

The Fourth Annual General Meeting of the Institute & Guild of Brewing

Held at RAF Club, 128 Piccadilly, London,
on Thursday 1st July 2004 at 1500 hrs

Present: The President in the Chair and 12 Council Members, plus 6 other members. The IGB Secretary and Office Manager were in attendance.

1. NOTICE OF MEETING

The Notice convening the Fourth Annual General Meeting of the Institute & Guild of Brewing had been circulated.

2. MINUTES

The minutes of the Third Annual General Meeting, held on 1st July 2003, had been published in the JIB, the August 2003 Brewer International and on the IGB Website. No comments had been received.

Proposal to confirm the minutes of the Third Annual General Meeting.

Proposed by D Prentice; Seconded by S Brooks; unanimously RESOLVED.

3. TRUSTEES REPORT

The Trustees Report for the year ending 31st December 2003 had been circulated.

Proposal that it be adopted.

Proposed by Prof K Smart; Seconded by B Hickman; unanimously RESOLVED.

4. ANNUAL ACCOUNTS

The Treasurer's (Statutory) Accounts for 2003 had been approved by Council and were circulated. The Treasurer drew attention to the fact that the donation from the Brewers Guild Trust was £25k in 2003, compared with £35k in 2002. This was the result of reduced rental income on the Ely Place property. He also pointed to an additional inflow into the IGB Grants (Restricted) Fund, resulting from the overage on the sale of the old BLRA property in Portman Square. The accounts will be published in the Brewer International, the JIB and on the IGB Website. Management accounts are published every quarter and available to Sections. The Treasurer requested that

the Chairmen/Secretaries of Sections fully review the accounts provided in April, so that they are fully understood and any questions can be answered. Statutory accounts are presented in accordance with Company Law.

Proposal that the Accounts for 2003 be adopted.

Proposed by The President; Seconded by The Treasurer; unanimously RESOLVED.

5. ELECTION OF OFFICERS OF THE INSTITUTE

In accordance with the provision of Byelaw 21 (3) (B) (iii), the following elections were made:

5.1 Election of President

THAT W J Taylor be and is elected President of the Institute & Guild of Brewing forthwith, to serve for the year mid 2004–2005.

Proposed by R Bussell; Seconded by Prof K Smart; unanimously RESOLVED.

The outgoing President welcomed the new President and highlighted the areas of achievement/progress during his time in office. Appendix A.

W Taylor thanked G Den, reminding the AGM that G Den was the first President from the Africa Section. He thanked Mr Den, on behalf of the members, for all his good work on behalf of the IGB and presented him with a silver tankard, by way of a memento.

The President then identified the areas he will be concentrating on during his term of office. Attached, at Appendix B.

5.2 Election of Deputy Presidents

THAT Dr F Harry White be and is elected UK Deputy President of the Institute & Guild of Brewing forthwith, to serve for the year mid 2004–2005, and that Dr D S Ryder be and is elected International Deputy President, to serve for the two years mid 2004–2006.

Proposed by The President; Seconded by B Hickman; unanimously RESOLVED.

5.3 Election of Treasurer

THAT K J Fairbrother be and is elected Honorary Treasurer of the Institute & Guild of Brewing forthwith, to serve for the year mid 2004–2005.

Proposed by The President; Seconded by R Bussell; unanimously RESOLVED.

6. ELECTION OF REPRESENTATIVES TO SERVE ON COUNCIL

THAT, under the provisions of Byelaw 21, the representatives of the 8 x IGB Sections, or their nominated alternatives, plus the chairpersons of the 5 x sub-committees to Council and the representative of the Brewers Guild Trust be nominated to serve on Council.

Proposed by T Duckworth; Seconded by Prof K Smart; unanimously RESOLVED.

7. APPOINTMENT OF AUDITORS

THAT Messrs Chantrey Vellacott DFK continue to act as auditors of the IGB for the year 2004–2005 and that the Council be authorised to fix their remuneration.

Proposed by The Treasurer; Seconded by M Butterworth; unanimously RESOLVED.

8. ANNUAL SUBSCRIPTIONS

The annual subscription rate for 2005 had been endorsed by Council to be the same as for 2004.

THAT, with effect from 1st January 2005, there will be no change to the annual subscriptions payable by Members: Fellows – £90; Ordinary Members – £90; Members

in Retirement – £30; Student Network – £30; Certificate Members – £63.

Proposed by The Treasurer; Seconded by S Brooks; unanimously RESOLVED.

9. SPECIAL RESOLUTION – NAME CHANGE

Proposal for a Special Resolution in accordance with the Companies Act of 1985 to change the name of the IGB to the Institute of Brewing & Distilling (IBD), in accordance with the overwhelming wishes of the membership through a ballot and unanimously endorsed by Council. Change to be effective: 1st January 2005.

Proposed by B Eaton; Seconded by Dr D Taylor; Special Resolution unanimously RESOLVED.

The change will be notified to members in all Institute publications, with a joint note of explanation from the President and CEO.

A question was raised over the name of the Journal of the Institute of Brewing (JIB). The issue will be put to the Publications Committee for discussion.

10. ANY OTHER BUSINESS

There being no further notice of items under this heading, the President formally closed the Annual General Meeting for 2004.

AGM Comments from the Incoming President

I would like to congratulate Gordon Den on his Presidential year. Gordon has been the first President from the African Section. He has outlined his contribution during the year and it demonstrates the commitment and knowledge he has brought to the role. Gordon I also say a personal thanks to you. You have shared a great deal with me as Deputy this past year and I look forward to staying in touch with you now as immediate Past President. I wish to formally thank you on behalf of the IGB for your leadership this year and to present you with a tankard from the IGB to mark the occasion. Thank You.

During my term of office (July 2004 to July 2005) I will be focussed on several key areas.

GROWING & RETAINING MEMBERSHIP

To do this I believe it is necessary to ensure the **development of services to increase value to members and their companies**. This will be addressed by understanding the broadening geographic spread of our membership and the companies who support them as well as the changing mix of our membership.

TRAINING AND EDUCATION

I will **ensure the training and education review** which is currently underway will lift the relevance and effectiveness of education programmes to better meet cur-

rent and future needs. In concert with education, but independently managed are the examinations which have long been a recognised strength. I will **support the transition to a new structure for the Board of Examiners** where there will be devolved Boards for each of the distinctly different examinations.

COUNCIL AND SECTIONS

I will work to achieve a **close communication between the Sections and Council** to ensure members needs are recognised. I will be **striving for stability and progress** in line with our strategic plan.

I hope to meet many members during my term of office. I look forward to working closely with Immediate Past President, Gordon Den, UK Deputy President, Harry White and International Deputy President, David Ryder together with CEO, Brian Peggall and the team in Clarges Street. I am confident that with the support of Sections, Committees and Council we can continue to develop and prosper for the benefit of our members.

Bill Taylor
Incoming President

Outgoing President's Speech

27th June 2004

As the incoming President a year ago it has become a custom to write a “**manifesto**” on what I would be doing during my year in office, at the time a year seemed to be a very short period to achieve anything but I must say that we have achieved a lot over this period.

Of course what has helped has been the availability of our **Strategic Plan** which has helped in giving a general sense of direction, this plan has not been updated in a major way but to help it in its next update we have done much of the background work necessary to take it forward, these numbers were presented to the AP Conference in Hanoi and make quite interesting reading.

My thanks to the people in Clarges Street who made this happen such as Jessica, Gavin and Andrea.

I saw my main areas of focus being around:

- Increasing membership which I consider to be the main thrust, the parts are as follows

Progressing the Distilling initiative

Updating the examination portfolio and all that goes with this such as training etc

Ensuring that we get alignment between Council and the Sections

Progress has been positive in all areas:

- The Distilling initiative has been worked upon mainly in the development of Training and Examinations, most of the work has been carried out in Scotland and South Africa with a lot of interested people coming to the party. I need to thank Lionel Maule and Roger Jones for putting their shoulders behind the wheel, the impact of this initiative has also driven the proposed name change from IGB to the Institute of Brewing and Distilling (IBD)

- In the examination and training areas

Changed the name of the examinations from AME to Dip in Brew and the DMB to the Master Brewer qualification

Appointed Dr David Taylor to oversee the area of E&T

Appointed Oxford Brookes (Professor Katherine Smart) on a project basis to re-visit the E&T area

Have developed a new approach to the International Examinations

Some exciting developments in South Africa with the Government SETA body and SABMiller in the development & training areas the end result being the locking in of the AME, some learnings for the future here

- Have attempted to achieve alignment between Sections and Council by visiting all Sections except Irish – having Section Chairman on Council helps tremendously

From a personal point of view it has been an interesting year, a bit difficult living some 6000 miles away, but the team has worked well together.

I think that we are getting into critical mass in some areas and I am sure that my successor Bill Taylor will add impetus to these initiatives.

Last but not least I would like to thank Brian Peggall and the staff at Clarges Street for their assistance and support, Brian especially for taking the lead on many issues which needed a quick response.

My best wishes to Bill.

Gordon M Den
Outgoing President

The Institute & Guild of Brewing

A meeting of the Council of the Institute & Guild of Brewing
was held at RAF Club, 128 Piccadilly, London,
on Thursday 1st July at 1100 hours

Present: G Den (President), W Taylor (Deputy President), K Fairbrother (Treasurer), L Maule (Africa Section), Prof K Smart (Int'l Section), R Bussell (Asia Pacific Section), S Brooks (Midlands Section), B Hickman (Great Northern Section), D Prentice (Southern Section), B Eaton (Scottish Section), D Orford (Irish Section), A Duckworth

(Guild Trust), Dr F H White (E&T S-C Chairman), B Peggall (Secretary & IGB CEO)

In attendance: M Butterworth (Technical Manager), Dr D Taylor (Education & Training Consultant), E Negus (Office Manager)

Apologies: Dr J Andrews (Immediate Past President), J Robertson (Chairman BOE), Prof. G Stewart (Pubs S-C Chairman), G Bett (Asia-Pacific Section), M Awanayah (Africa Section)

C04/15 WELCOME

The President welcomed Councillors, especially those new to Council.

C04/16 MINUTES & MATTERS ARISING

Minutes of the last meeting were accepted as a true record & there had been no notified matters arising. D Prentice asked for any minutes from the Hanoi 'Think Tank' to be circulated to Council. In addition, he requested that nominations to the various sub-committees to Council be ratified by Council itself. In addition, he sought for e-mail addresses of members to be held centrally at Clarges Street, rather than separately at Sections. These requests were approved.

C04/17 MEMBERSHIP MATTERS

Items 17.1–17.6 were taken as read. Attached at Appendix A.

It was noted that the new Database has promise and will, for example, allow sections to manage the non-payment of subscriptions if they so wish.

17.7 Obituary

Council stood in silence as a mark of respect.

C04/18 GUILD TRUST

T Duckworth apologised for his non-attendance at the previous three meetings.

The Guild Trust Trustees met most recently on 22nd June, and noted that Ely Place had not been fully let in 2003. This had been reflected in reduced grant allocations (£25 as opposed to £35k for the IGB; £11k from £12k for the IBBS). One vacant floor had been let from March 2004, and the second was about to be let. Accordingly, rental income will be affected over the whole year, and hence grant allocations reduced from their peak level.

T Duckworth thanked the IGB for notification of how the grant money is used, notably through the Development Fund for items such as the Training Review and the development of distilling qualifications. He further mentioned that the Trustees had decided not to put any further funds into Brewing Technology Services (BTS – next agenda item).

C04/19 BTS

Brief from Treasurer, attached at Appendix B.

BTS continued to be loss making and, as an educational charity, it was unwise to keep putting money into the venture. The IGB and the Brewers Guild Trust will be offered the value of their shareholding back (£250); an unsecured loan of £9,750 had already been written off around the time of amalgamation of the IOB and IGB.

Proposal: To offer the IGB share in BTS back to the remaining shareholders for £250, for them to continue as they see fit.

Proposed by The Treasurer; Seconded by The President; unanimously resolved.

C04/20 COUNCIL SUB-COMMITTEE REPORTS

20.1 Management

The Treasurer briefed Council that the half year accounts were on budget, with no anticipated 'surprises'. Applications for the new Global Brewing Study Course were encouraging and expenditure was not over what was budgeted/expected.

20.2 Section Representatives

The SRG had met the previous day, the first time since the last Council meeting. S Brooks stated that the Objective was still under review and will be presented at the next Council meeting.

20.3 Awards Committee

W Taylor reminded Council that his sub-committee had been asked to review the process of the election of Fellows. This, he had done with the Awards Committee members (J Robertson, E Evans, C West, and I Cantrell), with input from the Sections.

Emphasis was now on nomination rather than application, with section involvement mandatory. Two classes of Fellowship were proposed – Fellow and Honorary Fellow, as per Appendix C. The Application Form would be expanded to permit a fuller explanation of rules and criteria.

If an application was rejected, feedback would be given as to reason, and re-application not permitted within three years.

It was suggested that the new proposal be trialed over the next few months and the results presented at the December Council meeting.

C04/21 TRAINING REVIEW (PROGRESS REPORT)

Presentation by CEO on genesis, objectives and contractual arrangements of the Training Review, attached at Appendix D.

Presentation by Dr David Taylor with an outline of IGB training to date in 2004, attached at Appendix E.

Presentation of the Training Review to date by Prof. K Smart, attached at Appendices F & G.

A question was raised about accessibility to the National Brewing Library at Oxford–Brookes University, and problems of copyright which seem to have arisen. Prof K Smart will report back.

Section Chairmen will propose meeting dates to enable the Training Team to brief individual members of their respective Sections.

C04/22 ANY OTHER BUSINESS

22.1 Byelaws

The IGB Solicitors were being very tardy, and the CEO prompts them weekly. (Note: Drafts arrived at Clarges St on 5th July; copies will be circulated to Section Secretaries for the comment of Section Committees)

22.2 Technical Department Report

A report on the activities of the IGB Technical Department was given by M Butterworth, attached at Appendix H.

22.3 JIB Report

Circulated by the JIB Editor, and attached at Appendix I.

C04/23 DATE OF NEXT MEETING

The next Council meeting was proposed to be held in London on Tuesday 14th December 2004, with the following Council meeting likely to be held in Edinburgh. However, please see the following postscript.

Dear Council Members

Following our Council meeting it has come to my attention that the Scottish Section is planning to celebrate the Centenary of the Section on Sunday 12th December with a lunch and other activities. Details are yet to be confirmed. It seems appropriate for the Council to respect such an occasion and to provide the opportunity for some of us to attend the celebration should we be honoured with an invitation. I therefore ask for your understanding. I have decided to reschedule the December Council meeting to Monday 13th December in Edinburgh. I regret any inconvenience caused, I believe that with the name change implementation in January and the Centenary celebration, a December Edinburgh meeting is far more appropriate than the April date previously proposed. Thank you for your understanding.'

Bill Taylor