



**MINUTES OF THE MEETING OF COUNCIL, HELD AT BRIGGS OF BURTON, BRIGGS HOUSE, DERBY ST,
BURTON-ON-TRENT DE14 2LH
ON FRIDAY 3RD FEBRUARY 2017**

PRESENT:

Katherine Smart (President), Charlie Bamforth (Past President), Mark Kinsman (UK Scottish Section), Michaela Miedl (International Section), David Smith (UK Great Northern Section). Georgina Young (Southern Section), Nigel Fitch (Treasurer),

IN ATTENDANCE:

Jerry Avis (Chief Executive Officer), Angus Steven (BoE Chairman), Steve Curtis (IBD Technical & Publications Manager),

APOLOGIES:

Apologies received from Paul Wickham (Irish Section), Inge Russell (JIB), Jane Kershaw (UK Midland Section), Ian Roberts (Asia Pacific Section), Kate Jones (Africa Section), Derek Prentice (IBBS)

Reports had been received from Inge Russell

WELCOME

The President welcomed Councillors & attendees to the meeting. It was noted that the meeting was not quorate and that decisions would be held over to the following meeting for final ratification.

1 MINUTES FROM THE LAST MEETING AND MATTERS ARISING

- 1.1 Minutes from the last meeting were accepted as a true and accurate record and were signed by the President.
- 1.2 There were no matters arising from the notes that are not dealt with elsewhere in these minutes

2 MEMBERSHIP MATTERS (Appendix 1)

2.1 New members and general overview.

The membership matters report was presented and is appended to these minutes. The Chair put new membership to the vote of the Council which was unanimously agreed and would be ratified at the following meeting.

2.2 Nominations to Fellow

There were one nomination to Fellow of the Institute – Steve Livens and would be ratified at the following meeting.

2.3 Obituaries

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

John Findlay Kemp	UK Southern
Allan Ridd	UK Southern
Robert Rolph	UK Midland
Maurice Loder	UK Southern
Trevor Wainwright	UK Southern

3 FINANCE AND GOVERNANCE

3.1 Quarter 3 2016 Management Accounts

- At £1,849,635 the total income to date is 100% of the budgeted income figure
- Subscriptions have exceeded budget by 5% (c. £507k actual)
- Exam income have exceeded budget by 5% (c. £594k actual)
- Advertising revenue from Wiley is lower than expected and is £33k lower than at this point last year – print advertising is decreasing in favour of digital although the BDI is outperforming similar subscription magazines.
- Income from training courses is in excess of budget by 43% (c. £179k although last year's budget had been significantly reduced compared with previous years).
- Investment and other income is higher than budget due to the sponsorship income from the YSS conference (£21k)
- Staff costs are lower than budget as the budget included a new technical position was filled in August 2016
- Overhead costs are lower than budget mainly due to the VAT recovery in the first quarter and the computer development costs have been capitalised
- A number of grants have been made to the sections
- Depreciation to date has been charged to the accounts
- There has been a gain in investments of £15k

The surplus as at the end of qtr. 3 is £560,766k which is higher than last year by £92,416, this is mainly due to higher income from Examinations and Training courses

Balance Sheet

As at 30 September 2016 the net assets on the balance sheet are £5.7m

3.4 Update on IT

3.4.1 Slow response rates from the hosted system have now been resolved by the supplier.

3.5 Trustees update including bye-laws and articles

The vacancy for the 9th trustee would not be filled until elections had been held at the next Annual General Meeting. To enable voting by all members electronically (via email) in addition to proxy votes by mail, a number of byelaw changes were required and these would be voted on at an EGM to be held in May. Details would appear in the BDI and on the website.

3.6 Development Plan Update

Jerry Avis gave an update on the strategic framework and various projects.

Qualifications: progress was being made by the Chair of the Board of examiners to support advances in both syllabus and qualification delivery. This is reported elsewhere in the attached paper from Angus Steven. The next significant event was the meeting of the board of examiners in February where it was intended to resolve a number of outstanding issues and to introduce external consultants (Alpha Plus) to give guidance on question setting.

Education & e-learning: The fundamentals of brewing was close to being converted into the first e-learning course (Essentials of Brewing and Packaging) and would include an additional component related to the SIBA Manual of Good Practice. It is to be soft launched as a pilot programme at BeerX in March and would be widely available from July. The Essentials of Distilling would follow on and it is planned to have the General Certificate in an e-learning format by the end of 2017.

Membership:

Internal systems: A review of internal finance systems had taken place at the end of 2016 to align with work that was required as a result of the last audit. Whilst finance and accounting are under control, it is largely because of the efforts of the staff working with imperfect systems. Equally the membership database (Integra) is an old and very less than perfect resource for managing member interests and has not come up to scratch with respect to its integration with the website. A review of alternative CRM systems will commence in Q3.

4 IBBS

Derek Prentice sent and Nigel Fitch spoke to the following report:

There has been one IBBS Meeting since the September Council meeting. The meeting was held in the IBD HQ Curlew Street 2016 on the 7th December 2016.

The committee meeting reviewed finance, grants, administrative business, the IBBS Educational Bursary scheme and a report from the trustees.

The portfolio valuations currently stand at £2.38 million 1% lower than previous quarter . Payments to our beneficiaries which included one new case and educational bursaries had grants totalling £9,492 for Jun 2016 to Sept 2016 compared with £10,000 for Q1 last year.

We provided two educational bursary applications for GCB exam and course fees, and we are pleased to report that both applicants successfully achieved passes in the GCB exam held in November.

The trustees of the IBBS had conducted a review of the fund and the activities of the Society, their report was discussed at the meeting, among their recommendations were that the Society seek discussions with both the UK Distilling sector and SIBA.

Nigel Fitch said that the IBBS were keen to make more grants to qualifying individuals. The costs of administering the fund are c. £30k for administration and investment advice.

5 EXAMINATIONS, TRAINING and CPD

5.1 Update on Beer Academy

Jerry Avis updated the council on the Beer Academy activity.

Delegate numbers had hit an all-time record of 1168, with the foundation bookings up 20% and bookings for 2017 had been marginally low in comparison to last January 237 (Jan 17) vs 258 (Jan 16). Despite the lower number of bookings for 2017, face to face courses conducted in January 2017 were higher compared to courses held in January 2016.

On 31st December 2016 the Beer Academy had been taken back into the IBD rather than being operated as a separate trading company and further steps taken to ensure that all of the IP was owned by the beer academy. This would allow for an improved cost structure and further investment, particularly in franchised operations both in the UK and overseas. The steps taken so far had resulted in turning the operating loss of c.£12k (2015) to a surplus of c. £25k for 2016 once the final figures had been calculated.

5.2 IBD Qualification Development Plan

Steve Curtis reported that progress was being made with a General Certificate in Traditional African Beverages, with the roll this out from September 2016 and that the examination was still on target for May 2017. The issue of ownership of Learning Materials (produced by Optimum, SA) has been agreed on the basis of reduced examination fees to the first candidates to cover their costs so far, with ownership of Learning Materials subsequently to pass to the IBD.

A meeting was held with the National Association of Cider Makers and a decision made to collaborate to produce a General Certificate in Cider Making at the equivalent level to the brewing and distilling general certificates. With the UK accounting for c. 40% of cider production there had been significant interest and support from both large and small cider makers. It is anticipated that the first exam will be in May 2018.

5.3 Examiners report

Angus Steven gave the report of the Board of Examiners and shared the development plan (attached) that would be put into place to develop both the syllabi as needed and the examinations process towards one of excellence. The technology and philosophy around assuring that individuals are properly tested for memory, understanding and application are changing. It is clear that the Institute needs to start approaching changes in order to keep aligned with both progress and an appropriate cost base.

6 TECHNICAL MATTERS (INFORMATION)

All matters discussed elsewhere in the agenda.

7 PUBLICATIONS AND COMMUNICATIONS (INFORMATION)

Before starting the review of publications the President took a moment to reflect on the amount and value of work done by Inge Russell in her time as Editor and Chief of the Journal and to welcome David Quain as her successor.

7.1 JIB

Inge Russell provided a review and metrics for the Journal.

- The Journal continues to grow rapidly with a very healthy number of submissions.
- Volume 122 Issue 4 of 2016 contained 3 review articles and 20 original papers. It has been posted on the website and the print copies mailed.
- In terms of papers in progress for issue 1 of 2017 and beyond – metrics in the ‘Scholar One Review Submission System’ as of Jan. 24, 2017 are as follows. There are 40 papers accepted and slated for editing and publishing in Volume 123 issue 1 and 2 of 2017.
- In addition, in terms of papers under review - there are 11 manuscripts awaiting revision, 29 original papers under various stages of review, and new 7 submissions not yet processed – for a total of 87 papers in the system - a very healthy situation for the Journal at the start of 2017.

Wiley Metrics

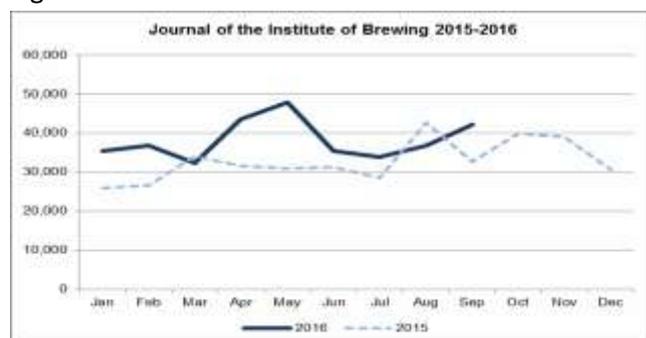
Total downloads for the year is a journal metric that indicates how well a journal is increasing its readership. In 2013 there were 177,868 downloads of papers, for 2014 there were 238,952 downloads, for 2015 there were 393,713 downloads and at just 9 months into 2016 the journal was already at 393,713 downloads. Figure 1 shows whole text downloads from Jan. 2015 to Sept. 2016.

Table 1 shows data to the latest month available from Wiley for 2016. In 2013, in the month of September, there were 17,172 downloads for the month, in 2016 there were 42,080 downloads for the month of September.

Table 1. Whole text downloads – month of Sept comparison for 2013 – 2016.

2013	7,160	8,178	11,773	22,465	13,928	15,747	18,179	17,172	
2014	19,154	23,117	15,128	17,666	13,927	15,047	16,750	21,533	
2015	26,577	33,997	31,592	30,907	31,317	28,601	42,675	32,710	
2016	36,816	32,393	43,533	47,776	35,497	33,871	36,889	42,080	

Figure 1 Whole text downloads



7.2 BDI

Steve Curtis reported that the BDI continues in good health, with growing amounts of ‘non-UK’ content. Further declines had been seen in advertising revenue and there is every indication that this is a continuing and non-reversible trend. Advertisers had, on a number of occasions, indicated their willingness to support the Institute through advertising with the proviso that there would be an additional digital offering. Discussions were to be pursued with Wiley over the addition of a digital version of the BDI IN ADDITION to the print version which is still highly valued by the membership.

8 OVERSEAS SECTIONS

Asia Pacific: Rob Greenaway submitted the following written report on the activities of the Section:

AGM

- The IBD AP AGM was held in Melbourne where changes to the BOM were effected; Ian Roberts was elected Chair
Peter David and Stephen Exinger retired on rotation however were re-elected for one more year to assist in supporting the new incumbents.
Alex Greville of Lion was elected to support the financial side of the Board
Carla Dagger of Zymus was elected to support the supplier side.
Ian Roberts gave thanks to Jeff Potter and Rob Greenaway who retired on rotation after 6 years of service on the Board.
- Ian Roberts presented the 2015 / 6 Directors report, financial report and the Sections Strategic Business plan.

TRAINING IN ASIA

- Phil Browne – IBD AP Training Manager was commissioned to conduct a Sales visit to SE Asia. This was prompted by;
 - The need to ensure relevance of examination level for markets
 - The rising level of interest in technical training in new markets eg. Myanmar and Laos

- Improve client understanding and availability of remote / on-line training support.
Ten companies through out SE Asia were visited.

Key outcomes were;

- Key contacts show very active interest
- The major breweries are more relaxed with training costs
- The Diploma level is a challenge, GC level is favoured.
- The need for Distance learning is clear.
- The need for an Engineering qualification was frequently raised.

An action plan is to be presented to the BOM who meet in February 2017

TRAINING IN AUSTRALIA

1. Diploma - Registration is in full swing for the Diploma workshops in Brewing and Packaging in Sydney, Melbourne and Yatala.

These workshops are being held over March / April 2017 in preparation for exams in June.

Each workshop is being held over 5 days.

Accredited trainers from GBS and Inovate are being utilised.

2. Introduction to Distillation - Preparation of a joint activity between the IBD and the Tasmanian Whisky Academy is underway for introductory / general courses in distillation to be held in Hobart, Tasmania in March 2017.

Alan Barclay is the accredited trainer. Interest in this course is very high.

IBD AP CONVENTION 2018 – WELLINGTON

The forming of a Committee is underway with key people in the Region under the Chair Chris O’Leary.

A budget has been prepared based on 300 delegates.

The objective is to integrate with the Craft sector over the entire program, not be separate.

QUALITY AND ANALYTICAL FOCUS GROUP

35 members including craft brewers met for a one day workshop hosted by Coopers brewery.

Key areas covered were malt and hop quality, new varieties that would interest the Craft sector, canning of beer and key analytical parameters and trace metal analysis. A flavour education program was run that generated huge interest to attendees.

CRAFT BREWERS INDUSTRY ASSOCIATION [CBIA] CONFERENCE.

Charlie Bamforth has been invited to speak at the CBIA Conference in Adelaide on the 25th – 27th July 2017. The BOM saw an opportunity to utilise Charlie’s skills and time for a road show visiting key cities eg Melbourne, Sydney and Brisbane for half day workshops or dinner presentations. Discussions are underway in developing a program. The BOM see this as a great chance to give benefit and knowledge back to members not having met Charlie before.

Africa:

Alastair Kennedy submitted the following written report:

At the last Africa Section Committee Meeting held on the 24th of November 2016 it was agreed that Mr Clive Belcher, Global Beverage Solutions, will develop a plan with costs and income to hold a Craft Brewers Breakfast. The intension would be to run the first event in Cape Town. If this was successful we would consider running this event in Johannesburg and in Durban.

At the meeting the subject of Craft Distilling in South Africa was discussed. Mr Clive Belcher recently visited a company called Distillique based in Pretoria. Distillique are a Distilling Equipment supplier to Craft and home Distillers. They also provide training programmes one of which is a 5 day course. Currently there are 27 Craft Distilleries in Cape Town and 3 in Johannesburg. Our understanding is that there are 45 Craft Distilleries in the planning stages to open in Johannesburg. Very few of these Distilleries are producing whisky, they all producing gin. We the IBD need to modify the Distilling Examinations such that Gin and Vodka are part of the syllabus.

The section is considering taking a booth at what is called a 1 day Beer Boot Camp. This is a 1 day conference aimed at Craft Brewers and home brewers. The conference is being held in Johannesburg on the 8th of July and in Cape Town on the 15th of July 2017. It is likely that the IBD London will be asked to supply copies of the Brewer & Distiller and copies of the IBD Information Brochure.

International:

Michaela Miedl updated the Council on plans to hold an event in Europe to further encourage membership of the Institute and to give more exposure to our activities. As part of this a request was made for further support by taking on an additional volunteer secretary for Europe to complement the work of Alastair Pringle as section secretary based in the USA. Stephen Wilkinson (based in Austria) had been approached and it was agreed that this would help shore up more activity in Europe. The next European event would be a sensory masterclass which would take place in Salzburg at the end of June and would comprise both social and technical elements. The masterclass in 2016 had been judged a success and it was thought that longer, "high value" events were a suitable approach to the extensive geography of the European section. There was also potential to leverage the content through recording material. IBD HQ offered administrative assistance with respect to event management.

9 CONVENTIONS & CONFERENCES (Information)

9.1 Asia Pacific Convention 2018 – Wellington, New Zealand

See above

9.2 Young Scientists Symposium April 2018

The 2018 YSS is scheduled to take place in Trier with the support of the Bitburg brewery. The date is now the 12th to 14th September with the following road map:

- Sept. 2017: Website launch and paper call.
- June 15th 2018: Abstract submission deadline.
- July 2018: Registration deadline.
- July 2018: Full paper submission, publication and distribution of the final programme

9.3 WDSC 2017

Martin Kinsman provided an update as follows:

Registration is now open, on-line credit card payment option now live. To date 37 people have registered. Early bird registration closed at the end of February.

Technical Programme

Confirmed that Katherine Smart (IBD President) will attend the Conference and give short talk early on Day 1.

Over 100 abstracts received by the deadline from 16 different countries – review has been completed and the programme has been defined. Speakers / poster presenters have been contacted to confirm. Full programme now added to the website.

Robert Fotheringham has had to resign from the Organising Committee due to work commitments. Robert was going to be organising the technical breakout sessions – Alan Wolstenholme will take on this role and join the Organising Committee.

Publicity & Communications

Article published in Herald online about keynote speaker

http://www.heraldscotland.com/business/14962143.Suntory_time_at_spirits_event/?c=1qzr7e7

...nd Drinks International

http://drinksint.com/news/fullstory.php/aid/6716/Suntory_executive_to_address_distilling_conference.html

Ian Wisniewski has been engaged as official journalist for the conference. Ian will write articles based on presentations and interviews with conference attendees & exhibitors to be published in various magazines, etc referencing WDSC 2017 in each. He will also blog “live” from the Conference on the WDSC app, twitter feed and website. No payment, but Ian will get free registration and travel expenses. Independently, Steve Curtis has commissioned Ian to write a couple of articles for BDI based on WDSC 2017.

Social Programme

On track

Other

Students attending can apply to IBD Scottish Section for a grant to help with costs. Students presenting a paper or poster can apply to have registration fee, while those attending only can apply for a grant to help with travel & accommodation costs.

10 ANY OTHER BUSINESS

None

11 DATES OF NEXT MEETINGS

Date (2017)	Event	Location	Venue
Tuesday 23 May	Council	London	Curlew St
Wednesday 6 September	Council and AGM	London	Curlew St