



**INSTITUTE OF BREWING & DISTILLING
COUNCIL MEETING
44a Curlew Street, London
Wednesday 19th September 2018**

Minutes

Present: Katherine Smart (President, Chair), Charles Bamforth (Immediate Past President), Tim Cooper (Deputy President), Nigel Fitch (Honorary Treasurer), Derek Prentice (IBBS), Liam Brown (Midland), Douglas Murray (Scottish), Mike Benson (Great Northern), Pete Channon (Southern Secretary for Georgina Young), Alastair Kennedy (Africa Secretary for Apiwe Nxusani-Mawela), Stephen Wilkinson (European Secretary for Michaela Miedl), Megan Sheehy (Deputy Chair, Asia Pacific for Ian Roberts), Gearoid Cahill (Irish; part by telephone).

In attendance: Jerry Avis (Secretary), Steve Curtis (IBD Publications & Technical), Angus Steven (Chair BoE), Simon Wade (IBD Learning & Development)

Observers: None

Apologies

Georgina Young (Southern Section), Ian Roberts (Asia Pacific), Apiwe Nxusani-Mawela (Africa), Michaela Miedl (International),

Quorum: The meeting was declared quorate.

1. Minutes of Last Meeting

- 1.1 The minutes of the were accepted as a true and accurate record and were signed by the President (proposed Mike Benson, seconded Tim Cooper)
- 1.2 Matters Arising not in Agenda: The aligning of UK and Overseas section report formats needs to be carried forward, to include discussion around inclusion in the Trustees Annual Report (Jerry Avis)

2. Membership

- 2.1 There were no questions on the pre-circulated paper on Membership.
- 2.2 Approval of new members – The Chair put the elections of new members to the vote which were unanimously agreed (proposed Alastair Kennedy, seconded Megan Sheehy)
- 2.3 Obituaries

The names of recent late members were noted by the President and Council held a short period of reflection:

John Duckworth	Southern
David Jenkins	Southern
William Rhys	Midland
Robert Ricketts	Midland
A Alan Eddy	Great Northern
Roderick Williams	Irish

3. Finance and Governance

3.1 Nigel Fitch gave a brief overview of the current financial status.

Charlie Bamforth asked whether the minus £79,617 reported under Publications was an error as suggested; Nigel confirmed that it was.

Nigel confirmed that the IBD is on-track to be 'on budget' in 2018, returning a deficit as projected in the budget for this year.

The Institute continues to have significant reserves in cash and the Trustees are looking at gaining improved returns on investments in addition to funding development work.

Douglas Murray asked a question as to how monies can be returned to sections. Jerry answered by saying that guidance had previously been supplied but a procedure needs to be put in place with money provided based on section membership, exam candidates but also taking into account the sections existing cash reserves.

Nigel stated that the Audit Review following from the 2017 audit was making good progress, and that he would like to recognise the hard work of the HQ staff in reaching this point.

3.2 Feedback on written resolution. Jerry Avis asked as to whether this had been a suitable process to deal with matters outside of formal Council meetings (as permitted by the Byelaws). Feedback was positive, however it was agreed by those present that this would not be the 'normal' way of doing Council business, rather for 'urgent' business between meetings.

Douglas Murray commented that there was confusion amongst current members who are already taking Diploma examinations, and that some companies still need to be communicated to so that a single system for exam and membership payments can be put into place.

Catherine Smart concluded by saying that the written resolution and its outcome would be passed to the following day's Trustee meeting.

4. IBBS

4.1 Derek Prentice circulated and discussed the Incorporated Brewers' Benevolent Society

- The quarterly committee meeting IBBS was held at the IBD HQ Curlew Street on the 6th June 2018
- The committee meeting reviewed finance, grants, administrative business, the IBBS Educational Bursary scheme and a trustees' review update.
- The portfolio valuations currently stand at £2.59 million 1.0% higher than the same period in the previous year.
- Payments to our beneficiaries and educational bursaries for Q1 2018 amounted to £29.6 K (which included a significant one-off benefit) compared to £3.06K for the same period 2017,

There were no questions raised.

5. Examinations, Training & Publications activities.

5.1 Exam results - Angus Stephen gave a brief overview of his examinations report. There were no questions.

Douglas Murray commented that despite a number of changes to the Diploma in Distilling (as for the other Diplomas) the concerns raised in advance of the examination did not appear to have manifested as problems.

Angus commented that there had been a whole range of changes this year in the Diploma examinations – from syllabi through to examination format, as well as the introduction of on-line marking and moderation by the Examiners – he went on to thank the Examiners and the Examinations Team at HQ.

5.2 Questions on examinations and training activity

Both exam and training activity is showing an increasing trend as reported in the annual report. Investment continues in both. There were no specific questions.

5.3 Questions on Beer and Cider Academy activity

The Cider aspects of BACA were progressing well with the first “Pommeliers” now coming through. The route to Beer Sommelier is well established but there is a fall of in the numbers applying for Sommelier exams – on the other hand, there is a shift towards an increase in the number of people wanting to take the Foundation course. This needs more analysis.

6. Awards Committee

6.1 Tim Cooper gave a brief overview of the activities of the awards committee with specific reference to the following items:

6.2 New fellowships – Graeme Hall from the GNS had been proposed to the committee and his application was spoken to by GNS Chair Mike Benson. The Council unanimously agreed to the election of Graeme to the class of Fellow.

6.3 Jerry Avis spoke on the adoption of IBD pins, with the example of a pin for the Exceptional Service award. It was agreed that plain pins be considered for members with a different colour for Fellows / Officers but without the writing. It was also agreed that the tradition of medals for officers / past officers be continued and a new design reflecting the recent rebranding.

7. Overseas Sections

7.1 International

Steven Wilkinson gave a short brief on the success full International Section Masterclass held at Pilsen and thanks was given to the organisers and sponsors for another successful event. The International section had also produced a comprehensive budget for events to take place in 2019.

7.2 Asia Pacific Section

The incoming AP Chair, Megan Sheehy, presented the AP report. A review of the operations of the company during the financial year and the key results of those operations are as follows:

- The IBD has continued to progress against its strategic goals in the last year. Most notably:
- 23 successful regional meetings with an overall increase in Section membership
- A very successful bi-annual convention held in Wellington New Zealand, where over 400 delegates and exhibitors attended plus the announcement of our future convention in Perth
- The establishment of our first region in Asia – the SE Asian Region.
- A range of training events including the continuation of our step-out in distilling in conjunction with the Tasmanian Whisky Academy.
- Supplementary support to the IBD United Kingdom in the generation and launch of IBD's on-line platform
- The continued workplace reorganisation with modernisation of internal systems for sustainability
- An increase in membership [17%]
- An increased engagement with brewing and distilling audiences.
- Continued section financial viability.

7.3 Africa Section

Alastair Kennedy gave a comprehensive review of the success of the African Beer awards which had taken place earlier in the year. This had been a really successful and well supported event that is set to take place on a frequent basis.

8. Digital transformation and GDPR

Digital transformation was progressing well:

- Program governance structure meetings now implemented
- Overall project plan has been re-factored.
- Data mapping complete and migration scripts being written
- Wire frames with web designer (Straightedge) to build in pages with transactions.
- Creative approach on website now in final iteration & copy being written.
- Xero selected as finance package; McIntyre Hudson now in process of finalizing chart of accounts and loading historical data
- Financials on budget – 95% spent or committed

GDPR work is also progressing well and is in step with respect to compliance at go live of the new system or shortly thereafter.

9. Learning development

Simon Wade took the council through the models and progress being made towards a complete online learning package and different implementation models including self-directed and tutor guided learning. The new module one course was on target for January 2019 with the associated tutor guided product. A number of online tutors had been selected (6 from 60 applicants) and were to be trained on an 8 week course to hone their skills. Additional project managers are to be recruited to take forward the GCCM, the new GCB, remaining brewing modules and the first distilling module in 2019.

10. 2019 programme

Jerry Avis took the Council through other major aspects of development work that were to be scheduled depending on the budget for 2019. This included completion of the new CRM, CMS, website and finance system, completion of the learning developments referred to above, development of further functionality for scanning and online marking of all except Master's papers, development of the BDI format, development of stand-alone face to face training packages

11. Issues to take forward to trustees

The following issues were to be taken forward to the Trustees

- A question from the Irish Section Chair with regard to concessionary rates and an enquiry regarding the role of the IBD in liaising with and communicating information to members from State organisations. (JWA)
- The need for a formal contract/licence agreement with Non-UK Sections, particularly Asia-Pacific Section and maybe Africa. (JWA)

12. DONM

2019

March

Thursday 14th March Council in Edinburgh at Diageo HQ (Talisker Room)

Friday 15th March Trustees in Edinburgh at Diageo HQ (Talisker Room)

June at Curlew Street

Wednesday 5th – Council

Thursday 6th – Trustees' Meeting

September - at Curlew Street

Wednesday 18th – Council

Wednesday 18th (late p.m.) – Joint Presentation Council/Trustees

Wednesday 18th (later at 5.30 p.m.) – AGM

Thursday 19th – Trustees' Meeting

November at Curlew Street

No Council Meeting

Friday 15th – Trustees' Meeting.