

## INSTITUTE OF FOOD SCIENCE & TECHNOLOGY

### 60th ANNUAL GENERAL MEETING

Registered charity number: 1121681  
Registered company number: 00930776

The Companies Act 2006

NOTICE IS HEREBY GIVEN that, pursuant to the provisions of the Articles of Association, the sixtieth Annual General Meeting of the Institute of Food Science and Technology will be convened by video link at 12.00 Noon on Thursday 21 March 2024.

To transact the Ordinary Business of the Company.

#### AGM AGENDA

1. Apologies for absence
2. Minutes of the fifty-ninth Annual General Meeting held on 30 March 2023 (available on the IFST website or on request) and matters arising therefrom.
3. Resolution 1: To receive the Financial Statements of the Company for the period ended 30 September 2023 and the report of the Auditors thereon and to consider the report of the Trustees (available on the IFST website or on request).
4. Resolution 2: To receive the report of the Independent Assessor 2022-23 (available on the IFST website or on request)
5. Resolution 3: To note the election or re-election of the following Officers:
  - Honorary Secretary
  - Independent Assessor
6. Resolution 4: To note the appointment of other Chairs and Board Trustees:
  - Valia Christidou as Publications Committee Chair and Trustee
7. Resolution 5: To note the election of the following Vice Chairs, who shall then normally be appointed Chairs and Trustees (commencing upon the end of term of existing Chair):
  - Alexis Guest as Vice Chair of the Scientific Committee
  - Vanessa Fursden as Vice Chair of the Finance Committee
  - Marcin Paluch as Vice Chair of the Education and Professional Development Committee
8. Resolution 6: To re-appoint Kingston Smith LLP as Auditors and authorise the Trustees to fix their remuneration
9. Resolution 7: To receive a summary of activities planned for the 60<sup>th</sup> Jubilee year of the Institute.
10. Any other business.

19<sup>th</sup> January 2024

By order of the Board of Trustees  
TIM McLACHLAN

*Chief Executive (Secretary)*

**NOTE:**

A Form of Proxy is available on the IFST website.

A proxy must be a fully paid up Member or Fellow of the Institute and may be the Chair of the AGM. A proxy may speak and vote on behalf of that member. Proxy Forms must be received not less than 48 hours before the time appointed for holding the meeting. **A Fellow or Member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend in his or her place.**