

## **INSTITUTE OF FOOD SCIENCE & TECHNOLOGY**

### **62nd 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 sixty first Annual General Meeting of the Institute of Food Science and Technology will be convened by video link at 12.00 Noon on Wednesday 18 March 2025.

To transact the Ordinary Business of the Company.

#### **AGM AGENDA**

1. Apologies for absence
2. Minutes of the sixty-first Annual General Meeting held on 20 March 2025 (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 2025 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 2024-25 (available on the IFST website or on request)
5. Resolution 3: To note the appointment or re-appointment of the following Officers:
  - Selvarani Elahi as Vice President - People
  - Mita Lad as Honorary Secretary
  - Ben Dodridge as Vice President - Membership
6. Resolution 4: To note the election or appointment of other Chairs and Board Trustees:
  - Alex Guest as Chair of the Scientific Committee
  - Edward Fox as Chair of the Publications Committee
7. Resolution 5: To re-appoint Moore Kingston Smith LLP as Auditors and authorise the Trustees to fix their remuneration
8. Resolution 6: To receive a summary of IFST's Annual Highlights 2024-25 and an update from the Chief Executive.
9. Resolution 7: To receive an update on Royal Charter.
10. Any other business.

*By order of the Board of Trustees*

*DR. CRAIG LEADLEY  
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.**