

25th October 2017

SAAFoST COUNCIL MEETING MINUTES		
Minutes of the SAAFoST Council Meeting held at City Lodge OR Tambo International Airport on Wednesday, 25 th October 2017 at 09h00		
MEMBERS PRESENT		
Lucia Anelich	President	Anelich Consulting
Anza Bester	Vice President	Merieux NutriSciences
James McLean	Treasurer & President Elect	Hilltop Food Ingredients
Owen Frisby	Executive Director	SAAFoST
Gunnar Sigge	President (2010-2013) ex officio	Dept. Food Science, SU
Jessica Kemp	Chair: Northern Branch	Deli Spices
Thapelo Mashego	Chair: KZN Branch	Kerry Ingredients
Catherine Chisindi	Northern Br Representative	Novozymes SA (Pty) Ltd
Gerda Botha	SACNASP Representative	SACNASP
Virosha Basdeo	National Secretary	Turners Conferences
BY INVITATION		
Irene Burke	Membership Development Officer	SAAFoST
APOLOGIES		
Tricia Fitchet	Editor: FST	SAAFoST
Ingrid Woodrow	Chair: Northern Branch	IMCD South Africa
Madelein Jansen	KZN Br Representative	Kerry Ingredients
Melanie Naidoo	Cape Br Representative	KWV

No	Item	Action	Date
1	WELCOME AND APOLOGIES		
1.1	<p>President Lucia Anelich welcomed the new Council Members to the SAAFoST Council Meeting and apologies were noted.</p> <p>It was further noted :</p> <ul style="list-style-type: none"> • Catherine Chisindi would be leaving the meeting at lunchtime. • Warren Poole from Nedbank Private Wealth was scheduled to give a presentation at 11.00 • Council meeting to end by 3pm. 		
1.2	Lucia Anelich highlighted the following points to Council :		

	<ul style="list-style-type: none"> • She encouraged participatory meetings and members should advise if they agreed or did not agree to decisions with justification. • Decisions that are made at Council stand, as Council is the decision making body of SAAFoST. If a decision made at Council changes then members would have to regroup and have a discussion around it. • Members must go through the minutes for accuracy when they receive (H) them . • If a member takes on a task an outcome and completion of that task is what Council would require from that member. • There are 2 main focus areas that will be looked at further during this term of office: <ul style="list-style-type: none"> - Developing the young professionals group sector MY SAAFoST - Marketing and Communications and developing the website • Information for Branches : <ul style="list-style-type: none"> - Owen Frisby is the supportive role for the branches - Tricia Fitchet designs the notices at a cost to each branch - Branch reports must be submitted to Turners 7 days before Council Meetings and must include a financial report. - Branches need also do a yearly financial report, therefore the treasurer of the branch must be capable of reporting as requested. • David Watson is the Congress Chair for 2019 and will be invited to attend Council meetings closer to the congress. 		
2	READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS		
2.1	<p>Point 4 - date should read 1 June 2017.</p> <p>One additional item added to the Agenda under point 10 – Congresses and Events</p> <ul style="list-style-type: none"> • Events for 2018 		
3	READING & CONFIRMATION OF MINUTES		
3.1	The minutes of the meeting of the 1 st June 2017 were distributed to the Council Members beforehand.		
3.2	The minutes were approved by Owen Frisby and seconded by James McLean.		
4	MATTERS ARISING FROM PREVIOUS MINUTES - 1st June 2017		
4.1	<p>8.1 Career Roadshow</p> <p>As per previous minutes where Council agreed that:</p> <ul style="list-style-type: none"> • The roadshows should continue but students are targeted earlier in the process. • Grade 9 learners should be targeted through an electronic communiqué. • Engage with Tertiary Institutions • Target 1st year students <p>There was a discussion and the following points were further highlighted :</p> <ul style="list-style-type: none"> • Target 2nd year students as they are more aware and mature 		

<ul style="list-style-type: none"> • Provide information pack to students when they register at University. • Approach academic institutions for contact details of students that registered for Food Science in order to forward a communiqué. • Target the Education Department for information on how they promote the various careers opportunities to students. • Try and get students at branch level more active at early stages and who would be able advocate for Food Science and Technology into the schools. • Food Science departments are very keen to continue with the roadshows in the present state. • Prepare a SAAFoST presentation at branch level. • Target schools to promote SAAFoST so children at school have a bigger variety of things to choose from to make a career decision. • Universities will not be keen to have SAAFoST do a presentation as other societies will want to do the same. • Get students that have decided to do Food Science involved with SAAFoST at an early stage and keep them in Food Science by getting them involved in SAAFoST. • Do something new on the website to target school kids and parents about career opportunities • Google Search for careers in technology or science gets directed to the SAAFOST website. • Develop a QR code for the new website and business cards. • A Facebook page just for students, with fun things for students to do. • An annual quiz to attract school kids. <p>It was decided that all the ideas to target school children at school level falls underneath the Young Professional Student Chapter, who will develop it further and come to back to Council with ideas, and support if needed.</p> <p>The Career Roadshows continue as they are currently in the final year and a presentation to made to first year students informing them about careers. This responsibility will lie with OJF to organize and manage.</p> <p>The website is going to be upgraded and the suggestions made for the website would be looked at to make sure there is a proper Young Professional Student Interest page with information and presentations that can be downloaded, etc.</p> <p>9.2.2 Food Evolution Movie</p> <p>The movie is available on I-Tunes for R120 to download. A word of caution was expressed about copyright if the movie was to be shown at different branches. OJF to check this beforehand.</p> <p><i>* Lucia to include a note in the President's letter advising industry that the movie is available to download.</i></p>	<p>Jessica and committee</p> <p>OJF</p> <p>LUCIA</p>	
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5	MOTIONS & PRESENTATIONS & DOCUMENT SIGNING		
5.1	Motion		
5.1.1	A motion was passed to accept the budget once discussed in its provisional format as there were one or two items outstanding.		
6	FINANCES OF THE ASSOCIATION		
6.1	<p>Budget</p> <p>James reported :</p> <ul style="list-style-type: none"> - The draft budget that was accepted tentatively had a deficit of R785 000 forecast for the year. - Anticipation of an income of approx. R 1 940 000 predominantly from membership fees, including R100 000 budgeted for 2 workshops. - Expenses are budgeted at R 2 700 000 - R535 000 for FST, no advertising has been budgeted and that could change. - Website revamp budgeted at R250 000 - Branch expenses budgeted at R95 000 and would be recalculated - R65 000 revenue was budgeted from the branches - Every year SAAFoST gave money to Foundation for bursaries, etc. Congress has made an approx. surplus of R1.1 million and Lucia proposed R300 000 be given to Foundation in 2017 and the same in 2018. 		
	<p>James McLean explained the funding model for the branches. Branches should be self-funded, and any surplus from branches to go into central with a note made of how much it was. If a branch had no money it would need to put in a request in writing, for funds to be made available.</p> <p>Gunnar advised that a branch has a prerogative to request money from the congress surplus for specific initiatives, when it organized the Congress.</p>		
6.2	Report (State of Finances)		
6.2.1	<p>Bank Account Balances</p> <p>ABSA 92058200197 R 177 000.00</p> <p>Nedbank R1 300 000.00</p> <p>Investments R3 300 000.00</p>		
6.2.2	<p>Invoices for membership fees would be going out in November so there would be more income from December through to March 2018.</p> <p>Once the Congress accounts had been finalized , the surplus would then be transferred into the Central account.</p> <p>Concern was raised that SAAFoST being a PBO has R4,6 million in the bank therefore concrete plans need to be put in place.</p> <p>When the new website comes into effect SAAFoST might also look at employing a 3rd person to look after marketing and communication. Therefore, another salary needed to be budgeted for.</p>		

6.2.3	<p>Council agreed to transfer R300 000 to the Foundation in 2017 and another R300 000 in 2018.</p> <p>The provisional budget outlined by James was agreed upon by Council with 2 outstanding items :</p> <p>Performance appraisal for 2 salary increases which will be finalized at the beginning of December.</p>		
6.2.4	<p>Cape Branch Budget</p> <p>The proposed Cape Branch budget was submitted to James and was presented to Council by Jessica.</p> <p>The Cape Branch made a request for R150 000 from the Congress surplus.</p> <p>James suggested that the budget be reviewed with the Cape Branch activities and the Young Professional Chapter separated. The template should also be shared with the Northern Branch and KZN Branch.</p> <p>Lucia would like to see a plan / structure for My SAAFoST/ Young Professionals before a budget is approved.</p> <p>Funds were budgeted for Northern Branch and KZN Branch. However, Council would like a written plan from each branch.</p> <p>It was agreed that R150 000 be paid to Cape Branch from the Congress surplus over 2 years and R50 000 for MY SAAFoST to the Cape Branch over 2 years.</p> <p><i>* Jessica to make contact with the other branches and start to draw in ideas and costings, which would be discussed and approved if viable.</i></p> <p><i>* Jessica to come back with a national budget for My SAAFoST within the next 2 weeks.</i></p>	JESSICA	
6.4	<p>Investment Portfolio</p> <p>There was a presentation by Warren Poole from Nedbank Private Wealth.</p> <p>An information pack was circulated to Council for investments managed by Nedbank Private Wealth as at 20 October 2017.</p> <p>The recommendation was that no changes should be made at this time, but Warren would certainly keep a watchful eye on developments and advise of any changes, when appropriate.</p>		
7	MEMBERSHIP		
7.1	Membership Update		
7.1.1	<p>Turner's membership statistics report, as well as the Membership Development Officer's report, were circulated to Council members electronically prior to the meeting.</p> <p><u>Irene briefly reported:</u></p> <ul style="list-style-type: none"> - Emphasis this year was about keeping the members. - Comparing the suspended member number from last year, 48% less members were suspended this year. People were becoming more aware of SAAFoST. - Not much feedback received from suspended members survey but almost all 		

	<p>indicated it was a financial issue.</p> <ul style="list-style-type: none"> - 101 people on the pending list. - The Students Onsite page is active and gets updated every 2 weeks. 		
7.1.2	<p>Gunnar commented that according to the stats student numbers are always on the increase however they do not spill over into membership. Nearly half of the membership are students who don't pay a cent.</p> <p>This emphasizes the importance of the Student and Young Professional initiative and it was very important to start to see the increase in numbers of actual paying members.</p> <p>Gunnar further suggested that the student membership fee should be reviewed, however Council agreed to stay with the decision made at Exco on the 31 May which was to continue not having student to pay fees – this was when Lucia raised the same issue.</p> <p>SAAFoST should be involved in the curricula at an earlier stage and consequently over a longer period of time via the SAAFoST Career show in order to introduce themselves to the association and create an ongoing awareness especially through social media, of its value to students.</p> <p>It was further decided that in October 2018 the student fee would be reviewed.</p>		
8	SAAFoST FOUNDATION		
8.1	<p>Update</p> <p>LA and GS attended the SAAFoST Foundation meeting on the 24th October.</p> <p>Irene reported on the bursary applications:</p> <ul style="list-style-type: none"> - 6 applications were received in criteria for the matriculate (Matric) bursary. - 5 new bursaries were agreed upon as 13 bursaries were finishing in 2017. - For the first time, starting in 2018 there will be a part time bursary for full members to finish their studies ie. BSc Honors or BTech. - Bursary fees have been increased from R30 000 to R35 000. - Approx. R800 000 a year in bursaries is paid out by the Foundation. <p>Jessica advised Council that students are not aware of the bursary amount that the Foundation gives.</p> <p>Thapelo suggested getting bursary recipients to present at (Custodian?) SAAFoST events so that industry can see who the students are that they sponsor.</p>		
8.2	<p>Gunnar suggested that SAAFoST market the Foundation to industry by having an executive breakfast where decision making people of companies are invited to listen to a high-powered speaker and the Foundation presentation can also be presented.</p> <p><i>* Anza to speak to Dave Watson about the breakfast idea.</i></p>	ANZA	
9	INTERNATIONAL RELATIONS / LIAISON		
9.1	IUFoST		
9.1.1	<p>Lucia reported:</p> <ul style="list-style-type: none"> - The World Congress is in Mumbai in India next year. - There was no longer a Quiz Bowl nor a Global Food Industry Award for new 		

	<p>products.</p> <ul style="list-style-type: none"> - The Programme for the World Congress was a challenge and there are concerns about things that have not gone out in time. - Call for new Fellow nominations went out recently. SA has three IAFoST Fellows: Lucia Anelich, Nigel Sunley and John Taylor. - Lifetime Achievement awards were sent out and 3 out of the 4 nominations received will be supported by SAAFoST: John Taylor, Piet Steyn and Wentzel Gelderblom. - Eugene Cloete will be nominated by Owen in his personal capacity. - Total structure has changed and new by-laws are being looked at with a very simple constitution in place. 		
9.2	IFT		
9.2.1	<p>Gunnar Report :</p> <ul style="list-style-type: none"> - There has been no movement on joint membership. - IFT has a Global Food Traceability Centre that is looking at partnering with SAAFoST to some extent. - Gunnar is still involved on the Scientific Committee for the Annual event next year in July. Part of which is liaison on the Emerging Leaders Network. - Gunnar is also involved on a task force called Division Champions Team which is an oversight committee looking at some of the problems that divisions have. - Jessica has been invited to the Young Professionals Task Team. - Board of Directors nominations are out and Gunnar has been through the interview stage. - There is a lot of contact with IFT mainly around the conference and Emerging Leaders Network and Student Association. - Feedback from IFT people who attended SAAFoST Congress was very positive. 		
10	CONGRESSES & EVENTS		
10.1	<p>Events for 2018</p> <p>There were 2 possibilities:</p> <ul style="list-style-type: none"> - The Food Fraud / Food Myths event to be held maybe in the first half of the year. - Climate Change and how it affects food production and food processing, possibly to be held in the second half of the year. - Looking at full one day symposiums for both events. - The events will take place in the Gauteng region however if there was enough interest it could possibly take place in Cape Town as well. <p>It was agreed by Council to go ahead with the events mentioned and that OJF would start working on this ahead of time.</p>	OJF	
10.2	SAAFoST Congress 2017		

	<p>Gunnar reported:</p> <ul style="list-style-type: none"> - Final number of delegates 598 delegates and 11 accompanying persons, Sensory Workshop – 60 delegates and ILSI workshop – 52 delegates. - Program for Congress included 132 oral presentations including keynote and plenary presentations and 95 poster presentations. - Social Events : Opening Cocktail – 124 delegates, congress banquet – 226 delegates and Young Scientist evening – 75 delegates. - Exhibition was sold out and contributed about R350 000 to the total surplus. - Provisional surplus is R1 124 718.00. <p><i>*Once the final numbers are in Lucia will write a letter to the Organising Committee to Congratulate and thank them.</i></p>		
11	PUBLICATIONS AND MEDIA		
11.1	<p>FST</p> <p>Tricia Fitchet fell ill at the end of the Congress and was hospitalized with encephalitis. She is unable to work until January. It was decided at Exco to wait until end November when her medical report was out before taking any decisions.</p> <p>There was no alternative person who could step in as editor for the magazine.</p> <p>Gill Loubser was suggested as a temporary stand-in to do the magazine if Tricia was still not well.</p> <p>The next issue of FST will be in April 2018.</p>		
12	FOOD ADVISORY CONSUMER SERVICE (FACS)		
	<p>OJF briefly reported on FACS and the following points were highlighted:</p> <ul style="list-style-type: none"> • The disrupted links on the FACS website caused by the movement of the website to the new, “Word Press” platform were being attended to and would be sorted out by end of week with assistance from Hein Jonker via Turners. • 4000 leaflets were couriered to Print and Packaging Media as inserts in the October issue. • There was still some money in the budget for another print run of a redesigned leaflet expected to be printed before year-end. 		
13	REGULATIONS		
	<p>Owen gave an update(d) on regulations.</p> <ul style="list-style-type: none"> • There was a FLAG meeting at the Dept. of Health on 28 September. Messrs Luterek, Sunley and Frisby represented SAAFoST. • The meeting was very well attended. • A new, annotated version of the FLAG Terms of Reference was circulated as part of the ED report to Council members. • A schedule of pending regulations was also part of the ED report. • The Dairy Standards Agency had raised concern about the quality of milk due to rapidly rising coliform levels and the presence of <i>Brucella</i> and <i>Listeria</i> - 		

	<p>concern was expressed that some unpasteurized milk in rural areas was being sold as pasteurized. The minutes of the FLAG meeting are available on a confidential basis to interested members of Council.</p> <p>Lucia reported :</p> <ul style="list-style-type: none"> • The General Hygiene of Food Premises regulations i.e. the old R962 which was currently in circulation(ed) had been submitted to the legal unit for publication. • No more comments will be accepted by the Dept. of Health. <p>Anza reported :</p> <ul style="list-style-type: none"> • The sodium regulation amendment update had been published. • The SOP guidance documents are available from Anza Bester. A lot of emphasis was on the manufacturing side. It was still open for comment and had not been published as the final official document. 		
14	SAAFoST MAJOR OBJECTIVES 2016		
14.1	<p>Electronic membership system – update</p> <p>The membership database has been developed and on Friday 22 October the current membership spread sheet was updated and emailed to the developers to import into the new membership database instead of Turners manually capturing 2000 members. The developers were busy testing and grouping the information together as well as creating the 2018 invoices. The invoices should go out within a week if all goes well.</p> <p>LA commented that the optional R100 donation for the SAAFoST Foundation must be put in place so that members have that choice.</p> <p>A request was made for Council members to test the database.</p> <p><i>* Virosha to check with the developers and advise Council.</i></p>	VIROSHA	
14.2	<p>Marketing SAAFoST - update</p> <p>Lucia reported :</p> <ul style="list-style-type: none"> • At the last meeting Tricia agreed to manage a new committee on Marketing and Communications for SAAFoST. This committee would also take over all communications on social media. • Hippo communications were given notice at the end of August that their monthly contract would expire end September. • Lucia has been in contact with a marketing company and suggested that they do a presentation at the next Council meeting. • There is a budget put in place for Marketing with an intention of contracting somebody to do the marketing and communications from an outside prospective. Tricia would still be the person to coordinate everything. • With Tricia not well, everything was on hold. However Lucia will continue 		

	<p>liaising with the marketing company to get them on board.</p> <ul style="list-style-type: none"> • Lucia was also liaising with a website developing company to redevelop the SAAFoST website. The costing put aside for the redevelopment is R250 000. • There was also a budget for Tricia who will work with the developer and possibly bringing her onboard full time on a contract basis do the whole marketing, including the website, etc. <p>Lucia asked Jessica and Thapelo if they could continue to update the Facebook and Twitter while Tricia is not available.</p> <p>Jessica suggested that Tricia's tasks be split amongst the rest of the committee.</p> <p><i>* Lucia asked Irene to get the committee together and divide up the tasks.</i></p>	IRENE	
<p>14.3</p>	<p>MY SAAFoST</p> <p>Jessica presented to Council and the following points were highlighted:</p> <ul style="list-style-type: none"> • There was a break away session at congress for young people where over 80 people attended. • The My SAAFoST concept was brainstormed by means of group discussions. • All the information received from this session would be looked at in detail and a report will be submitted to Council. • There was definitely a need for a Student Young Professional Division as young members want to be involved in the Association. However they do not know how and who to ask for help. Therefore, creating visibility and structures would assist. • My SAAFoST should function semi independently from the SAAFoST branches, for young people by young people and also give the branches and national an opportunity to mentor potential future committee members. • There was a need for greater integration and communication between regions and setting up My SAAFoST regional branches as well as assign roles to individuals and mimic the way that SAAFoST is currently structured. • Set up an independent My SAAFoST constitution. • Branches act as mentors for their local chapters and could maybe have My SAAFoST representatives sit in on Committee meetings. • Students were excited about getting something to put on their CV's. <p>Events</p> <ul style="list-style-type: none"> • Young people attend events that are of interest, networking in particular and factory tours. • Transport to events was a challenge for students therefore look at safe and affordable transport for events. • Encourage the My SAAFoST branch to try and host one event per academic quarter. • Great desire for mentorship that could integrate with the website by creating profiles of members on a website database similar (ly) to the Linked In idea as well as look at peer mentorship. 		

	<ul style="list-style-type: none"> Using CPD points for mentorship. <p>National Level</p> <ul style="list-style-type: none"> Setup a sub-group that people have roles which would help keep them on top of things work volume wise. Envisage two structures – SAAFoST National and branch level. Regional will have a chair and vice chair and 3 to 8 other members who will be tasked to engage with their region members. Send out application forms in February asking members to volunteer however the Foundation bursary recipients are the ideal candidates who have already been involved in the My SAAFoST breakaway session and could be leaders to start their own little groups. <p>Financial Support</p> <ul style="list-style-type: none"> Looking at bursaries and travel grants and also giving financial support to the My SAAFoST Branch so there is a cash flow to plan and present (event). Have an Amanda Minnaar Legacy bursary or prize. <p>It was decided that if the My SAAFoST name was to change it should change in the beginning instead of a later stage.</p> <p>Lucia suggested that a set of By-Laws be set out instead of writing a separate constitution from SAAFoST. By Laws are easier to change than a constitution.</p> <p>It was agreed that there should be a core group of people to come together and brainstorm the Young Professionals and Student chapter.</p> <p>The regions agreed upon were Cape, Gauteng, KZN and Free State at R30 000 a region totaling to R120 000 for 2018.</p> <p>R60 000 for the brainstorming session R10 000 for the logo Total set aside for MY SAAFoST is R190 000 which was agreed by Council. Lucia thanked Jessica for her hard work.</p>		
15	TASK TEAM, BRANCH, ED & MDO REPORTS		
15.1	<p>Brief Updates</p> <p>There were no branch reports to present.</p> <p>Executive Director</p> <p>The Executive Director report was circulated electronically to Council before the meeting.</p>		
16	SACNASP		
	<p>Gerda briefly discussed the CPD system and highlighted the following :</p> <ul style="list-style-type: none"> The CPD portal on the SACNASP website is up and running, (one) members will register and create a CPD profile for themselves. 		

	<ul style="list-style-type: none"> - The onus would be on the individual to prove that he/she has participated in events and activities. - There was a guideline for claiming points - available from Gerda. - SAAFoST is registered as a Voluntary Association and service provider. - A small task team had been put together to keep testing the system. - One has 5 years to get all 25 points in three categories. - Council was encouraged to join and test the system. - SAAFoST should encourage and offer events with CPD points. 		
17	ADDITIONAL ITEMS & GENERAL		
17.1	<p>SARS tax exemption certificate</p> <p>The Constitution was submitted to the Tax exemption Department. BDO is currently awaiting feedback and follow up emails have been sent with the latest email being on the 18 October, with no reply from SARS.</p>		
17.2	<p>POPI Act</p> <p>Lucia asked for the POPI Act to be removed from the agenda.</p>		
18	Date of Next Council Meeting and Subsequent Meetings		
18.1	<p>The next meeting will take place as follows:</p> <p>Exco and Foundation Meeting: 13 March 2018</p> <p>Council Meeting: 14 March 2018</p>		
18.2	<p>LA thanked the Council for all their hard work and wished everyone well.</p> <p>The meeting closed at 15h00.</p>		