

IFST AGM 2025 – MINUTES (DRAFT FOR APPROVAL AT 2026 AGM)

DRAFT

INSTITUTE OF FOOD SCIENCE & TECHNOLOGY

(“the Company” registered number 930776 registered charity number 1121681)

Minutes of the 61st Annual General Meeting of the Company held virtually at 12:00 noon on Thursday 20 March 2025 via a Zoom meeting.

Present

Sterling Crew (SC) President and Chair
Chris Gilbert-Wood (CGW) President Elect
Sam Jennings (SJ) Honorary Treasurer
Wayne Martindale (WM) Honorary Secretary
Alec Kyriakides (AK) Trustee
Trustee
Anita Kinsey (AMK) Trustee
Valia Christidou (VC) Trustee

Alex Kent
Alex Marshall
Alexis Guest
Allan Shivembe
Ben King
Bertrand Emond
Bolanle Oloyede
Charles Murray
David Francis
David Rosie
Deb Smith
Dominga Odebunmi
Ed Fox
Edward Mihr
Edward Miles-Langley
Edward Willhoft
Emanuela Bellantuono
Emma Couttie
Gokhan Ozkan
Hazel Gowland
Helen Munday
Ifan Davies
Ifan Thomas
Ivan Bartolo

Jennifer Blyth
John Prior
Kranthi Kumar
Lorna Hopkinson
Marcin Paluch
Margaret Patterson
Martin Austin
Maryam Ibrahim
Michael Walker
Mike King
Mohd Asif
Nick Pickles
Priscilla Ahadzi
Purity Hrisca
Andrew Wilbey
Richard Marshall
Richard Ratcliffe
Sonya Vormawah
Sue Dix
Terri Grassby
Umair Ahmad
Utsav Modi

In attendance

Craig Leadley (CL)
Hayley Mahon (HMa)
Natasha Medhurst (NM)
Maureen Edmondson (ME) Independent Assessor

61.0 WM declared the meeting quorate. WM reminded the meeting that only Institute Professional members (Members/Fellows) may vote, explained the voting method and asked SC to deliver the 2025 61st AGM of the IFST.

61.1 Welcome.

SC opened the meeting welcomed all.

61.2 Apologies for absence.

SC reported apologies were received from the following members, no proxy votes were received.

Alan Turner
John Points
Stephen Micallef
Paul Sheldrake

61.3 Minutes of the sixtieth Annual General Meeting held on Thursday 21 March 2024 and matters arising therefrom (available on the IFST website or on request).

The minutes of the 60th Annual General Meeting were taken as read having been publicised in the notice of the meeting as available on the IFST website.

Proposer- Richard Marshall

Seconder- Valia Christidou

Vote- the Minutes were approved unanimously

61.4 Approval of EGM minutes held on 2 August 2024 and matters arising therefrom (available on the IFST website or on request).

The minutes of the EGM, 2nd August 2024 were taken as read having been publicised in the notice of the meeting as available on the IFST website.

Proposer- Anita Kinsey

Seconder- Richard Ratcliffe

Vote- the Minutes were approved unanimously

61.5 Resolution 1: To receive the Financial Statements of the Company for the period ended 30 September 2024 and the report of the Auditors thereon and the report of the Trustees (available on the IFST website or on request).

SC asked SJ, Chair of the Finance Committee to present and report the financial statements and accounts. SJ presented that the Institute had again reported a clean bill of financial health. The IFST's finances remain stable. SC thanked SJ and the Finance Committee for their work. SC asked if there were any questions. There were no questions.

Proposer- Alex Kent

Seconder- Anita Kinsey

Vote- the vote was unanimous

The Chair declared Resolution (1) had been passed.

61.6 Resolution 2: To receive the report of the Independent Assessor 2023-24.

The report had been made available in the notice of the meeting on the IFST website. SC thanked the Independent Assessor, Maureen Edmondson for her report. SC asked if there were any questions regarding the Independent Assessor's report. There were none. SC asked those present to receive the report.

The Chair declared Resolution (2) had been passed.

61.6 Resolution 3: re-election of Honorary Secretary and Vice President.

SC noted that these appointments are made without the need for AGM approval and are noted here.

To note the appointment of Chris Gilbert Wood as President of IFST and Chair of the Board of Trustees.

To note the appointment of Sterling Crew as Past President of IFST. Our thanks to Helen Munday, whose term as Past President of IFST has now concluded.

SC asked the AGM to note the re-election of the following Trustees:

Honorary Secretary and trustee – Wayne Martindale to serve for one more year as Secretary of IFST, an extension for an Officer of the Board eligible under Regulation 29c.

Vice President and trustee - Alec Kyriakides, to serve for one more year. Extension for an Officer of the Board eligible under Regulation 29c.

SC asked if there were any questions, there were none.

The Chair declared Resolution (3) had been passed.

61.7 Resolution 4: To note the election of Chairs and Board Trustees.

Martin Austin as Honorary Treasurer -Martin has been appointed following a membership call for Honorary Treasurer nominees. The Nominations Committee recommended the nominee to the Board. The Honorary Treasurer for IFST is the Chair of the Finance Committee.

Marcin Paluch as Chair of the Education and Professional Development Committee-Marcin is stepping up as Chair, following a period as Vice Chair.

David Francis as Chair of the External Affairs Committee-David has been appointed Chair by the committee, following a period as Acting Chair.

Professor Michael Walker as Independent Assessor -Michael has been appointed following a membership call for Independent Assessor nominees. The Nominations Committee recommended the nominee to the Board.

SC asked if there were any questions, there were none.

The Chair declared Resolution (4) had been passed.

SC gave heartfelt thanks on behalf of the IFST to the following for their time, effort and dedication:

Helen Munday –Past President of IFST

Sam Jennings-Honorary Treasurer

Anita Kinsey-Chair of the Education and Professional Development Committee

Maureen Edmondson-Independent Assessor

61.8 Resolution 5: To re-appoint Moore Kingston Smith LLP as Auditors and authorise the Trustees to fix their remuneration.

Approval was sought by the chair.

Proposer – Alex Kent

Secunder – Richard Marshall

Vote – the resolution was adopted unanimously.

The Chair declared Resolution (5) had been passed.

61.9 Resolution 6: To receive a summary of IFST's Annual Highlights 2023-24 from Dr Craig Leadley, Chief Executive.

SC asked if there were any questions, there were none.

The Chair declared Resolution (6) had been passed.

61.10 Resolution 7: To receive a summary of planned IFST activities and strategic focus for 2025 from Dr Craig Leadley, Chief Executive.

SC asked if there were any questions, there were none.

The Chair declared Resolution (7) had been passed.

SC noted the call for Honorary Fellowship nominations from the membership were open and stated there is an optimism for the future of the Institute with new Chief Executive and President. SC gave personal thanks to Chris Gilbert-Wood for his work as Acting Chief Executive, Maureen Edmondson, Helen Munday, Anita Kinsey and Sam Jennings for their Board contributions; as well as the IFST Executive Team for their hard work. A special thank you was made to the IFST membership, especially Institute volunteers whose invaluable contributions are commended and hugely appreciated.

61.11 AOB

SC invited WM to ask for AOB, comments and questions. Alex Kent thanked the Board and Executive for their work and service. There were no questions and WM thanked SC for their service as President on behalf of the membership. WM closed the 61st AGM concluding the formal part of the meeting.

Meeting closed at 1245