

The Thirteenth Annual General Meeting of The Allergen Bureau Ltd

held **via Teams and face to face**

on **Thursday 23rd Thursday October 2025**

at **The Grounds, Alexandria Sydney, 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 2:00 pm (AEDT).

There being a quorum, the meeting proceeded.

Attendees

Attendees – Full Members

Alison Wright	Aryzta	In person
Jasmine Lacis Lee		In person
Chair	MNAQ	
Dinusha Palmer	MNAQ	In person
	Coca-Cola South Pacific	Online
Maree Winther	Hawkins Watts	In person
Debbie Hawkes	IFF	In person
Caroline Gray	Woolworths	In person
Jessica Feather	Woolworths	In person
Jacqui Beach	Woolworths	In person
Paul Kelly	Woolworths	In person
Kirsten Grinter Cindy	Nestle	In person
Pickard Tammy	Simplot Australia	In person
Truong Maiko	Genoa Foods	Online
Nakashima Caroline	Zensho	Online
Proud	Danone Nutricia	In person
Rob Burston	Bulla Foods	Online
Karin Blacow	Commercial Food Sanitation	In person
Kersten Velser	Ferrero	Online
Stefania Pollo Mattiot	Ferrero	Online
Linda Derett	Metcash	In person
Lionel Henderson	Omnisova Pty Ltd	
Associate Members	Associate Member	Online
Caroline Power	Associate Member	In person
Tiffany Beer		

Allergen Bureau

Informing the food industry

Amanda Evans-Lara	Associate Member	In person
Other invited attendees		
Dean Stockwell	Allergen Bureau Board Member	In person
Robin Sherlock	Safe Food Queensland	In person
Amanda McCarthy	BRCGS	In person
Ellen Bird	KX10	In person
Simon Brooke – Taylor	VSEP Member	In person
Cristina Lesseur	Cristina Lesseur Consulting	In person
Nicole Koek	Allergen Bureau	In person
Natalie Hayllar	Allergen Bureau	In person
Tom Lewis	Allergen Bureau	In person
Alice Doyle	Allergen Bureau	In person
Lisa Clark	Allergen Bureau	In person

Apologies

Fiona Fleming – FJ Fleming Food Consulting Pty Ltd

Proxies Received:

Françoise LEMOINE - AgroM service in favour of the meeting Chair

Acknowledgment of Country (Australia)

Delivered by Jasmine Lacis-Lee, Allergen Bureau President

Minutes of the 12th AGM – 24th October 2024

No comments were made.

The Chair tabled the Minutes of the 12th AGM for the Allergen Bureau Ltd – 24 October 2024, and called for any questions or discussion. There being none, the Chair called for a motion that the Minutes 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 2024-25 Board Report , noting key achievements and future plans under the strategy pillars.

- Setting the Gold Standard in food allergen risk management and labelling
- Uniting the Food Allergen Management Community Through Collaboration
- Leading Globally with the VITAL® program
- Empowering Industry through education and training.
- Advocating for greater awareness to promote informed consumer choices.

Finance Report

Debbie Hawkes (Treasurer) presented the F2024-2025 Finance Report and called for any questions or discussion.

There being none, the Treasurer moved that the Finance Report for the FY2024-25, as tabled, be accepted.

Declaration of Poll for the Allergen Bureau Ltd Directors

Lisa Clark explained the director nomination process and outcome.

Paul Kelly and Debbie Hawkes stepped down from the Board, as per the Allergen Bureau constitution. Both were entitled to renominate.

Debbie did not choose to nominate again. A heartfelt thank you was given to show appreciation for Debbie's contribution over her 8 year journey in that role.

Paul did choose to renominate.

Jeanelle Boyce from Member company McDonalds also nominated.

No other nominations were received, and as the number of nominations did not exceed the number of vacant positions, Paul and Jeanelle were declared elected to the Allergen Bureau Board.

The Elected Board for the coming year was declared to be:

• Caroline Gray	IFF
• Jasmine Lacis-Lee	MNAQ
• Jeanelle Boyce	McDonalds Australia
• Paul Kelly	Woolworths Australia Pty Ltd

Other business

No other business was brought forward.

Members were asked to note the date of the 14th Annual General Meeting – October 22nd, 2026 – in their diaries

There being no other business, the Chair closed the Annual General Meeting at 2.30 pm (AEDT) .