AGM & Board Combined Meeting Minutes
Thursday 21st March 2024
Equatorial Traders, Unit 3 The Onyx, 102 Camley Street, Kings Cross, London, N1C 4PF & Via Teams

Present at meeting:

Paul Rooke	BCA Executive Director
Thomas de Freitas	BCA Media & PA Manager **(Via Teams)**
Tracy Brown	BCA Secretariat
Andrew Kerr	(OCR Commodities) (BCA Vice Chair)
Phil Burton	(Bronsens Accountants) **(Via Teams – Part of Meeting)**
David Llewellyn	(AVA) **(Via Teams)**
Angus Kerr	(Coffee ag Ltd)
Esme Knight	(Costa Coffee) (BCA Comms Chair) **(Via Teams)**
Elizabeth Langdon	(Equatorial Traders Ltd)
William Lenton-Brook	(Equatorial Traders Ltd)
Rupen Soochak	(Equatorial Traders Ltd)
Fergus Wilson	(ETG Commodities) **(Via Teams)**
Thomas Blackwall	(Finlays) **(Via Teams)**
Tasmina Hoque	(JDE) **(Via Teams)**
Kimberley Bott	(Lavazza) **(Via Teams)**
Kenneth Budts	(Molenbergnatie) **(Via Teams)**
Jane Aldridge	(Nestlé) **(Via Teams)**
Mick Flynn	(Sucafina UK Ltd) **(Via Teams)**
Frank Tanner	(Taylors of Harrogate) **(Via Teams)**

1. Apologies for Absence

Brigid McKevith	(Costa Coffee)
Jason Cross	(CWT)
Carole Liminiana	(Filhet-Allard Maritime)
Simon Fox	(JDE)
Massimo Pepe	(Lavazza)
Sandara Holmes	(Nestlé)
Kathryn Dixon	(Taylors of Harrogate)

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 / Vice Chair

<u>Election of the Chair</u>

AndK noted that we move onto the Election of our New Chair, AndK added that we have received a nomination for Jane Aldridge of Nestlé. This was seconded by RS and with no further nominations submitted JA was elected.

JA noted her thanks to everyone on the call and in the room, she was very pleased to be nominated to take over as Chair of the BCA. JA explained her previous positions within the sector and expressed her passion for the industry, JA added that she will help and champion the industry.

JA asked Members if they had any questions or expectations during her Chairmanship, please do reach out to PR at the BCA.

JA referred to the strategy work that was previously undertaken by TBlack back in January 2020, noting the landscape has changed since then. JA asked TBlack to share a few reflections on how the strategy was created, it was a different time just before Covid. TBlack explained how the strategic direction was shaped and was looking forward to the direction that the Association is looking to take.

JA noted that a survey was recently sent out to the Members to gain an understanding as to what the Membership was looking to achieve. Feedback has been received and has been digested.

PR noted that the previous strategy we had 3 main objectives from 2020,

1. **Increase value for money – reduce reliance on member income.**

From the recent survey – feedback was given on running events that were accessible for all – also dependent on location.

There is a potential for online training modules, and PR noted that we are working with other Associations who may have already done this to see if we may utilise technology they have used.

Developing partnerships and generating income / sponsorship opportunities outside the Membership.

2. **Increasing market share – improve visibility to trade and public.**

PR noted that there has been increased activity with policy partners and other global associations.

We have increased out social media activity.

AndK noted that at the recent NCA conference, it was obvious how engagement has increased and was working very well.

PR noted that from the recent survey, Members were keen for us to continue all our activities, including best practice guidance.

3. **Obtain and demonstrate relevance – BCA the voice of the coffee industry.**

PR noted that the weekly newsletter engagement has significantly increased in the last year, which shows we are hopefully providing the content right.

Horizon Scanning – ensuring that the coffee industry moving forward can deliver.

Ensuring that we are maintaining membership engagement – by company and individual.

PR noted that in summary, these 3 pillars do stand today, but to evolve these objectives, JA noted feedback from Member is appreciated.

JA asked those on the call if there was any initial feedback, none were received at the meeting, JA added please do reach out to PR/BCA if you do have any questions, queries, or suggestions. PR noted that the BCA also offers the opportunity to visit individual Members premises to have a more 1 to 1 discussion.

TBlack asked if we have a timeline for re-evaluating the 3 strategic pillars. JA and PR noted that perhaps we can look to bring something back to the Executive Committee at their meeting in July and to the Board at the November meeting. TBlack noted that the quicker that we can articulate the strategy the better, perhaps looking at gathering a small working group even if it was over Teams. JA stated that if we aim to have a draft ready for the Exec meeting on July 8th, and asked those on the call who would like to be join a small working group before that July meeting it would be appreciated.

Action: ALL

<u>Election of the Vice Chair</u>

AndK noted that he would like to propose Elizabeth Langdon of Equatorial Traders as Vice Chair, with her experience at origin she would be a great asset, AK seconded and there being no further nominations, EL was duly elected.

EL noted that she was really pleased to take up this opportunity and working with everyone moving forward.

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

PR noted that he would like to seek the AGM's agreement to agree the Chair's on block for a further 12 months.

PR added that he would like to look at revisiting the current membership fee structure. By doing this we also have an opportunity to change some of the breadth of the committees, we would like to complete the work by the end of the year. PR asked all in the room if they were happy with this.

- **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 in the meeting and on the call.

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

AK 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 in the meeting and on the call.

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, PR and TB continue to be 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 31/12/23**

PB noted that the BCA is not a Corporation or a Charity, and these accounts are just for the organisation itself and to see that everything is done properly.

PB noted that income was down slightly down on the previous, but pretty much inline with what was budgeted for.

PB added that expenditure was also down, but this was due to the Media & PA Manager not in place until end of the 1st quarter.

PB noted that the services provided have all paid for themselves, such as Arbitration, Dinner, Golf Day and Education Seminar.

PB added that as there was a surplus, even though not a Ltd company there is a tax implication of around £8,000.

PB noted that the cash position is in good financial health to allow activities to go ahead, the BCA is a financially stable organisation.

PR added that we have reserves that equate for around a years expenditure, which is a good position to be in, this will also mean that we can work with the Comms Committee on additional activities.

- **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 his position there are no issues raised.

JA asked if in the past if there have been any tax bills before. PB noted that there had been previous corporation tax payments as, following changes in the law, associations profits were now subject to taxation.

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

- **BCA 2024 Working Budget**

PR noted that Members would have received the budget for 2024.

- **Management Accounts and Balance Sheet to 29/02/24**

PR referred to the most recent management accounts and balance sheet provided ahead of this meeting. At this stage everything looks on track.

12. Committee Reports

<u>Comms Committee</u>

EK gave a quick overview of the work being undertaken. Following TdF's arrival there has been some really good movement across Newsletter, Webinars and Social Media. We are always open to receiving suggestions for Webinar topics.

<u>A&CC</u>

AK noted that TB has had a very busy time, and thanked TB for all her work during this time. AK added that we are continually looking at any improvements that can be made, and any training that is required. We are looking at the possibility of training via Webinars for both current and those interested in Arbitration.

JA asked AK what support would be required to make it possible to undertake this training sessions, AK noted that mainly around the technical aspect of running a Webinar, most of the work to prepare should be undertaken with the Committee. TdF noted that he would be happy to assist on this front.

PR added that we do link up with other Associations who also run Arbitration Services through the Federation of Commodity Associations. Recent work undertaken was around the UK Arbitration Act review.

13. Executive Director Report

PR ran through several issues and work that the BCA is undertaking.

<u>Members Priorities Survey</u>

TdF noted that some of you may have already seen this survey which was circulated to Members. We received a good broad response from different sectors of the industry, presentation deck attached separately.

TdF noted JA will be working through the responses from the survey in detail to assist with the strategy review.

<u>UK Parliamentary / PA Activity</u>

<u>APPG</u>

TdF noted that he and PR recently meet with 4 MPs from a range of parties, including the Shadow Food and Drink Minister.

TdF added that the current APPG Membership, we have a breadth of experience from those who have signed up to join the APPG.

Jason McCartney MP has agreed to Chair the APPG.

TdF stated that the APPG combines the BCA, Tea (UKTIA) and Spices Associations.

TH asked if the BCA were looking to target Labour MPs to join this APPG, perhaps if TdF touch base with the FDF Public Affairs team. TdF noted that the UKTIA and Spices have their Secretariat functions within the FDF, but he has happy to receive any direct contact details.

Parliamentary Drop-in
TdF noted that unfortunately we have had a couple of delays to this due to recesses being put in place. We hope to get clarity asap to run this at the back end of May.

TdF stated that he was happy to chat through in more detail with Members directly.

PR noted that TdF has been onboard for a year now and his Parliamentary background has meant that we have taken over the lions share of the work, but the other Associations will need to take on more work as we move forward.

Deforestation
PR noted from an EU point of view, it is not surprising that there continues to be several challenges to the Commission from Member States and Origin. Companies are also extremely concerned at the amount of data that needs to be uploaded. Several Member States have not appointed their Authorities and many stating that they will not be ready in time to effectively police.

The last Q&A was published by the Commission the end of last year, another one expected in April.

PR noted that we are still trying to get UK retailers together.

We are joining a couple of other groups run by BRC and the consultancy Efeca.

Regarding the UK, Defra have confirmed that coffee will not be included in the first round. The non-official feedback from Defra, coffee would not likely be included until around 2026, but this could also change.

TH noted that several companies will be handling this from an EU perspective, it would be good from UK perspective that we have a 'one voice' as an industry, especially at the Parliamentary Drop-in. PR noted that this is a very good point, and we will work with the Comms Committee to have this in place.

Environmental Labelling
The IGD project is a harmonised UK scheme funded by industry. There are currently 4 main indicators:-

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

PR added that we have been involved in the wider stakeholder group, the report has been published and sent to Defra at the end of last year. The one concern was around consumption not just for coffee but for several other commodities is around scoring, it should be on a per serving basis not as per 100g, having per 100g does not give the consumer any useful data.

PEF
PR noted the work being undertaken by the ECF PEF Working Group, Simon Fox of JDE is the Chair of this group, they are looking at publishing a common methodology and set of guidelines designed to operate across the industry.

Defra Engagement
PR noted that Defra now has more bandwidth and committing more resources to the ICO PPTF.

PR hopes to set up a meeting with some of the officials in Defra prior to the BCA's dinner and it was noted we would be taking them on a roastery visit thanks to the kind invitation of a member.

External Engagements

The BCA will be speaking at Food Matters Live in April.

The BCA will be both in attendance and speaking at the International Coffee Seminar in Brazil.

Technical

Glyphosate

PR reported that the EU approval for Glyphosate was now in place until 2033 with the UK set to re-register by the end of 2025. Work was still underway to develop an import tolerance to counter any possible reduction in residue levels, although proposal to reduce levels within the EU appeared to have stalled. We continued to engage with Bayer on the UK situation.

Contaminants

PR noted that shortly we expect the call for data from the FSA for Acrylamide. Their concern is more around products targeted at children and young adults.

PR added that there are concerns around the resources in the UK for evaluating new additives, and the gap developing between the UK and the EU.

Mineral Hydrocarbons

MOAH, the biggest concern is around the jute bags and their manufacture, not just with the manufacture but the mineral oils used in the lubrication of the equipment use to make the bags. This will continue to be a challenge, with several companies working directly with manufacturers, as are the Cocoa Association and the ECF.

Membership

PR noted when the Member Services Committee met recently, there was discussion over events that could be run possibly even outside of London. Bringing in speakers to events to make them for both business and pleasure.

PR noted that the dinner as been more of a challenge this year, including cooperation with the venue.

PR added that we are looking to do some work internally on a new membership fee structure, it won't be a one size fits all, we are working on setting up a Working Group to allow us to have something to bring to the table. This may mean a relook at the current structure of the Committees.

PR expressed his thanks to TB and TdF for the work that they undertake.

PR asked the Members to please feel free to contact the BCA should they have any comments or suggestions or issues.

JA added her thanks for everyone in the meeting and on the call and was looking forward to seeing everyone again in November if not before.

14. Date and time of the next Board Meeting:

Date	Meeting	Location
Wednesday 28th November 2024	BCA Board Meetings • Technical • Board 11.00a.m. – 3.00p.m. **Hybrid Meeting (Teams & TBC)**	**Venue TBC**