



(Charity number 1207959)

Notice of Annual General Meeting

Notice is hereby given that the Annual General Meeting (the **meeting**) of the Chartered Institute of Brewers and Distillers (the **Charity**) will be held ONLINE in accordance with the information provided [on our website](#) on 9th September (Tuesday) at 10am.

At the meeting, you will be asked to consider and vote on the resolutions below, all of which are proposed as ordinary resolutions.

RESOLUTIONS

1. To confirm that the minutes of the first (1st) Annual Meeting of the Chartered Institute of Brewers & Distillers held on 10th September 2024 be confirmed as a true and accurate record.
2. To appoint the Auditors, HaysMac and the Board of Trustees to be authorised to fix their remuneration.
3. To elect Raphael Grisoni as President of the Chartered Institute for a 1st term.
4. To elect Jaideep Chandrasekharan as Deputy President of the Chartered Institute for a 1st term.
5. To elect Megan Sheehy as Immediate Past President of the Chartered Institute for a 1st term.
6. To elect Bhavya Mandana as a Trustee for two years without an honorary position to complete a full 6 years, after which she will retire in accordance with the byelaws.
7. To confirm the 2026 Annual Membership Subscription prices of £50 for concessionary membership (Student Member and Retired Member) and an increase of £5 up to £155 for Associate Membership and Membership. Life Membership to remain as fully paid up (£0).

8. To confirm the introduction of a new pricing option for the Student Membership category, with a 2025 & 2026 Annual Membership Subscription price of £30. This pricing option includes access to the online edition of BDI magazine but not a printed BDI magazine.

All other benefits attaching to the Student Membership category will be as set out in the byelaws of the Charity.

By order of the Board
Will Calvert, Trustee, CIBD

44a Curlew Street, London, SE1 2ND (charity number 1207959)
[13/08/2025]

NOTES TO THE NOTICE OF ANNUAL GENERAL MEETING

1. ATTENDING THE MEETING

You are invited to join and participate in the meeting electronically via Zoom. You can register for the CIBD AGM here: https://ibd.zoom.us/webinar/register/WN_ff-IG6ryQcua2GE-swUotQ

We will also share the invite electronically via the newsletter in August. The deadline to register to attend the Zoom meeting is at 10:00 (BST, GMT +1) on Tuesday, 9 September.

2. APPOINTMENT OF PROXIES

2.1 If you are a member who is entitled to attend and vote at the meeting, you are entitled to appoint a proxy to exercise your rights to attend, speak and vote at the meeting and you should have received a proxy form [with this notice of meeting]. A proxy does not need to be a member of the Charity but must attend the meeting to represent you. You can only appoint a proxy using the procedures set out in these notes and the notes to the proxy form.

2.2 If you do not give your proxy an indication of how to vote on any resolution, your proxy will vote or abstain from voting at their discretion. Your proxy will vote (or abstain from voting) as they think fit in relation to any other matter which is put before the meeting.

2.3 If you wish your proxy to speak on your behalf at the meeting, you will need to appoint your own choice of proxy (not the chair) and give your instructions directly to them.

2.4 The notes to the proxy form explain how to direct your proxy how to vote on each resolution.

2.5 You can:

2.5.1 Appoint a proxy and give proxy instructions by returning the enclosed proxy form by post (see note **APPOINTMENT OF PROXY BY POST**) or via email at proxyvote@cibd.org.uk.

2.5.2 Register your appointment electronically (see note **[APPOINTMENT OF PROXIES ELECTRONICALLY]**).

3. APPOINTMENT OF PROXY BY POST OR EMAIL

3.1 To appoint a proxy using the proxy form, the form must be:

3.1.1 completed and signed; and sent or delivered to the Charity to Proxy Vote at

3.1.2 Mi-Voice,

First Floor,
The Arch Building,
Gaters Mill,
Mansbridge Road,
Swaythling,
Southampton,
England,
SO18 3HW

Or send via email at proxyvote@cibd.org.uk

3.1.3 received by the Charity no later than **10am BST (GMT +1) Friday 5th September 2025.**

3.1.4 [In the case of a member which is a company, the proxy form must be executed under its common seal or signed on its behalf by an officer of the company or an attorney for the company].

3.2 Any power of attorney or any other authority under which the proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.

3.3 If you have not received a proxy form and believe that you should have one, or if you require additional proxy forms, please contact support@mi-voice.com

4. **[APPOINTMENT OF PROXIES ELECTRONICALLY]**

4.1 [As an alternative to completing the hard-copy proxy form, you can appoint a proxy electronically by voting in advance by proxy. Mi-Voice will send an email with details on how to do this on the 13th of August. For an electronic proxy appointment to be valid, your appointment must be received by the [Charity] no later than 10am BST on Friday 5th September 2025.

4.2 This support@mi-voice.com email address should not be used for any other purposes unless expressly stated].

5. **CHANGING PROXY INSTRUCTIONS**

5.1 Members may change proxy instructions by submitting a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments also applies in relation to amended instructions; any amended proxy appointment received after the relevant cut-off time will be disregarded.

5.2 Where you have appointed a proxy using the hard-copy proxy form and would like to change the instructions using another hard-copy proxy form, please contact support@mi-voice.com.

5.3 If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence.

6. **TERMINATION OF PROXY APPOINTMENT**

6.1 You may terminate a proxy instruction but to do so you will need to inform the Charity in writing by either:

6.1.1 Sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment to the Charity. [In the case of a member which is a company, the revocation notice must be executed under its common seal or signed on its behalf by an officer of the company or an attorney for the company.] Any power of attorney or any other authority under which the revocation notice is signed (or a duly certified copy of such power or authority) must be included with the revocation notice.

6.1.2 Sending an email to support@mi-voice.com

6.2 In either case, the revocation notice must be received by the Charity no later than the 8th of September 2025 at 10.00 (BST) (09:00 UTC)

6.3 [If you attempt to revoke your proxy appointment but the revocation is received after the time specified, your original proxy appointment will remain valid unless you attend the meeting and vote in person].

6.4 Appointment of a proxy does not preclude you from attending the meeting and voting in person. If you have appointed a proxy and attend the meeting in person, your proxy appointment will automatically be terminated.

7. **COMMUNICATION**

7.1 Except as provided above, members who have general queries about the meeting should customer.support@cibd.org.uk (no other methods of communication will be accepted).

7.2 You may not use any electronic address provided either in this notice or in any related documents (including the proxy form) to communicate with the Charity for any purposes other than those expressly stated.

7.3 Voting on all resolutions will be conducted [on a show of hands **OR** by way of a poll]. [This is a more transparent method of voting where the Chair is appointed as proxy for multiple members, as it allows us to count each proxy vote separately; on a show

of hands, the Chair would only be able to raise their hand once in respect of all proxies held by them which are “for” a resolution, and/or once in respect of all proxies held by them which are “against” a resolution. As a result, a vote on a show of hands can produce a result that is not reflective of the wishes of the membership].

- 7.4 If you have registered to attend the AGM on Zoom, Mi-Voice will send you an email with more information on how to vote live at the AGM.
- 7.5 As soon as practicable following the meeting, the results of the voting will be [announced and] posted on the Charity’s website].