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Minutes of the Annual General Meeting of the Bio-Based and Biodegradable Industries Association (BBIA)

The AGM of the BBIA was held on 12pm (midday) of **Wednesday May 9th 2018** at Westminster, 4 Millbank, London SW1 to discuss and decide upon the following agenda:

1. Approval of the minutes of the AGM of October 6th 2017
2. Chairman's annual report on the activities of the BBIA
3. Treasurer's financial report for 2017 and budget for 2018
4. proposal for a new membership fee category for SMEs
5. proposal regarding the membership fees for 2019
6. election of the members of the Board including Treasurer, according to Category of membership
7. proposal for activities of the BBIA in 2018
8. any other business.

Present were the following members:

Biobag Ltd, Sphere Group/Biotec, Biome Ltd, REA, BASF GmbH, Vegware, Novamont, Futamura, Ecospray, Natureworks.

Given that more than half of the BBIA membership was present the AGM was quorate and able to discuss and decide upon the agenda.

The Chairman Andy Sweetman thanked members for being present and reminded them the BBIA was founded in June 2015 and has therefore achieved the end of the first period of Governance as provided for in the original Statutes approved then by Founder members. Therefore the current Board is up for re-election.

1. The Chairman presented the minutes of the last AGM on October 6th 2017 and asked for comments and changes. There were none, the members approved the minutes of the last AGM.
2. The Chairman read his report on the activities of the last year. Members thanked the Chairman for the report and approved of it.
3. The Treasurer read the results of the financial year which ended on December 31st 2017, being a seven month year. The finances are under control and finished with a surplus of £13,598 on the current account, and with reserves of £18,169. This excludes income brought forward from the previous accounting year being of received from the European Commission for the participation of BBIA in the RES URBIS project, which are ring fenced.

The membership approved the financial statement for 2017.

Likewise the Treasurer presented the budget for 2018 which, excluding the expenditures and future income from the RES URBIS project, amounts to £60,000 with a surplus predicted of £2,000.

4. The Chairman explained the proposal of the Board to create a new membership categories for SMEs modifying slightly what was agreed three years ago. The new fees and categories would be :

For companies with turnover of up to £500,000 fees are £1,500 per annum.

For sole Traders and Individuals with turnover of up to £100,000 the fees are £250 per annum. Neither category has voting rights nor can propose candidates for election as officers of the BBIA. The membership approved.

5. Regarding membership fees for other categories in 2019, the Board proposes to the AGM to leave them unchanged. The membership approved.
6. Referring to the election of the Board following the three years of the original Board being in place, the Chairman reported that there were no candidacies for the Board apart from those of existing Board members.

The Board members are elected on the basis of category of membership. These are

- (a) three members elected by Category A members
- (b) two members elected by Category B members
- (c) one member elected by Category C members
- (d) one member elected by Category D members

The candidacies received here

Category A

Tony Breton on behalf of Novamont who also is sole candidate as Treasurer;

Jens Hamprecht on behalf of BASF;

Kieran MacSweeney on behalf of Sphere Group/Biotec;

Category B

Harold Naylor on behalf of Biobag;

Andy Sweetman on behalf of Futamura;

Category C

Philip Charlton -Smith on behalf of Ecospray and

Category D

Jeremy Jacobs on behalf of the Renewable Energy Association.

Given the number of candidates fills the number of vacant places there would be no need for a vote. The members therefore approved the election of the new Board with those candidates as here described.

At its next meeting the Board should choose its Chairman and Vice Chairman who until then remain Mr Andy Sweetman and Mr Jens Hamprecht respectively. Meanwhile, Tony Breton is confirmed Treasurer.



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7. David Newman gave a briefing on the current policy situation which would take up BBIA's activities in 2018- the bioeconomy strategy; the resources and waste strategy; the plastics strategy; the Plastics Pact and other issues. He said it is important to get our voice across in the places where decision-makers meet and to this end welcomes the debate taking place today after the AGM, which will be hosted by Lord Chris Rennard in the House of Lords offices.
8. There being no other business, the meeting ended at 12,45pm

Signed.....

Andy Sweetman
Chairman

David Newman
Managing Director