

THE INSTITUTE OF BREWING & DISTILLING
A MEETING OF THE COUNCIL WAS HELD AT
FREDERIC ROBINSON LIMITED, UNICORN BREWERY
STOCKPORT, CHESHIRE, SK11 1JJ
ON WEDNESDAY 1ST JULY 2009 AT 1100 HOURS

PRESENT:

P Ward (President), A Kennedy (Deputy President), Dr D S Ryder (Immediate Past President), Prof GG Stewart (Pubs S-C Chairman), K J Fairbrother (Treasurer), D Meads (Asia-Pacific Section), R B Bussell (Asia Pacific Secretary), T Davies (Midland Section), Dr T Dolan (Scottish Section), G McGovern (Irish Section Rep), M Lees-Jones (UK GNS Section), J Stephenson (UK Southern Section), N Fitch (IBBS), S Jackson (Secretary)

IN ATTENDANCE:

Grahame Walker (UK GN Section Vice-Chair), Mrs E J Negus-King (Facilities, Events & Communications Manager)

APOLOGIES:

Dr J M H Andrews (Strategic S-C Chairman), R McCaig (Int'l Section), J van der Watt (Africa Section), A Winchester (Scottish Section), C O'Brien (Irish Section), Dr D G Taylor (Chairman BOE), R Putman (Editor, B&DI)

C09/10

WELCOME

The President welcomed Councillors to the IBD Council meeting and thanked Oliver Robinson, and the Unicorn Brewery for hosting the meeting. He welcomed Gerry McGovern, Tony Davies, Michael Lees-Jones and Grahame Walker to their first Council meeting.

C09/11

MINUTES & MATTERS ARISING

Minutes were signed as a true and accurate record.

Matters arising will be dealt with during the meeting.

C09/12

MEMBERSHIP MATTERS

Items 12.1 – 12.6 were expanded upon - attached as Appendix A.

Simon Jackson reviewed the details contained within the report, reviewing the trends of membership. One point to highlight is that membership retention is improving gradually year on year.

Discussions were held regarding whether late payment of subs should incur a 'late payment fee'. As this would be a constitution change this item would be discussed further, and need to be taken to an AGM or EGM, if it was seen as beneficial.

It was agreed that all Sections and Council members should highlight the benefits of membership at all IBD functions, to encourage non-members (guests) at these events to join i.e. dinners and conventions.

12.7 Fellowship

There were no nominations for Fellowship received from the Awards Committee since the last Council meeting in March.

12.8 Deputy President Nominations

Asia Pacific informed Council of their nomination for the position of Deputy President as Donald Nelson. It should be noted that the candidate has the full support of his employer - Lion Nathan.

This would be to hold the position of President in three years time, after Alistair Kennedy steps down. Alistair confirmed that he would like to remain in the position of President for one year, which means that Alistair will have served on Council for two years as Deputy President, one year as President and one year as Immediate Past President.

Proposal that Donald Nelson is accepted to be put forward at an Extraordinary General Meeting to be held on the 4th November Council meeting, for the position of Deputy President of the IBD.

Proposer: P Ward (President)
Seconded: D Ryder (Immediate Past President)

12.9 Obituary

Dennis O Plumber (UK Great Northern)
Norman C Crow (UK Midland)
Christopher Whitworth (UK Midland)
Joseph N Hoyles (UK Southern)
Clive W Towner (UK Southern)

The names of recent late members were noted by the President, and Council stood in silent respect. Condolence letters will be sent to the members of the immediate family, correct contact details to be confirmed by each relevant section.

C09/13

ORGANISATION & MANAGEMENT

13.1 2008 Audit and Accounts and Trustees Report

The Treasurer, in reviewing the Trustees Report for 2008 requested that all Sections provide a Section Report on their activities, which would be included in future Annual Accounts reports. This Section Report should be available by May each year to the Executive Director/Treasurer. The concept of an IBD 'Stewardship' Report was discussed at yesterday's Section Representatives Group, and both the SRC and the Council endorsed this proposal.

Proposal that the 2008 Audited Account and Trustees Report be taken forward for presentation at the AGM.

Proposer: K Fairbrother (Treasurer)
Seconded: A Kennedy (Deputy President)

13.2 2009 Management Accounts to Date

The Treasurer circulated a one page summary to Council of the accounts at the half year period. The forecast is that the IBD will finish 2009 with a small surplus.

As the IBD is focussing on ensuring outstanding payments are resolved, it was notified that no future training or examination candidates will be accepted without a method of payment (i.e. cheque, credit card) or a company PO number.

C09/14

EDUCATION & TRAINING

14.1 Update on Activities

Simon Jackson discussed the pre-circulated report – as at Appendix B.

As a result of many requests from both large and small distilling companies, who have indicated that there is a great need for the IBD to provide training on the IBD distilling qualifications, it was agreed that there is a need for the IBD to focus on providing training support for distilling (GCD and Diploma) qualifications. The IBD will work together with ICBG to provide this distilling training, however if this joint venture does not come to fruition, the IBD will ensure that there is an alternative training solution provided.

It was also highlighted that is an opportunity for non-Scotch Whisky distilling training, which has been recognised by the Executive Director, and discussions to this end have commenced. The plan is for the IBD to provide distilling training from October 2009 onwards.

14.2 Qualifications Development Progress and Plan

Pre-circulated report – as at Appendix C.

14.3 Environmental Working Group

The IBD have a virtual environmental working group, which is chaired by Eric Candy. Report as follows:-

Ideas for an IBD Environmental Action Day (probably in 2010).....

World Environment Day on 5th June 2010 looks like the ideal day to aim for. Rather than everyone waiting till the 5th June before doing anything we could encourage people to make a sustainable change prior to this date and to confirm what they have done along with rough details and an estimation of the beneficial impact.

An area of debate which has been raised is whether we should concentrate on climate change or water? I am trying to find out from the United Nations Environment Programme as to the theme for 2010. In order to make it as easy as possible for members to make some change we could go for sustainability. This would enable changes which could include global warming and resources reduction including water. The total impact of the changes would be symbolic if we could get as large a percentage of the membership making a change as possible. Our global reach could help to show commitment by the profession.

Another area of debate is whether the change should be made by the members themselves or their organisations. In order to make it as easy as possible for members to engage then it would be best for us to go for both. This would enable retired members to engage. Obtaining buy in will be the most difficult aspect followed by administering the response. The current proposals are:

- *Presentation to the July 09 Council Meeting*
- *Promotion through the Weekly Newsletter and The Brewer & Distiller International*
- *Engagement with the Young Members Network*
- *Discussion with trade bodies British Beer and Pub Association plus Scottish Whisky Association re any possible support (plus other relevant domestic organisations)*
- *Any suggestions/ help will be much appreciated? The IBD team at Clarges Street can provide some much appreciated help. We need to try to find a champion in as many companies as possible? If so are there any volunteers/ suggestions as to how we implement this approach?*

The objective of the exercise is to help promote the profession, the IBD and where possible the industry. In order to preserve the planet for future generations we are all going to need to change our environmental impacts. This day could serve as a focus and celebration of what has already been achieved by the Brewing and Distilling industries. Your thoughts, support and help are much appreciated.

Powerpoint presentation attached as Appendix D.

It was suggested that the B&DI publishes an 'environmental focus' issue in the 2nd quarter of next year.

The question was asked as to whether the IBD should support the idea of an Environmental Day in June 2010, to bring together the industry and environmental issues.

Proposal for the IBD to support an Environmental Day in June 2010.

Proposed: S Jackson
Seconded: K Fairbrother

C09/15

EXAMINATIONS

15.1 Update on Activities

Pre-circulated report from D Taylor, as below:-

2009 Examinations

Completed 2009 examinations are:

- *FBPB (April/May) - 10 (70% pass)*
- *GCB (May) - 171 (50% pass)*
- *GCP (May) - 73 (33% pass)*
- *GCD (May) - 155 (62% pass)*

Provisional June candidate returns (as at 19/06/2009):

- *Dipl. Brew 1 - 210*
- *Dipl. Brew 2 - 165*
- *Dipl. Brew 3 - 138*

• Dipl. Distil 1	-	22
• Dipl. Distil 2	-	15
• Dipl. Distil 3	-	18
• Dipl. Pack 1	-	10
• Dipl. Pack 2	-	10
• Dipl. Pack 3	-	0
• M. Brew 1	-	24
• M. Brew 2	-	25
• M. Brew 3	-	19
• M. Brew 4	-	20
• M. Brew 5	-	20

Fundamentals in Brewing and Packaging Beer (FBPB)

- Results of FBPB (GEN) - April/ May 2009:
 - Pass rate = 70%
 - Total Applicants 10

Fundamentals in Distilling

- Syllabus now compiled by Michelle Pizzi and DGT; production of revision notes underway; still on target for planned exam launch in November 2009

GCB/GCP

- Poor May exam pass rates, especially GCP (CAN: 2 passes from 9 candidates; KEG: 7 from 20; NRB: 12 from 26; RB: 3 from 18)
- Post mortem and review meeting planned for 24th June 2009
- New on-line, web-based exam system successfully trialled for GCB at 5 centres for May 2009 exams
- Question bank currently being expanded for further roll out later this year

GCD

- Second year of GCD (3 option) exam set in MCQ format successfully completed in May (62% pass rate, slightly below expectation)
- Only Cereal option required; further marketing required to attract candidates to Grape and Molasses options

Diploma in Distilling

- New Diploma in Distilling syllabus examined in June 2009; however (like GCD) only Cereal option required
- Revision notes issued in time, but require further modification and extension

Diploma in Packaging

- Modules 1 and 2 examined this year; no entrants this year for Module 3.
- Proposal to change exam format, so that there is only one (from a choice of 2) assignment per module (rather than current one per unit = 4 per module); feedback sought from past candidates, prior to decision

M.Brew Review

- Project team has completed the review; attached press release (Appendix 1) summarises the new qualification structure
- Plan to implement for examination in 2010 (last case study paper to be set in May 2010), but to run exams to existing module syllabus in parallel to new syllabus just once next year; full change over to new syllabus for exams in June 2011

General Certificate in Bioethanol Production

- Syllabus for a new General Certificate in Bioalcohol Production (GCAP) now modified further; attached as separate agenda item (Graham Stewart)

It was noted that the standard of examination results for the General Certificate examination papers reflects a lack of preparation by the candidates, as well as potentially an under-estimation of the amount of study needed to successfully pass multiple choice type examinations.

The first sitting of the on-line GC examinations took place, with mostly very positive feedback, with only a few minor feedback comments received. One benefit of on-line examinations is that results will be able to be provided much quicker to candidates using this system. It was confirmed that a paper copy of the GC examinations will continue to be available to candidates, to ensure that those who are unable to access one of the invigilated on-line exam locations still have access to sitting examinations. It was also confirmed that all on-line examinations are invigilated in the same way that the paper examinations are invigilated.

15.2 Succession Planning for the BOE

Pre-circulated report from D Taylor, as below:-

- *Initial review completed (SJJ & DGT); potential new examiners identified; follow up underway*
- *Currently all primary positions are filled, but new (additional) examiners for new M.Brew syllabus will be required for next year, plus on-going need for question writers for short answer /MCQ papers*

A copy of the roles/regulations for Board of Examiners will be made available to Council members, in order that they have a copy available for any IBD member who expresses an interest in becoming a member of the Board of Examiners.

15.3 Bioethanol Qualification

Prof G Stewart reported that good progress was being made on the examination syllabus. Anyone who would like an updated copy of the syllabus should contact G Stewart, who will forward a copy on to them.

S Jackson discussed the pre-circulated report – attached as Appendix E.

S Jackson requested that any member of Council who has a relevant contact please pass their details on to Simon or Prof G Stewart.

S Jackson enquired as to whether Dr I Russell and Prof G Stewart would be prepared to put together a booklet of all the papers that have been published by the IBD (conventions, publications, etc). Prof G Stewart agreed to co-ordinate this project.

C09/16

PUBLICATIONS & COMMUNICATIONS

16.1 JIB

Report from the Editor, Dr I Russell had been pre-circulated to Council, detailed below:-

The Journal continues to have a large number of submissions sent to it, which are being reviewed and published in a timely manner. Web traffic for the journal continues to increase. The possibility of moving to a totally online Journal (as the MBAA has recently done) was examined and at this time it recommended that no changes be made as the cost benefit is not there. The situation should be re-evaluated in 12 months.

Work on the archives has progressed well and the issues with indices back to 1990 are now posted on the JIB website under the archive button. Feedback has been very positive on the archive site.

Issues from 1989 to 1947 have been scanned and are now available as pdf files (copy on CD with the editor and in the IBD office). These issues still require the construction of an index and are not yet posted on the website. When there are email requests from researchers for archive papers not yet posted they are being sent out by the editor.

Next Steps: Work is in progress to scan 1895 to 1947. Once this is completed the rest of the indices will be built and the papers uploaded to the website. We are now only missing a very small number of issues and Chris Marchbanks is tracking these down.

Thanks are due to Chris Marchbanks for helping with sourcing of Journals to date, to Emma for packaging and shipping them to the editor and to the IBD members who have donated their old journals for scanning.

It was reported that the proposal to publish the JIB in on-line format only, had been investigated and subsequently dismissed, as it had been found not to be cost effective as the IBD would potentially lose the income currently received from library subscriptions to the JIB in its current format.

16.2 B&DI

There was nothing to report from the Editor, R Putman regarding the Brewer & Distiller International. The BDI remains in good health, and it was noted that the Editor continues to do a sterling job. As always, there was the call for members to submit material to the Editor. Advertising income for the BDI was also stated to be holding up, a situation that is hoped will continue.

16.3 Harmonisation of the IBD Corporate Image

S Jackson discussed the pre-circulated report – as per Appendix F.

This strategy was noted and endorsed by Council.

C09/17

CONVENTIONS & CONFERENCES

17.1 Asia Pacific 14th – 19th March 2010, Gold Coast, Australia

A PowerPoint report was pre-circulated to Council. Details as below:-

Key Milestones

- *Timing is now confirmed at Sun 14 March to Friday 19 March 2010*
- *Venue now confirmed as Marriot Resort and Spa, Surfer's Paradise, Gold Coast*
- *Budget finalised & accounts confirmed*
- *Sponsorship Processes now underway*
- *Call for Papers now underway*

Activities

- *Venue negotiation finalised*
- *Budget finalised*
- *Sponsorship Offering finalised with various inputs in its development*
- *Sponsorship Prospectus released*
- *Exhibition layout agreed and confirmed*
- *Website up and running*
- *Review of electronic registration systems*
- *Initial positive reaction from convention sponsorship. 50% of sponsorship revenue verbally confirmed*
- *Early indications on exhibition has been positive*
- *Promotion of conference at the SA convention and member's handbook*

Next Steps

- *Aim to confirm majority of sponsorship & exhibition by mid August*
- *Further Committee on-site meeting planned for 23rd June as we move to the more detailed execution phase of the convention*
- *Call for papers & linkage with editorial subcommittee to develop plenary session*
- *Promotion plan for the conference to continue*
- *Finalise registration processes*
- *Detail Planning of social program to commence*

Summary

- *We remain on track for a fantastic Convention!*

17.2 IBC 2010 - Manchester 17th – 20th October 2010, Manchester Central, UK

Report pre-circulated to Council, details as below:-

Update

- *Venue booked – Manchester Central*
- *Convention contract awarded*
- *Marketing and Sponsorship Prospectus complete and being circulated*
- *Programme Draft complete – plan to have final programme and speakers for end of year*
- *Marketing via Brauwelt agreed*

Programme

- *Three days*
 - *Day one – Consumers*
 - *Day two – Materials and resources*
 - *Day three*
 - *Co Products*
 - *Complexity*
 - *People*
- *Opening and closing sessions with CEO's and Industry Leaders*

Social Programme

- *Welcome reception in Town Hall*
- *Beer and Food matching*
- *Retail experience evening*
- *Gala Dinner in Town Hall 'Great Hall'*
- *Delegates 'lounge' throughout*
- *Hub 'meet and greet' bars at the Midland and the Rain Bar*

Sponsors

- *First Gold Sponsor signed up*
- *Three exhibitors signed up*

Generally plans are progressing well and it was hoped that the draft programme would be populated by the end of this year. The Industry Prospectus has been printed and is currently being circulated to potential sponsors and exhibitors. Two media partners have been confirmed – Brauwelt and Just Drinks.

It was noted that as past events had demonstrated, it was important to allow exhibitors time to network with the delegates, so Monday's technical programme will only be a half day, with the afternoon left free for delegates to peruse the exhibition.

C09/18

IBBS UPDATE

18.1 IBBS Report

A report from N Fitch, IBBS Representative was given verbally. A short article was confirmed as having been published in the June issue of the B&DI. N Fitch wished to clarify to Council the exact areas that the IBBS covers, namely the five IBD UK sections (Scottish, GNS, Midland, Southern and Irish), together with anyone who was a previous member of the Guild.

The last meeting of the IBBS took place on Friday 26th June. Due to an improvement in the economic climate the IBBS funds/portfolio is looking a little healthier than it has been a few months ago. Twelve cases had been reviewed at the last meeting and funds allocated to the approved cases.

N Fitch will update all IBD sections with a brief (one page) overview, however this will obviously take into consideration the confidentiality of individual cases, and hope to manage the expectations from all sections with regards to the allocation of funds.

Previous discussions surrounding an 'educational donation' by the IBBS have been put on hold, subject to the further improvement in the level of funds. It was noted that the IBBS is inherently a conservative and careful manager of releasing its fund, however the idea was still seen as valid and something that will be reviewed again in the future.

C09/19

ANY OTHER BUSINESS

19.1 IBD Trademark Value

The 'IBD' is recognised as a trademark that has commercial value. It was highlighted that the IBD must be seen to be 'returning/giving' back to the industry from some of our more commercial ventures. Currently, a certain percentage of surpluses generated from activities are circulated back into the IBD e.g. A-P support of the Symposia in Vietnam in 2008, Africa support of the examinations and training in the local area of their last conference and significant support to University Students.

However the Executive Committee have tasked the Executive Director to ensure that all the charitable/training activities that are run by each Section are collated and that this information is fully reported back to the Auditors/Charity Commission/Council, etc. Note: The IBD Scottish Section surplus funds are already shown in the IBD accounts, and the Scottish Section 'call down' up to a max of £10k per annum to support training and interventions within their Sector and the industry.

It was reported that currently the IBD subsidises all conventions and events with advertising FOC within the B&DI. It was discussed and agreed that in future, there would be a charge made for this advertising (as yet the rate to be confirmed), which would be fed back into the IBD accounts, to support further activities of the IBD.

Proposal that whenever conventions are held, an agreed percentage amount of the surplus is used at Section level to support training and development activities of the IBD.

The Executive Director to provide guidelines to Sections and to ensure that a full record of all training and education activities are collated.

Proposer: P Ward
Seconded: D Ryder

19.2 IBD Grants Committee

Report pre-circulated to Council – attached as Appendix G. The Editor of the B&DI has the remit to ensure that a report is published in the B&DI to further explain the IBD Grants Committee.

19.3 Strategic Development Committee Update

The SDC has been tasked with looking at several projects, including:-

- Bio ethanol Project
- Engaging the Packaging Sector

19.4 New IBD Sections

It has been identified that certain areas of the world are seeking more specific section representation, namely Europe, India and Northern America/Canada.

The Council proposed that the byelaws are amended to allow the IBD to suggest to Sections that new sections or sub-sections of existing sections are formed, and that this is taken to the AGM.

It was agreed that the potential for a European Section should be pursued as a first priority, and that 'networks' amongst the International members should be encouraged in both North America and India/SE Asia

Proposed: S Jackson

Seconded: P Ward

19.5 DeltaBrew

We are still awaiting the outcome of our submission this year. The indications are that the application will be a runner up again, rather than a grant winner.

19.6 CPD

This is now all up and running and available on the IBD website, showing a schedule of what points are available to each event. A further report will be published in the B&DI

C09/10

DATE OF NEXT MEETINGS

SRC Meeting – Tuesday 3rd November, venue Clarges Street, London

Autumn Council - Wednesday 4th November 2009, venue BBPA, Vauxhall, London

Spring Council – Wednesday 3rd March 2010, venue Wells & Youngs, Eagle Brewery, Bedford

SRC Meeting – Tuesday 6th July 2010, venue Burtonwood Brewery, Thomas Hardy Brewing Ltd

Summer Council & AGM - Wednesday 7th July 2010, venue Burtonwood Brewery, Thomas Hardy Brewing Ltd