

The Twelfth Annual General Meeting of the Allergen Bureau Ltd

held **via Teams and face to face**

on **Thursday 24th Thursday October 2024**

at **NMI, 104 Delhi Road, NSW.**

The Allergen Bureau will not enter into any discussion, activity or conduct that may infringe, on its part or on the part of its members and participants, any applicable competition laws. By way of example, members and participants shall not discuss, communicate or exchange any commercially sensitive information, including non-public information relating to prices, marketing and advertisement strategy, costs and revenues, trading terms and conditions and conditions with third parties, including purchasing strategy, terms of supply, trade programs or distribution strategy. This applies not only to discussion in formal meetings but also to informal discussions before, during or after meetings.

Welcome, apologies & proxies

The Chair opened the meeting at 9:00 am (AEDT) / 11:00 am (NZDT)

There being a quorum, the meeting proceeded.

Attendees

Attendees – Full Members

Samantha Cunninghame	Aryzta	In person
Jasmine Lacis Lee		In person
Chair	BVAQ	
	Coca-Cola South Pacific	Online
Maree Winther		
Debbie Hawkes	Hawkins Watts	In person
Caroline Gray	IFF	In person
Nerolie Dever	Sanitarium	In person
Jacqui Beach	Woolworths	In person
Paul Kelly	Woolworths	In person
Kirsten Grinter	Nestle	In person
Jeanelle Boyce	McDonalds	In person
	Integrated Food Solutions	In person
Tiffany Beer		
Ella Zea	Newly Weds Foods	In person
Jack Hill	Simplot Aus	Online
Kate Gilbert	Mars	In person
Tammy Truong	Genoa Foods	Online
Lisa Warren	Kraft Heinz	Online
Maiko Nakashima	Zensho	Online
Collin Naidu	BE Campbell	In person
Rob Burston	Bulla Foods	Online
Sim Sau Chein	Reckitt	Online
Lisa Sherry	Elisa systems	Online

Carolina Motto

Carolina Motto
Consulting

Online

Other members and attendees

Dean Stockwell	Allergen Bureau Board Member	Online
Penny Dellsperger	Coeliac Australia	Online Guest
Simon Brooke – Taylor	VSEP Member	In person
Tiffany Ma	Allergy & Anaphylaxis Australia	Guest
Nicole Koek	VITAL Co-ordinator	Guest
Natalie Hayllar	Allergen Bureau	In person / Presenter
Andrew Steele	GS1	In person / Presenter
Lisa Clark	Allergen Bureau	In person

Apologies

Fiona Fleming – FJ Fleming Food Consulting Pty Ltd
Tom Lewis – Allergen Bureau
Gavin Bucket – Gourmet Garden

Proxies Received:

Foster Clark – At Chair's discretion
IFP – At Proxy's discretion (Lisa Clark)
F J Fleming Food Consulting Pty Ltd – For all resolutions

Acknowledgment of Country (Australia)

Delivered by Jasmine Lacis-Lee, Allergen Bureau President

Minutes of the 11th AGM – 26 October 2023

No comments were made.

The Chair moved the Minutes of the 11th AGM for the Allergen Bureau Ltd – 26 October 2023, be accepted.

Moved: Caroline Gray, IFF Seconded: Debbie Hawkes, Hawkins Watts
Carried by resolution

Board Report

Jasmine Lacis-Lee Allergen Bureau President, spoke to the key points in the tabled Board Report for 2022-23, under the strategy pillars.

1. Evidence Based Science
2. Best practice Allergen Management Guidance and Resources
3. Key stakeholder acknowledgement
4. Global influence and Brand Recognition.
5. Good Governance and financial stability.

Finance Report

Debbie Hawkes Treasurer presented the F2023-2024 Finance Report.
The Treasurer moved that the Finance Report for the FY2022-23, as tabled, be accepted.

Moved: Debbie Hawkes Seconded: Jasmine Lacis-Lee

Declaration of Poll for the Allergen Bureau Ltd Directors

Lisa Clark explained the director nomination process and outcome.

Jasmine Lacis Lee and Caroline Gray stepped down from the Board, per the Allergen Bureau constitution.

Both nominated to stand again. No other nominations were received, therefore according to the Allergen Bureau constitution Jasmine and Caroline are automatically elected to the Allergen Bureau Board.

The Elected Board was declared to be:

- | | |
|---------------------|------------------------------|
| • Caroline Gray | IFF |
| • Jasmine Lacis-Lee | BVAQ |
| • Debbie Hawkes | Hawkins Watts |
| • Paul Kelly | Woolworths Australia Pty Ltd |

Other business

Three resolutions were put to members

1. Motion to Remove the Current Auditor:

"That Synectic Audit & Assurance Pty Ltd be removed as the auditor of The Allergen Bureau Ltd, effective immediately the 2024 AGM concludes."

The vote was carried by resolution.

2. Motion to Appoint the New Auditor:

"That Bentleys Tasmania Audit Pty Ltd be appointed as the auditor of The Allergen Bureau Ltd, effective immediately the 2024 AGM concludes, and to hold office until they or The Allergen Bureau Board determine otherwise."

The vote was carried by resolution

3. Motion to amend clause 34.4 to read as follows:

"A Members' circular resolution is taken to be carried if a simple majority of the votes cast agree to the circular resolution, in the manner set out in clause 34.5 or clause 34.6."

The vote was carried by resolution.

Also noted the 13th Annual General Meeting will be October 23rd, 2025, so save the date!

There being no other business, the Chair closed the Annual General Meeting at 9.30 am (AEDT) / 11.30am (NZDT).

Record of Votes

Motion One:

Samantha Cunninghame	Aryzta	For
Jasmine Lacis Lee	BVAQ	For
	Coca-Cola South Pacific	For
Maree Winther		
Debbie Hawkes	Hawkins Watts	For
Caroline Gray	IFF	For
Nerolie Dever	Sanitarium	For
Jacqui Beach	Woolworths	N.A.
Paul Kelly	Woolworths	For
Kirsten Grinter	Nestle	For
Jeanelle Boyce	McDonalds	For
	Integrated Food Solutions	For
Tiffany Beer		
Ella Zea	Newly Weds Foods	For
Jack Hill	Simplot Aus	For
Kate Gilbert	Mars	For
		No vote recorded
Tammy Truong	Genoa Foods	For
Lisa Warren	Kraft Heinz	For
		No Vote Recorded
Maiko Nakashima	Zensho	For
Collin Naidu	BE Campbell	For
Rob Burston	Bulla Foods	For
Sim Sau Chein	Reckitt	For
		No vote recorded
Lisa Sherry	Elisa systems	For
	Carolina Motto Consulting	For
Carolina Motto	Foster Clark	For
	IFP	For
	FJ.Fleming Food Consulting	For

Motion 2:

Samantha Cunninghame	Aryzta	For
Jasmine Lacis Lee	BVAQ	For
Maree Winther	Coca-Cola South Pacific	For
Debbie Hawkes	Hawkins Watts	For
Caroline Gray	IFF	For
Nerolie Dever	Sanitarium	For
Jacqui Beach	Woolworths	N.A.
Paul Kelly	Woolworths	For
Kirsten Grinter	Nestle	For
Jeanelle Boyce	McDonalds	For
Tiffany Beer	Integrated Food Solutions	For
Ella Zea	Newly Weds Foods	For
Jack Hill	Simplot Aus	No Vote recorded
Kate Gilbert	Mars	For
Tammy Truong	Genoa Foods	For
Lisa Warren	Kraft Heinz	For
Maiko Nakashima	Zensho	No Vote Recorded
Collin Naidu	BE Campbell	For
Rob Burston	Bulla Foods	For
Sim Sau Chein	Reckitt	For
Lisa Sherry	Elisa systems	No vote recorded
Carolina Motto	Carolina Motto Consulting	For
	Foster Clark	For
	IFP	For
	FJ.Fleming Food Consulting	For

Motion 3:

Samantha Cunninghame	Aryzta	For
Jasmine Lacis Lee	BVAQ	For
Maree Winther	Coca-Cola South Pacific	For
Debbie Hawkes	Hawkins Watts	For
Caroline Gray	IFF	For
Nerolie Dever	Sanitarium	For
Jacqui Beach	Woolworths	N.A.
Paul Kelly	Woolworths	For
Kirsten Grinter	Nestle	For
Jeanelle Boyce	McDonalds	For
Tiffany Beer	Integrated Food Solutions	For
Ella Zea	Newly Weds Foods	For
Jack Hill	Simplot Aus	For
Kate Gilbert	Mars	For
Tammy Truong	Genoa Foods	For
Lisa Warren	Kraft Heinz	For
Maiko Nakashima	Zensho	For
Collin Naidu	BE Campbell	For
Rob Burston	Bulla Foods	For
Sim Sau Chein	Reckitt	For
Lisa Sherry	Elisa systems	For
Carolina Motto	Carolina Motto Consulting	For
	Foster Clark	For
	IFP	For
	FJ.Fleming Food Consulting	For