

## INSTITUTE OF FOOD SCIENCE & TECHNOLOGY

### 61st 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 Thursday 20 March 2025.

To transact the Ordinary Business of the Company.

#### AGM AGENDA

1. Apologies for absence
2. Minutes of the sixtieth Annual General Meeting held on 21 March 2024 (available on the IFST website or on request) and matters arising therefrom.
3. Minutes of the Extraordinary General Meeting held on 2 August 2024 (available on the IFST website or on request) and matters arising therefrom.
4. 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 to consider the report of the Trustees (available on the IFST website or on request).
5. Resolution 2: To receive the report of the Independent Assessor 2023-24 (available on the IFST website or on request)
6. Resolution 3: To note the appointment or re-appointment of the following Officers:
  - Chris Gilbert-Wood - President of IFST and Chair of the Board of Trustees
  - Sterling Crew - Past President of IFST
  - Wayne Martindale - Honorary Secretary
  - Alec Kyriakides - Vice President
7. Resolution 4: To note the election or appointment of other Chairs and Board Trustees:
  - Martin Austin – Honorary Treasurer and Chair of the Finance Committee
  - Marcin Paluch as Chair of the Education and Professional Development Committee
  - David Francis as Chair of the External Affairs Committee
  - Michael Walker – Independent Assessor
8. Resolution 5: To re-appoint Moore Kingston Smith LLP as Auditors and authorise the Trustees to fix their remuneration
9. Resolution 6: To receive a summary of IFST's Annual Highlights 2023-24.
10. Resolution 7: To receive a summary of planned IFST activities and strategic focus for 2025.
11. 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.**