



(Company Number: 01217770 - Charity Numbers: 269830 & SC039405)

**Nineteenth Annual General Meeting (Statutory) of
The Institute of Brewing & Distilling,
held by Zoom on 12th September 2023**

Notice had been given that the Annual General Meeting (Statutory) of the Institute was to be convened by Zoom (video meeting) on Tuesday 12th September at 10:00a.m. for the purpose of transacting the following business, namely considering and passing the following Resolutions, which were proposed as Resolutions numbered 1 to 7, as Ordinary Resolutions. Due notice of the meeting had been given to those entitled to receive it and the meeting was quorate.

1. Welcome and Introduction by the President

The President, Bhavya Mandanna (Chair) called the meeting to order, and announced it as the Nineteenth Annual General Meeting of the IBD.

Opening remarks

Good morning

The Chair thanked those present for giving their time and conducted the business of the meeting with the following opening remarks:

“Thank you to everyone who has taken the time to be here today, and to those who have sent us feedback and voted online, we are very grateful for your support.

It is our vision to be the global leader of sustainable professional education and development in the brewing, distilling and allied industries. It is this ambition and passion that guides us in our pursuit of excellence for the IBD.

We had a year of significant change. At the end of 2022, we welcomed new Trustees in Dr Megan Sheehy, Prof David Cook and Raphael Grisoni. Will Calvert was elected as our Honorary Treasurer. We brought in significant strength in skills for education and professional development, global business development and finance, enhancing Board leadership capabilities.

We also welcomed our new CEO Tom Shelston at the start of this year who has already had a significant impact on the IBD.

Despite several post-pandemic transition and adaptation challenges, we are proud that the IBD continues to be recognized amongst the top 2-3% of UK charities.

The past year, our focus has been on improving our governance structures, performance management systems, and professionalisation of our offerings through digitalisation of our exam and education systems, improved customer service, and strong marketing and communications.

- 1) We have a strong **financial position**, posting a surplus at the end of fiscal year 2022, with further opportunities for growth. We are grateful for the generous endowment of £226 K by Derek Laws, which will be used to support further education and development. Our annual audit results were positive, improving vs the past year, re-establishing the IBD as a going concern. Actions arising from the audit will form part of an improvement plan going forward.
- 2) **Membership** – a significant amount of work has been done to clean up our data and reset systems post pandemic to enable better management. Whilst this has revealed a 9% drop in actual numbers between 2021 and 2022, this clarity in data **and** management has supported a focused approach this year towards membership engagement, retention and growth.
- 3) **In Examinations** – continued development of our systems completing the transition to the online Test Reach system and improving our end-to-end communications to enhance the overall candidate experience had resulted in a step-change in the reduction of the customer complaints received, from over 25% in 2021 to less than 1% in 2022, despite a 13% increase in candidates. This performance has been sustained YTD and will only strengthen with the continued work in this area.
- 4) Significant progress has been made in our **Education and Professional Development portfolio**. We have developed and delivered four new CPD and Essentials courses, including Beer Recipe Development, Spirit Sensory Analysis, and Essentials in Distilling, all in demand.
We happy to report that improvements to our training products and management systems like Tutor Guided Learning and Set for Success, have shown to improve customer exam performance by up to 25%.
- 5) **The Journal of the Institute of Brewing** has undergone a digitalisation journey and is delivering great work under the leadership of Prof. David Quain, demonstrating an improvement in its already high impact factor from 2.2 to 2.6.
- 6) The resounding successes of the Asia Pacific conference and the Worldwide Distilled Spirits Conference this year have showcased the IBD at its very best, delivering industry-leading engagements for our professional communities. I would like to thank the organising committees in APAC and the Scottish Section for their exceptional work.

Our Sections continue to outdo themselves on member engagement and recruitment through a combination of online and face-to-face events that support professional development, global networking and opportunities to socialise and enjoy our industry's offerings.

The highlight for this year is the achievement of Chartership which is a defining moment in our history. Chartership brings the highest accolade for professionals working within our industry, providing rightful recognition and respect of the science and art of brewing and distilling across the globe. Whilst a great amount of work has been done to achieve this status to date, the next leg of this very important journey starts now to secure the continued leadership of the IBD as the industry-leading standard and qualification of choice for professionals, globally. We look forward to soon proudly being known as the Chartered Institute of Brewers & Distillers.

I would like to express my gratitude to Dr Jerry Avis for his vision of Chartership for the IBD and the crucial foundational work he led to enable this achievement. I would also like to thank Steve Price, Stephanie Richardson, and the Chartership committee for their great work.

Wrapping up 2022, and YTD 2023, continue to demonstrate the IBD's flexibility, commitment and passion for collective success. Our people continue to be our greatest asset and on behalf of the Board, I would like to thank our team members and strong volunteer network for their passion and commitment. I would also like to thank Douglas Murray for stepping in as interim CEO and providing great support and direction to the IBD. Douglas has spent the past 7 years serving the Board and Sections in various capacities, and on behalf of everyone, I would like to thank Douglas for his contribution, and commitment to the IBD.

The year ahead will continue to be challenging as we continue, steadfast, on our change journey. It will be aimed at refocusing our strategy to be the most professional provider of industry education and development, underpinned by the Chartership framework. Effective financial, governance and organizational systems to systematically drive stability and then growth will underpin its execution.

In an important move to drive greater membership engagement and business development globally, we will be consolidating our commercial structure under a new Head of Business Development and Engagement position. This will enable a clear strategy, including marketing, sales and communication, to improve customer and member experiences and drive global membership retention and sustainable growth in the long run.

It's been an incredible year so far, and I'm looking forward to the greater heights we will scale together as an organisation.

On a personal note, 2 years have passed by swiftly. It has been an honour to serve you as the President of the IBD. Thank you for your confidence in me. I am very proud of all the hard work and achievements delivered during this period and would like to sincerely thank the Board, Dr Jerry Avis, Douglas Murray, Tom Shelston and the executive team, Deb Kennedy and the Board of Examiners, our tutors, volunteer networks, and Sections for their support. On a personal note, I would like to thank Douglas Murray, Steve Price and Nigel Fitch for their incredible support and guidance during my tenure.

I am very proud and excited of the nominations we have secured for the new President and Deputy President, and should you choose to elect them, I am confident that I will be handing over to great leadership to steer us on the next leg of our journey.

On behalf of the Board, I thank you, our membership, and patrons who have supported and guided our efforts through a period of great change, and who continue to engage and inspire us to pursue excellence.

We will continue to do our best to uphold the industry-leading standards of the IBD, soon CIBD, and champion our members and patrons.

Thank you."

2. Ordinary Business

The Chair then moved onto the Ordinary Business of the meeting:

The chair went through online questions and answers and also feedback received from the members.

Question - On the expansion of contents for the courses and the possibility of taking them in other languages? *In answer, we continually improve and update the learning materials for all qualifications. As I mentioned, this year we launched 4 new continuing professional development courses. Next year, we're launching a Spanish version of the General Certificate in Distilling and expect to produce other industry relevant continuing professional development courses. We continue to explore opportunities to make our courses available in other languages and expect to provide more information in the future where this is financially sustainable*

Question - should we target a set for success programme for the general certificate in packaging? It appears to have had a positive impact for the GCP candidates so far. *In answer the set for success in packaging is planned. Our first step will be to align the General Certificate in Packaging Spirits with the General Certificate in Packaging Beer, so we are able to offer a joint course and packaging to support holistic professional development in this area.*

Question - on the process for entering candidates into exams to be reassessed and streamlined, because they believe that more businesses would submit candidates if the admin was less onerous and more flexible. *Following our recent customer satisfaction survey with over 1000 responses, we are now working on a structured approach to make our examinations process more efficient for candidates both in the lead up to and on the examination day itself. We are hoping that you will be able to see these improvements come through, but we will also consciously communicate this out to you, so should there be any other feedback then please feel free to get back to us.*

Question - How long does a person need to be a member for to be selected as a trustee? How is a trustee selected to become a deputy president? And how long should a deputy president have been a member for? *There is no official memberships tenure required to be selected as a trustee or officer of the board. There is a very specific process for deputy president and for a trustee of the board. In this case, the Board provides direction on the skill sets required in line with the strategic objectives of the IBD. Each section may propose candidates, together with their skill sets and CV's, for election, to the role of director or trustee. In the event of insufficient candidates being received from sections or members the nominations committee will conduct a search and identify suitable candidates. The nominations Committee will then consider the candidates through a specified process of interviews and make a recommendation to council. Council will then confirm the nomination of the proposed candidate who will then go forward to the AGM for election as a director or trustee and the same for Deputy President.*

There was a follow up question – What skill sets we had denoted for Deputy President?

Last year at my AGM statement and also following through in what we went through to council with requests based on the strategic objectives of the IBD. We wanted education and professional development skills link to chartership, global business development skills with commercial experience and international leadership position as skill sets key for the next wave of trustees. We also have a board skills matrix and what we will do is continually use that skills matrix to link up with the strategic objectives of the IBD to bring in the right skills at leadership for the organisation.

The chair then went onto share some feedback from the members:

'As an IBD student at Heriot Watt University, having used the IBD resources and events plenty, I really appreciate all the work done by the committee and members. This is all possible thanks to the concession membership. I'm also thankful for the price freeze on that. As an organisation you really set the bar high, for example of an industry institute. This motivates me that I am heading in the into the right industry and I'm looking forward to graduating in a few years, cheers'

'I would like to express my thanks and congratulations to the Directors and Trustees of the Institute of Brewing and Distilling for securing Chartered status for our organisation. It has taken many years of effort and patience to gain this important milestone. Thank you very much'

From Ken Fairbrother 'The granting of Chartered status from 1st of January 2024, this achievement which started in my career as a trustee is now coming to fruition. Thanks to everyone who has been involved in considerable amount of work required.'

2.1 Previous minutes

To confirm the Minutes of the Eighteenth (18th) Annual Meeting of the Institute of Brewing & Distilling held on 20th September 2022.

The following resolution was proposed as an Ordinary Resolution:

That the Minutes of the Eighteenth (18th) Annual Meeting of the Institute of Brewing & Distilling held on 20th September 2022 be confirmed as a true and accurate record.

Proposed Ken Duncan

Seconded: Nicola Charleston

Result: Carried

2.2 Financial Statement and Annual Reports

To receive and approve the Financial Statements and Annual Reports of the Trustees and Auditors for the year ended 31st December 2022.

The following resolution was proposed as an Ordinary Resolution:

That the Financial Statements and Annual Reports of the Trustees and Auditors for the year ended 31st December 2022 be received and approved.

Proposed: David Smith

Seconded: Zane Barnes

Result: Carried

2.3 Appointment of Auditors

The motion to reappoint the Auditors, MHA MacIntyre Hudson, was proposed and as an Ordinary Resolution:

That the Auditors, MHA MacIntyre Hudson, are reappointed and the Board of Trustees be authorised to fix their remuneration.

Result: Carried

2.4 Election of President

The following resolution was proposed as an Ordinary Resolution:

That Megan Sheehy be and is hereby elected as President of the Institute for a 1st term.

Proposed: Gary Faulkner

Seconded: Jerry Avis

Result: Carried

The ordinary business continued as follows with Megan Sheehy in the Chair:

2.5 Election of Deputy President

The following resolution was proposed as an Ordinary Resolution:

That Raphael Grisoni is hereby elected as a Deputy President of the Institute for his 1st term.

Proposed: Douglas Murray

Seconded: Will Calvert

Result: Carried

2.6 Election of Honorary Treasurer

The following resolution was proposed as an Ordinary Resolution:

That Will Calvert be elected as Honorary Treasurer of the Institute for his 2nd term.

Proposed: Nicola Charleston

Seconded: Steve Price

Result: Carried

2.7 Annual Subscriptions

The Annual Subscriptions price freeze 2024:

- Standard Member £146.00
- Concessionary £48.00
- Life Membership £0

Proposed: Zane Barnes

Seconded: Alastair Kennedy

Result: Carried

3. Closing remarks

From the new President of the IBD:

'I wanted to thank everyone very much for this opportunity. I'm very humbled and excited to accept this position moving forward as President. It's a great honour and privilege to serve in this role. I'd like to thank Bhavya and the board for the immense amount of work that has been completed over the last two years. As we move forward into this incredibly exciting new era of the organisation as a chartered organisation I did just want to reinforce a couple of the key focal points that will be for this coming year. The Chartership journey which is going to be fantastic and moving forward to continue to work on membership engagement and retention and of course business development as Bhavya highlighted. So I'd also like to congratulate the Board on their new appointments. Thank you again for everyone's support'

The detailed votes were as follows and compiled by My-Voice.

Resolution Number	For	Against	Abstained	Total Cast
1	197	0	15	212
2	200	0	14	214
3	194	4	16	214
4	205	2	8	215
5	197	7	12	216
6	202	4	9	215
7	207	5	2	215

End of meeting

Signed

Chair:

Attendee List

Attendees on the day:

Ricardo Solis
Keith Hayes
Ugwu Emmanuel
Fotios Molydris
Native Soda
Chris Willcock
Iain Cooper
Dominic Wundke
Amol Gangele
Joe Fifield
Ruth Evans
Stuart Robertson
Martyn Ralph
Alasdair Punton
Erick Keter
Jean Bolsi
Breda Tanner-
McKenna
Douglas Murray
Alan H Barclay
Nicola Charleston
William Jordan
Fergus Clark
Graham Manson
John Stevenson
Charles Descoins
Nigel Fitch
Harley Norwood
Kemble Han
Dudley Mitchell
Sean Healy
Adam Johnson
Julian Herrington
Megan Sheehy
Danielle Whelan

Zane Barnes
Steve Wilkinson
David Torres
Eamonn Laramie
Robert Speers
George Roe
Michael Baker
Andrew Mair
Praveen Kumar Pendam
David Smith
Jeff Stewart
Lara Fearon
Marie Thompson
Chris Wilkinson
Kilian Mößlein
Tim Holmes
Kirsty Black
Keith Armstrong
Ken Duncan
Kenneth Fairbrother
Jerry Avis
Maxwell Motsa
Steve Wilkinson
Steve Curtis
Dan Griffiths
David Hannah
Iain Kenny
Derek Prentice
Miles Chesterman
Thomas Edgley
James Ludford-Brooks
Martyn Ralph
Rob Smith
James Bryce
Kim Møller-Elshøj
Dan Popa
Martin Hall
Raphael Grisoni
Keith Lugton
Stuart Howe
Alastair Kennedy