

13. SECRETARIAT

It should be self-evident, but it probably isn't, that the job of secretary of an organisation like SAAFoST is one of the biggest of the branch and Council functions. In the early days the minutes were typed and pasted into a minute book. Membership records were manually updated. The secretary also had to generate and duplicate notices and invoices, fold them, stuff several hundred envelopes (later over a thousand for national mailings) and post notices for every meeting. Initially the secretary also had to label and stand in bulk-posting queues to send out notices monthly.

The secretary was also expected to keep and update records of all members continuously, answer and redirect correspondence, investigate and answer member queries, send out annual invoices to members, bank and correlate the payments and then issue receipts as requested.

This is mentioned to generate some understanding of the job our secretaries did on a voluntary basis for decades, and to explain why it was difficult to find people to undertake this task accurately and efficiently. Since the 1980s computers have become more and more part of everyday use and they have eased the burden of secretaries considerably. The advent of increasing e-mail usage during the 1990s also facilitated communications and eased the lot of the secretary such that e-mail has largely eliminated the need for using the postal services. It is appropriate to honour the SAAFoST secretaries by remembering them as follows:

- 1960 – Mr AM Lewis (I & J) - refer to Section 5
- 1962 – Professor CJB Smit (University of Stellenbosch)
- 1964 - Dr BH Koeppen (Stellenbosch University)
- 1965 – Ms Christine Checkley
- 1966 – Mr AB Truter (Western Province Fruit Research Institute)
- 1970 – *Food Industries of South Africa* (then the official journal) provided secretarial services but these arrangements were short lived.
- 1972 – Mr Brian Marshall (Fishing Industries Research Institute)
- 1973 – Mr Brian McCormack (*SA Food Review*)
- 1975 – Mr Douglas Lincoln (Editor of *Food Review* - National Publishing). Membership started to increase significantly at this time
- 1979 – Mrs Gill Loubser (Editor of *Food Review*)
- 1982 – Mrs Anthea Barker (Assistant Editor of *Food Review*)
- 1983 – Mrs Sharon James a paid secretary in the office of Review Publications
- 1984 – Miss S Visage (Shared secretary with Dept. of Food Science – Stellenbosch)
- 1985 – Mrs Riana Els (Shared secretary with Dept. of Food Science – Stellenbosch)
- 1985 = Mrs M E Lawrie (Shared secretary with Dept. of Food Science – Stellenbosch)
- 1986 – Mrs Penny McDonald in Edenvale – paid on a half day basis
- 1993 – Dr Maurice Kort, Durban (who, working from his flat, introduced a new level of professionalism to SAAFoST secretarial services)

2004 - van der Walt & Co – (Mr Jean Venter). Secretarial service providers for a number of associations.

2008 – Turners Conferences and Conventions (Pty) Ltd. (Mr Dudley Randall)

By 2010 SAAFoST was receiving a comprehensive and complete secretarial service covering all administrative, website and financial activities.