

INSTITUTE OF BREWING & DISTILLING
MINUTES OF THE COUNCIL MEETING HELD ON 14th June 2022

Venue: Zoom meeting

Point	Item
1	<p>Attendees</p> <ol style="list-style-type: none"> 1. Bhavya Mandanna, President - BM 2. Douglas Murray, interim CEO – DM 3. Megan Sheehy, Deputy President - MS 4. Nigel Fitch, Treasurer - NF 5. Patrick McGinty, Chair UK Midland – PM 6. PJ Tierney Irish, Chair – PJT 7. Derek Prentice – IBBS -DP 8. Deb Kennedy, Chair BoE – DK 9. Mark Slater - MS
1	<p>Welcome & Apologies:</p> <p>Apologies were received from Stuart Watts, Chair UK Scottish- SW, Andrew Paterson, Chair, Southern – AP, Robert Percival – Chair, GNS – RP, Richard Gathenya, Chair, Africa – RG, Tully Hadley, Chair Asia Pacific – TH Michela Miedl, International Chair -MM.</p>
1.2	<p>Approval of Minutes of Last Meeting</p> <p>Minutes were approved Proposed - DP Seconded NF All in favour</p>
1.3	<p>Matters arising not covered in the agenda</p> <p>None</p>
2	<p>DK gave a summary report progress:</p> <p>Examination Board (EB)</p> <ul style="list-style-type: none"> •Report attached
3	<p>Membership matters</p>
3.1	<p>Approval of new members</p> <p>The admission of new members as detailed in the Membership Matters was approved. Proposed NF Seconded PM All in favour</p> <p>Membership statistics</p>

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	<ul style="list-style-type: none"> • International reach 89 countries from 195 in world (46%) • Members outside of UK 58% • Fellowships as % of membership 5.3%
3.2	<p>Approval of nominations to Fellow</p> <p>None tabled – post meeting it was confirmed that Jack O’Shea was proposed by the Awards committee and that council members will be sent the proposal and to indicate their approval or otherwise.</p>
3.3	<p>Recognition of deceased members</p> <p>The passing of,</p> <p>Michael Power Irish Member since 2006 – Standard Member Anatole De Hueck International Member since 1962 – Life Member Stanely Hall Southern Life Fellow (no start date on database) Henry Holder Southern Life Member (no start date on database) Peter Ashworth Great Northern Life Fellow and was also president between 1986 - 1988 Sven Dyre Vaa International Retired Member, Past Chairman of the International Brewers Guild John Elliot Southern Introductory Membership member since 2021 Colin Dowzer Asia Pacific Life Member since 2008 John McMahon Irish Life Member – 48 years</p> <p>were noted</p>
4	<p>Awards committee</p> <p>Scholarships and bursaries remain open for JJ Morison, Roger Ryman and Distillers Company. All forms are now available online on the website and details from prospective candidates are collected in a single spread sheet. More details can be found here:</p> <p>https://www.ibd.org.uk/ibd-qualifications/financial-support/</p> <p>IBBS and Drinks Trust grants/bursaries to be advertised on the website. DM to connect Ana (Head of Communications) with Derek. Action: DM</p> <p>Restructuring and filling committee places complete. MM chair.</p>
5	<p>Nominations Committee</p> <ul style="list-style-type: none"> • BM gave an update on recruitment for the post of CEO. The selection process has been rigorous and a candidate has been identified. • Following completion of contractual agreements and board ratification the appointee will be communicated to the council along with all members.

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	<ul style="list-style-type: none"> • DS enquired if the candidate had a distilling background. BM reported that all 4 final selection round candidates were not from an industry background but had exceptional knowledge and expertise of managing membership organisations. • BM reminded the council of last meeting request to forward potential trustee names to BM as soon as possible. • We require 2 trustees to be proposed and to ensure we can get through the required process these names need to be with BM (Nominations chair) by 30th June 2022. This allows proposals to be sent to the council for confirmation and firm recommendations to be sent out to members prior to the AGM in September.
6	<p>Governance</p> <ul style="list-style-type: none"> • DM gave update on chartership progress – Steve Price (trustee) and Stephanie Richardson (SLT) are working on this and await the outcome of the EGM scheduled for after this meeting.
7	<p>CEO Report</p> <p>DM referred to his report and updated Council on progress of operational & development activity:</p> <p>Operation activity:</p> <ul style="list-style-type: none"> • Operational focus has been on exam completing registrations for May and June, plans for implementation and use of the Test Reach exams platform and delivery of Tutor Guided Learning. • Distribution of exam certificates through the AST system has been problematical but resolved short term – we will change providers at contract renewal. • Additional efforts and resources have been put into supporting sections and their events, which are moving more to face-to-face events – this will improve co-ordination. • Better governance and cyber security are high on the agenda with good progress being made. • Progress is being made on projects identified as a priority for 2022 although the communities project may be affected by changes in personnel circumstances. • Jerry Avis informed the board of his intention of retiring from the CEO role. The board and I are sure the council appreciate the work Jerry has put into the organisation and he will be deeply missed. • Activity to recruit the next CEO is underway and Douglas Murray (previous past President) has taken on the role as interim CEO. Jerry has kindly agreed to complete some projects in the run up to his retirement. <p>Developments:</p> <ul style="list-style-type: none"> • Examinations See CoBoE report. <p>Development work has concentrated on implementation of the Test Reach platform for exams in March, May and June, rewriting exam regulations and policies and recruitment of additional examiners. See CoBE report.</p> <ul style="list-style-type: none"> • Education & Professional Development

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	<p>Essentials in Brewing launched in Feb E&PD strategy paper prepared and shared with CEO. Relationships are being fostered with L&D principles in major customers and MOUs are in place with possible delivery partners.</p> <ul style="list-style-type: none">• Chartership The chartership document pack was put on the website and comments invited; the final pack along with a small number of byelaw changes is now subject to a vote at the forthcoming EGM on 14th June. Should the proposals be passed then the Institute will submit the charter petition to the Office of the Privy Council for consideration. Byelaw amendments, if passed, will take immediate effect.• Community A draft strategy is being written and is currently pending.• Governance In addition to the work on chartership, work is ongoing with further development of policies, processes. MOUs are drafted and in place with the African and APAC sections respectively, progress with both is expected in the next 6 months.• Publications The strategy group has agreed that the JIB should continue to be published and alternatives have been presented to the strategy group and Board. The final proposal will be presented as a paper to the board for agreement by the autumn. There little is impact on the budget for 2022 but there may be an impact on costs in 2023 of the order of £0 to £40k depending on the success of the open access model.• Infrastructure Curlew Street has, again, been again subject to water damage from leaks in the upstairs' flats and ceiling tiles and plasterboard will require replacing. Insurance claim being prepared. Cardoe Martin surveyors have been engaged to provide a condition survey and to check for and reconcile any license breaches for the freeholder.• EDI & internationalisation We continue to work with organisations to position the IBD as an organisation committed to increasing EDI, particularly with access to bursaries and scholarships without geographic eligibility criteria. The Worshipful company of Distillers have now agreed to make both the GCD bursary and scholarship international for IBD candidates.• IT development<ul style="list-style-type: none">• Cyber Essentials certification work underway with Cloud Direct• API intergration of IBD database with MailChimp completed• Multiple exam session bookings enabled on IBD website and Moodle• Banner advertising capability enabled for website• Power BI reports developed and rolled out in Teams
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	<p>Actions arising</p> <p>None raised</p> <p>Section Handbook -</p> <ul style="list-style-type: none"> ▪ Individual meetings with all the sections is being coordinated by Manisha (financial lead) Action DM to report progress at the next meeting
8	<p><u>Finance update</u></p> <p>1. <u>Overview/Background</u> My notes are little changed from my report in March 2022. The financial position of the IBD continues to be positive, but there remains risk as industry comes out of the pandemic and into the uncertainty of global finances, driven by war and inflation.</p> <p>2. <u>2021 Trustees Report, Accounts & Audit</u> Recent events (e.g. change of CEO) will result in changes to the Trustee report. We have to be correct at time of Auditor sign off, and demonstrate our status as a going concern.</p> <p>The forecast remains that the 2021 Accounts will show a breakeven position before Investment Gains/Losses are taken into account. The capitalisation (and depreciation) of our intangible assets (training materials, etc.) is another item to affect the final accounts.</p> <p>IBD Trading, our commercial arm, which underwrites the WDSC and takes the advertising revenue from our publications, will continue to Gift Aid, under a legal covenant, any profits to the IBD. The delayed 2020 WDSC has made a profit (accounted for 2021) from the virtual conference, and planning is well underway for the 2023 WDSC, with initial contracts issued.</p> <p>The slightly delayed audit is now due for a Completion on the 23rd June. At the moment we are aiming for the Board to meet with the Auditors on 26th July to sign off the Accounts, in good time for the September AGM. Main issues have been income reconciliation, especially surrounding deferred exams.</p> <p>3. <u>2022 Budget, Forecast and performance</u> The approved Budget for 2022, as noted in December, was to show a deficit, and there is no reason to change this forecast. We are seeing increased costs in some areas (e.g. change of online exam provider), being off set by lower spending against Budget in others.</p> <p>Cashflow is closely monitored and continues to be positive, so that we can fund our expenditure without dipping into our reserves.</p>

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	<p>4. <u>Reserves and Investments</u> Sanlam continue to actively manage the IBD's portfolios with a balanced risk mandate. Recent volatility is still being assessed.</p>
9	<p>Section Reports</p> <p>Several section reports were not received. Received Section and the IBBS report were circulated to all prior to the meeting.</p> <p>Actions</p> <p>None raised</p>
10	<p>Issues to raise at board</p> <p>None tabled</p>
11	<p>AOB</p> <p>None raised</p>
12	<p>2022 meeting calendar – below.</p>

Action log

Action	Date created	owner	Date completed	comments
Circulate following details on J O'Shea	16/6/22	DM	18/6/22	Complete and J O'Shea informed
lbbs / anna to prepare joint communication	16/6/22	DM	18/6/22	Linked up and ongoing
Section handbook	16/6/22	DM	Update next council meeting on progress	Being checked by legal council
Nominations for trustee – reminder and send in nominations	16/2/33	DM	18/6/22	None received, nominations committee forwarded proposals and agreed at ECM

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			UK	Europe	SA	Kenya	Aus (Ad)	Aus (Syd)
virtual	Council	1/3/22	8:00-10:00	9:00-11:00	10:00-12:00		18:30-20:30	19:00-21:00
On site	Board D1	2/3/22	14:00-17:00	16:00-19:00				
On site	Board D2	3/3/22	9:00-11:30	10:00-13:00				
virtual	Council	14/6/22	8:00-10:00	9:00-11:00	9:00-11:00	10:00 – 12:00	16:30-18:30	17:00-19:00
virtual	EGM	14/6/22	10:00-10:30	11:00-11:30	11:00-11:30	12:00 – 12:30	18:30-19:00	19:00-19:30
virtual	Board D1	15/6/22	8:00-10:00	9:00-11:00	9:00-11:00		16:30-18:30	17:00-19:00
virtual	Board D2	16/6/22	8:00-10:00	9:00-11:00	9:00-11:00		16:30-18:30	17:00-19:00
virtual	Council	20/9/22	8:00-10:00	9:00-11:00	9:00-11:00	10:00 – 12:00	16:30-18:30	17:00-19:00
hybrid	AGM	20/9/22	10:15-10:45	11:00-11:30	11:00-11:30		18:30-19:00	19:00-19:30
On site	Board D1	21/9/22	15:00-18:00	16:00-19:00				
On site	Board D2	22/9/22	9:00-12:00	10:00-13:00				
virtual	Board D1	30/11/22	8:00-10:00	9:00-11:00	10:00-12:00		18:30-20:30	19:00-21:00
On site	Board D2	1/12/22	8:00-10:00	9:00-11:00	10:00-12:00		18:30-20:30	19:00-21:00
On site	Council	6/12/22	8:00-10:00	9:00-11:00	10:00-12:00	11:00 – 13:00	18:30-20:30	19:00-21:00