relating to the Arbitration and Contracts Committee already raised there were no other reports received for this meeting.

EK noted that the Communications Committee meeting had been pushed back, awaiting the appointment of TdF. AndK welcome TdF to the Association. TdF noted that he has managed to speak to a few people and will be in touch with others in due course, he added that he is really looking forward to working with the Members.

PR noted that JB was on a train at this time, so PR would cover for her on this occasion during his report.

13. Executive Director Report
PR ran through several issues and work that the BCA is undertaking.

UK Parliamentary Activity
Defra – ICA Ratification
PR noted that the ICO worked through a new Intl Coffee Agreement last year, this is now down to the various Member States to sign and ratify. The UK was due to sign this month, but on a suggestion from both the ICO and the BCA they have delayed and will have the signing ceremony at our Education Seminar between 18th-20th April. The Defra Minister to undertake the signing will be Mark Spencer. TdF will connect to the Defra press office to engage with this. The ratification in Parliament is due around June before the parliamentary recess.

Letters to MPs and Parliamentary Events
As you know we produced a letter and contact details for each Member to allow them to send out to their individual MPs who they might now have had a relationship with, which we have received some feedback on.

The next idea would be to have a parliamentary drop-in event, and MP to sponsor a room within the house or Parliamentary estate. With a range of Members invited to present on the activities they are undertaking, with a set theme, such as wider food security and linking it to the wider sustainability activities.

If Members could also bring along coffee for tasting or something like this, it would be an added bonus to draw people in. It does not matter if MPs do not have a lot of time, they can just do a quick pop-in. We are looking to hold this in Q4 of 2023. Invites will go out to several MPs to get the date into their diaries, now having the benefit of TdF who has come from the Parliamentary background will be a great asset.

National Associations
PR added that we continue our involvement with National Associations, with the last meeting taking place at the NCA conference a couple of weeks ago. Discussions were held as to how we coordinate as both producing and consuming countries on items including deforestation, where they see challenges and how do we start to address these.

Focus on UK Government Activity
PR added that we are also focussing on government activity with other imported commodities sectors, such as tea, rice, spices etc.

PR noted that we have talked previously about an APPG, it was felt that we would need to expand this out further than coffee as this might be a little narrow, adding in tea and spice with rice a little bit later. It would be a chance to expand the knowledge and understanding of the parliamentarians to these sectors.

AK asked when Defra sign up to the ICA agreement, if the BCA could be signed up as an accredited observer. PR noted that he feels from his point of view Defra would be supportive of this due to their time and resource constraints.

BCA Communications
Objectives 2022/2023
PR noted that TdF and the Committee will review these at their next meeting.

- Increase member engagement
- Increase profile and visibility of the BCA
- Strengthen parliamentary activity

- Promote best practice
- Build on existing contacts with relevant Associations/NGOs

Deforestation – UK & EU

PR noted that this is front and centre of what most Associations are talking about. The EU is the most forward in terms with their legislation to be finalised in the next month or two and be published in the official journal around June, before they go on recess. With best practice requirements applying some 18 months later, around the end of 2024 start of 2025, including the risk assessment and due diligence statement into an EU database, to be accessed by all the Member States. Because the technology/infrastructure has not yet been developed it is proving challenging for people as to how that data is to be collected at producer level and through the system.

The ECF Sustainability Committee held a meeting on Tuesday this week (21st March), they have discussed if it is worth industry pre-competitively working together as to information that is required, so that producers are not bombarded with requests.

PR noted that the legislation coming from the EU is pretty much set, although there is no guidance at this time, and will any guidance be sector specific.

The US are now starting to move forward, and are looking at similar lines to the EU, but as we know there is an election in 2024!

In the UK there are no new developments, due to the fact all departments are dealing with all the EU legislation and the Sunset Clause. We are awaiting on Defra as to next steps, the timelines are unclear as there is no capacity within departments.

Enviroscore Labelling

The IGD project is a harmonised UK scheme. There are currently 4 main indicators:-

1. Climate Change
2. Water Use
3. Water Quality
4. Land Use

There have been virtual reality trials regarding labelling, on a sandwich, and what the consumers will understand.

From a manufacturing point of view there are a lot of concerns around data, if generic or product or a mix of the two!

PR added that we are trying to ensure that we have a system that works and informs consumers but does not discriminate.

PR noted that we have pushed for scoring on a per serving basis rather than a per kilo basis for coffee, a point which has been accepted by IGD.

Packaging Waste & EPR

PR noted that there are continued concerns within the Sustainability Committee is over the availability of recycled materials to meet 30% target.

PR added that we have had a speaker from the Packaging Federation at the last Sustainability Meeting.

With the UK following EU rules on acceptance of note of chemical recycling to increase availability.

There is a complication on how you determine tax.

EPR is now with us, and data gathering has started this year. It ramps up in 2024.

Defra are running regular workshops and seminars on this as well as a regular newsletter, details have been communicated in the BCA's weekly newsletters.

Technical

Glyphosate

This remains a bit issue regarding its re-registration as a product at EU level and the knock implications for MRLs.

The UK will review but it is unlikely that there will be a reduction in the MRL level.

Contaminants

There has been a tightening of levels in the EU.

The EU continues to push to MRLs on Acrylamide, but again the UK the FSA are taking a much more pragmatic approach.

Mineral Hydrocarbons

PR noted the presence of mineral seems to link back to the production of the jute bags, especially from India and Bangladesh.

The European Cocoa Association are leading the charge on this at European level.

Coffee Authenticity

PR noted as you may be aware we undertook to work with LGC to provide samples for their isotope project.

Presentation of these results were given to the Technical & Regulatory Committee in 20222.

LGC presented a scientific paper in 2023, referencing the BCA as co-contributor. Further funding is being sought by LGC.

ECF – Single Serve Units

PR noted that this is taking up a lot of ECF time, around capsules and the other forms of single serve units that are wrapped within this.

Draft regulation published in November 2022. This places mandatory requirements on capsules to be compostable within 2 years of adoption.

The ECF are pushing back about the compostable only capsules, and for manufacturers to be able to have the freedom of choice of materials used.

Also, in Europe there is not a single structure as to how they build a recovery and recycling system that allows manufacturers this material choice.

PR added that in the UK we are in a slightly different position, but following at meeting with the UKTIA, we will work with them to build a draft UK position to be pre-emptive, which will them be shared with the Membership.

Arbitration

PR noted that the BCA has assisted the ECF in putting together an online seminar on the ECF Contract, this will take place on 28th March, KS asked if the BCA could re-circulate the details. AK will be presenting along with George Mingay a UK lawyer from the commodity sector, and couple of presenters from the ECF Contracts Committee. So far, they have registered around 100 people. AK added that there is a very interesting section from George Mingay on contracts.

14. Member Recruitment

PR noted that we have had a several new Members join us over the last 12 months, and many who are actively participating within Committees.

PR added that we attend Caffe Culture in September 2022, and we will be repeating our attendance again this year. PR added that following conversations with TdF, KS and PR, they will be reviewing our current materials to develop what potential new Members would want to see from and Association. Caffe Culture have offered to send out materials to those registered and attending the event.

KS noted that PR will also be presenting at the London Coffee Festival on the morning of Friday 21st April. The BCA have a 20-minute slot and PR and KS will be discussing as to the message(s) that we want to get across.

AndK wanted to extend his thanks to both PR and TB as to the work they put into the Association.

15. Date and time of the next Board Meeting:

Date	Meeting	Location
Wednesday 29th November 2023	BCA Board Meetings • Technical • Board 11.00a.m. – 3.00p.m. **Hybrid Meeting (Teams & FDF)**	FDF, 10 Bloomsbury Way, London, WC1A 2SL – Room Cleminson