

01 June 2017

<b>SAAFoST COUNCIL MEETING MINUTES</b>		
Minutes of the SAAFoST Council Meeting held at City Lodge OR Tambo International Airport on Thursday, 01 <sup>st</sup> June 2017 at 09h00		
<b>MEMBERS PRESENT</b>		
Dr Lucia Anelich	Acting President	Anelich Consulting
Anza Bester	Vice President	Swift Silliker
Prof Gunnar Sigge (GS)	Chair: Cape Branch	University of Stellenbosch
Russell Hove	Chair: KZN Branch	Pakco
Rosie Maguire	Treasurer & IUFoST Liaison	In Essence
Grant Momplé	Cape Br Representative	Consultant
Jacques van den Berg	Cape Br Representative	Coca Cola
Shobana Naidoo	KZN Br Representative	Imana Foods
James McLean	KZN Br Representative	Hilltop
Dr Hanita Swanepoel	N Br Representative	Central University of Technology
Ryan Ponquett	Immediate Past President	Kerry
Nigel Sunley	Industry/Regulation Liaison	Sunley Consulting
Prof Naushad Emmambux	N Br Representative	University of Pretoria
Owen Frisby	Executive Director	SAAFoST
Gill Slaughter (GVS)	National Secretary	Turners Conferences
<b>BY INVITATION</b>		
Irene Burke	Membership Development Officer	SAAFoST
Tricia Fitchet	Editor: FST	SAAFoST
<b>APOLOGIES</b>		
Denise Metcalfe	Chair: Northern Branch	University of Johannesburg

No	Item	Action	Date
<b>1</b>	<b>WELCOME AND APOLOGIES</b>		
1.1	Acting President Lucia Anelich welcomed the Council Members to the last SAAFoST Council Meeting for the current council and apologies were noted.		
<b>2</b>	<b>READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS</b>		
2.1	Two additional items were added to the Agenda under additional Items. 17.4.1 Belgian Group		

	17.4.2 IFT Food Evolution movie		
<b>3</b>	<b>READING &amp; CONFIRMATION OF MINUTES</b>		
<b>3.1</b>	The minutes of the meeting of the 2 <sup>nd</sup> of March 2017 were distributed to the Council Members beforehand.		
<b>3.2</b>	The minutes were approved by GS and seconded by RM.		
<b>4</b>	<b>MATTERS ARISING FROM PREVIOUS MINUTES - 2 March 2017</b>		
<b>4.1</b>	<b>Turners Membership Software</b> GvS reported that the membership software is almost complete, VM consulting are adding the charity section and the system should be ready for testing in the next couple of weeks.		
<b>4.2</b>	<b>SASDT</b> – LA confirmed that a letter of congratulations was sent to the SASDT Council on the occasion of their 50 <sup>th</sup> Annual Symposium and invited guest speaker, RM congratulated the council during her presentation.		
<b>5</b>	<b>MOTIONS &amp; PRESENTATIONS &amp; DOCUMENT SIGNING</b>		
<b>5.1</b>	<b>Motion</b>		
<b>5.1.1</b>	LA / RM confirmed that IUFoST will be having their governing council meeting during SAAFoST2017 and proposed the following: <ul style="list-style-type: none"> <li>- SAAFoST2017 cover the cost of 11 council members registration (including Lucia, Rosie and IUFoST President, Diedrich Knorr), the meeting room and catering for two days and a VIP dinner.</li> <li>- IUFoST will cover the council members travel and accommodation.</li> <li>- A number of council members will speak at the congress as well.</li> </ul> The motion was unanimously accepted by the council and passed.		
<b>5.1.2</b>	RM advised that Ivo Vegter, who has won the SAAFoST Meritorious Award for Journalism three times, offered the Association a 50% discount on his Congress speaking fees. RM proposed that in future the Award nomination form includes a clause that the nominee may be asked to talk at a SAAFoST event or congress at no charge. SAAFoST will cover their travel and accommodation costs.  The motion was tabled and accepted by GS and seconded by NS. The motion was passed.		
<b>6</b>	<b>FINANCES OF THE ASSOCIATION</b>		
<b>6.1</b>	The Treasurer's Report was circulated to all Council members.		
<b>6.2</b>	Report (State of Finances)		
<b>6.2.1</b>	Bank Account Balances as at 31 January 2017 ABSA 92058200197 R 44 224.00 Nedbank R1 716 628.00 Investments R3 464 334.60		
<b>6.2.2</b>	RM reported that the Central accounts remain healthy. The total portfolio is heavy in cash which has been to SAAFoST's advantage over the last 12 months as cash has		

	<p>performed better than many other asset classes. Nedbank will be approached for a formal presentation on the SAAFoST portfolio at the next Council meeting so that a restructure of the investments can be discussed if applicable at that time.</p> <p>The new post-BGM council will need to submit FICA documents in September when the council members change and signatories on the account will need to be reviewed to reflect new office bearers.</p> <p>YTD 48 Custodian members have paid their 2017 fees. Of these 34 have paid the voluntary R2,000.00 donation to assist with FST running costs. 26 Custodian members still need to pay their 2017 membership fees. OJF to check the Custodian membership list as some companies may no longer be in operation e.g. Orley. Pakco is now part of RFG etc. OJF to update the Custodian members on the website.</p> <p>RP requested that the Kerry invoice be sent to him and he will follow up with finance.</p>	OJF OJF TC / RP	
<b>6.2.3</b>	<p>Financials YTD</p> <p>At the end of April, the accounts were showing a R122 577.00 profit with the expenses from the April edition of FST accounted for.</p> <p>The Food Fraud Workshops raised R41 000.00 in registration fees and all expenses were covered by IUFoST. A total income of R102 000.00 will be realized. The current financials include expenses of R99 000.00 which will be repaid.</p>		
<b>7</b>	<b>MEMBERSHIP</b>		
<b>7.1</b>	Membership Update		
<b>7.1.1</b>	<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>There is a total of 2123 active Members and 11 consultants as at the 29<sup>th</sup> of May. Turners sent out invoices in November 2016 and again in Feb 2017 and followed up with a bulk email and a phone call at the end of April 2017.</p>		
<b>7.1.2</b>	<p>There are 110 pending members and no suspensions yet.</p> <p>Suspensions will take place on 30 June after a suspended member questionnaire has been sent out. A letter of suspension will be sent to non-paid up members.</p>		
<b>7.1.3</b>	<p>IB presented a PowerPoint presentation to the council summarizing the findings of the survey monkey questionnaires that were sent to members, students and former members at the beginning of May. Three, lucky draw "Tablets" were made available to encourage a response to the surveys. The findings of the surveys were as follows:</p> <p><b>Member Survey</b></p> <p>The survey was sent to 1138 members, 1.2% bounced and 28.3% completed the survey.</p> <p>90% of the active members are between the ages of 25 and 64. Most student members are lost after graduation and are no longer eligible for the free student membership.</p>		

62.7% of SAAFoST members are based in Gauteng or the Western Province.

Only 3.44% of the members are active and attend events.

Scientific lectures and factory visits are the most popular events to attend followed by scientific /fun events, workshops and webinars.

Month end is the least popular time of the month for members to attend events and breakfast seems to be the most popular time slot.

89.31% are happy with the venues being used for events.

The top two reasons for not attending events is that the venue is too far out and members cannot attend events during working hours.

Invitations need to be sent out 4 weeks in advance of events so that member can plan their attendance.

What SAAFoST can do to increase attendance at events: Advance notice, mix of scientists, webinars, events in KZN, Limpopo, Eastern Cape and Free State were the top suggestions.

Tablet Winner: Ilrienne du Plessis (Dannabaai)

#### **Student Member Survey**

The survey was sent to 903 students and post grad students, 3.6% bounced and 20.2% completed the survey.

The vast majority of students heard about SAAFoST from their lecturers.

58% of students only attend events once in a while and when held at their universities.

Students like a bit of fun so a combination of Scientific and fun will appeal to students.

96.7% felt that SAAFoST is relevant to them.

60% follow SAAFoST on social media.

Tablet Winner: Kgomotso Modike (Doornfontein)

#### **Former Member Survey**

The survey was sent to 1943 former members, 15.5% bounced and 8.6% completed the survey.

Age Groups : 25 – 34 and 35 – 44 age groups made up the majority of the responses.

Provinces: Members from Gauteng and the Western Cape made up 69% of the responses

	<p>The main reason for not renewing membership was financial difficulties, followed by international payment issues, travel time to events and left the food industry.</p> <p>What would encourage you to re-join SAAFoST: study opportunities, webinar events, more networking opportunities and more relevant topics for speakers at events.</p> <p>120 of the 140 former members showed interest in rejoining SAAFoST.</p> <p>96% of the former members entered the competition to win a tablet which shows the importance of offering an incentive to get people to complete the survey.</p> <p>Tablet Winner: Elvina Smith (Bloemfontein)</p> <p>In conclusion IB noted that approximately 250 members are lost each year due to non-payment.</p>		
<b>8</b>	<b>SAAFoST FOUNDATION</b>		
<b>8.1</b>	<p><b>Update</b></p> <p>LA and GS attended the SAAFoST Foundation meeting on the 31<sup>st</sup> of May. The following issues were discussed:</p> <ul style="list-style-type: none"> <li>• Career Roadshow</li> </ul> <p>The career roadshow is currently aimed at 3<sup>rd</sup> year students at Universities.</p> <p>IB confirmed that 4.5% of the individuals who answered the membership survey heard about SAAFoST through the Career Roadshow.</p> <p>GS suggested that 1<sup>st</sup> year students should be targeted and educated on the opportunities available in food science. Future roadshows could be aimed at 1<sup>st</sup> year students or at Grade 10 – 12 learners. The website needs to be updated with you tube clips. Key words need to be checked and updated etc.</p> <p>The council agreed that:</p> <ul style="list-style-type: none"> <li>• The roadshows should continue but that students are targeted earlier in the process.</li> <li>• Grade 9 learners should be targeted through an electronic communiqué.</li> <li>• Engage with Tertiary Institutions</li> <li>• Target 1<sup>st</sup> year students</li> </ul>		
<b>8.2</b>	<p>The Foundation has agreed to change the name of the Academic Achievement Award to the Pieter van Twisk Academic Achievement Award. A letter will be sent to Pieter's son advising him. The letter will be signed by both David Watson and Lucia Anelich.</p>	LA OJF	
<b>9</b>	<b>INTERNATIONAL RELATIONS / LIAISON</b>		
<b>9.1</b>	<b>IUFoST</b>		
<b>9.1.1</b>	<p>RM reported that the Governing Council will meet during the SAAFoST Congress.</p> <p>SAAFoST 2017 will cover the costs of registration, the meeting room with catering and a VIP dinner.</p>		

9.2	<b>IFT</b>	GS	
9.2.1	<p>IFT Congress</p> <p>GS reported that he will be attending the congress from the 25<sup>th</sup> to 28<sup>th</sup> of June and will provide a report to the council at the next council meeting. The council nominated <b>GS</b> as the SAAFoST representative at the congress for any discussions between SAAFoST and other sister organizations.</p>		
9.2.2	<p><b>Food Evolution Movie</b></p> <p>IFT have offered SAAFoST the opportunity of screening the new 'Food Evolution' movie at the congress. This is a commercial movie that will be screened in South Africa in 2018. The screening fee is US\$5,000.00 but IFT are willing to negotiate. The council agreed that this is a good opportunity and GS has a program slot available on Monday evening. GVS will find out if any additional costs will apply for equipment and will negotiate a better fee.</p> <p>RM confirmed that the cost of screening the movie, if reasonable will be covered by the congress budget.</p>	GS GVS RM	
9.2.3	<p><b>Emerging Leaders Network</b></p> <p>Jessica Kemp will be representing SAAFoST at the Emerging Leaders Network meeting at the IFT congress and 1 student from Stellenbosch and 1 from Tukkies will take part in the Student Association Grand Challenge.</p>		
9.2.2	<p><b>Joint Membership</b></p> <p>GS will have face to face meetings with IFT during the conference and more concrete collaboration will take place.</p>		
10	<b>CONGRESSES &amp; EVENTS</b>		
10.1	<p><b>Food Fraud Event – 29 March 2017</b> - Sponsored by IUFoST</p> <p>OJF reported that 90 guests attended the Food Fraud Workshop and all of the presentation apart from one from Australia has been put up on the SAAFoST website. OJF will request permission to put the Workshop videos up on the SAAFoST website as well.</p> <p>IUFoST will cover all of the event expenses plus US\$5,000.00.</p> <p>R13, 000.00 was collected in registration fees from attendees.</p> <p>RM confirmed that SAAFoST will make a profit of +-R100 000.00 from the workshop</p>	OJF	
10.2	<b>SAAFoST Congress 2017</b>		
	<p>An electronic update report was circulated to the Council before the meeting.</p> <p>RM gave the following update:</p> <ul style="list-style-type: none"> <li>• Progress – Good progress has been made with the planning for the congress and expenses are been monitored closely.</li> <li>• Registration – 318 delegates have registered for the congress as at 31 May.</li> <li>• Sponsorship – currently sponsorship commitment is R1 170 000.00.</li> <li>• The surplus projected is still R300 000.00</li> <li>• Entertainment - GM reported:</li> </ul>		

	<p>The <b>Opening Cocktail</b> will be held on Sunday 3<sup>rd</sup> September. GM reminded the council to please register for the Opening Cocktail as numbers are limited.</p> <p>There is a <b>Young Professionals</b> evening on Monday 4<sup>th</sup> September at the Cape Fish Market at Canal Walk, 33 young scientists have registered for the function and the menu will be finalized by the 8<sup>th</sup> of June.</p> <p><b>Congress Banquet</b> Tuesday 5<sup>th</sup> September at Ratanga Junction. 157 tickets have been sold for the dinner. Numbers are also limited for this function so he urged the council to book tickets as soon as possible.</p> <ul style="list-style-type: none"> <li>• Exhibition – JVDB reported: To date the exhibition is sold out and one slot is available in the product theatre.</li> <li>• Media – TF reported: RM thanked TF for her hard work on the promotion of the congress.</li> <li>• Program – GS reported: The provisional program is up on the congress website. 22 -24 plenary talks will be given and there are some parallel plenary sessions. 240 abstracts have been received and 140 posters will be presented over the 3 days.</li> </ul>		
<b>11</b>	<b>PUBLICATIONS AND MEDIA</b>		
<b>11.1</b>	<p><b>FST</b></p> <p>TF reported that the April issue of the 'new' magazine went out and positive feedback has been received on the new look. Extra copies were printed for international delegates.</p> <p>The July issue is at the printers and TF is busy with the November issue.</p> <p>A summarized format of the survey results will be published in the November issue.</p> <p>The council agreed to proceed in the same way for 2018.</p>		
<b>11.2</b>	<p><b>Food Science &amp; Technology (FST)</b></p> <p>TF will send OJF extra copies of the magazine.</p>	TF	
<b>12</b>	<b>FOOD ADVISORY CONSUMER SERVICE (FACS)</b>		
	<p>OJF Briefly reported on FACS and the following points were highlighted:</p> <ul style="list-style-type: none"> <li>• Most local articles on the website will be updated every year.</li> <li>• Each author / reviewer has received a gift from FACS, kindly distributed by David Watson. The gift included wine, chocolates etc.</li> <li>• A list of authors and their contact details has been send to Hippo for info bytes.</li> <li>• Links on the FACS website are checked weekly (Also true of the SAAFoST website).</li> <li>• The FACS brochure is being redesigned to look more modern but existing leaflets will be used first. The FACS brochure needs to be inserted into the 2017 congress bags.</li> </ul>	OJF TC	
<b>13</b>	<b>REGULATIONS</b>		
	NS gave an updated on regulations.		

	<ul style="list-style-type: none"> <li>NS advised that there is a lot of uncertainty on the sugar tax regulation at the moment.</li> <li>The FLAG meeting scheduled for end-February took place at the end of March. There was no further progress to report on R429. NS advised that there has been no attempt by DOH to consult with SAAFoST on the labelling regulations and nothing has changed since Penny has been appointed. LA to send Penny a letter offering consultation on food related scientific issues.</li> <li>The Misc. Additives regulations have been finalized.</li> <li>The Hygiene Regulations are in the process of being finalized.</li> </ul>	LA	
<b>14</b>	<b>SAAFoST MAJOR OBJECTIVES 2016</b>		
<b>14.1</b>	<p><b>MY SAAFoST</b></p> <p>A discussion took place and the following action items were highlighted and agreed upon:</p> <ul style="list-style-type: none"> <li>It was agreed that there would be 2 separate categories as they have different needs – Students and Young Professionals. The name remains as My SAAFoST until it is decided otherwise at the meeting at Congress.</li> <li>Age Group for Young Professionals is 35 and under.</li> <li>A list of the objectives that need to be met by the end of the 2017 congress needs to be drawn up.</li> <li>The primary objective for My SAAFoST at the 2017 congress will be to identify leadership roles and individuals to fill these roles.</li> <li>Ryan to co-facilitate the My SAAFoST session with Christie Tarantino.</li> <li>A newsletter needs to be sent all young professionals and students and they should be able to express their interest in attending via the newsletter. The responses must be sent to IB.</li> <li>A survey needs to be done before the congress and the results of the survey should be shared at the My SAAFoST session.</li> <li>AB suggested that a photo booth is set up in the My SAAFoST venue, attendees will be encouraged to take photo's and post them on the congress app or social media platforms, the photograph with the most likes wins a takealot voucher to the value of R500.00. SAAFoST will carry this cost.</li> </ul>	<p>HS</p> <p>HS RP</p> <p>HS RP</p> <p>RP</p> <p>TF IB</p> <p>IB TC</p> <p>HS IB TF</p>	
<b>14.2</b>	<p><b>Marketing SAAFoST</b></p> <p><b>Social Media</b></p> <p>TF presented a PowerPoint presentation to the council and a facebook / twitter report was circulated to the council before the meeting. A brief summary of Tricia's report is as follows:</p> <p><b>Facebook</b></p>		



	<p>Between 1 March and 26 May; 28 items were posted to SAAFoST.</p> <p>Posts that carried a picture had far higher reaches than those without.</p> <p>76 people have been active on the SAAFoST page in the last three months, 27 are SAAFoST members, 10 of which are students. 9 were former members and 40 have never been members of SAAFoST.</p> <p><b>Twitter</b></p> <p>Currently the SAAFoST Twitter handle has 493 followers, roughly 40 are SAAFoST members. The retweet rates of SAAFoST posts are very low.</p> <p>TF suggested involving students or young professionals to tweet on the Association's behalf.</p> <p><b>E-mail Notices</b></p> <p>From mid-January to mid-May 33 notices and reminders were emailed to members. There is far more interaction from clicks on links in newsletters than through social media.</p> <p><b>Instagram and Snapchat</b></p> <p>TF suggested SAAFoST look at accounts with Instagram and Snapchat as this is where the millenials are active.</p> <p><b>In conclusion</b></p> <p>TF concluded that SAAFoST needs to involve young people in marketing the Association through social media and finding a way to engage members through social media.</p> <p>LA asked TF whether she would be prepared to chair a new committee on Marketing and Communications for SAAFoST. This committee would take over communications with and via HIPPO so that it all falls under one umbrella. TF agreed to do this. It was agreed by Council that TF would send a quote for her time in managing this committee.</p>		
14.3	<p><b>SAAFoST Website</b></p> <p>LA approached TF to take on the revamp of the SAAFoST website which TF accepted.</p>		
15	<p><b>TASK TEAM, BRANCH, ED &amp; MDO REPORTS</b></p>		
15.1	<p><b>Brief Updates</b></p> <p>All branch and MDO reports were circulated via email.</p> <p><b>KZN Branch – RH reported</b></p> <ul style="list-style-type: none"> <li>• Raymonde de Vries has joined the committee.</li> <li>• No events took place in the last quarter.</li> <li>• One new institution, 1 new member, 1 new post grad member, professional members reduced by 1 and student members reduced by 1.</li> <li>• An event plan will be put in place for the last quarter and funds will be requested from central once the plans are in place.</li> </ul> <p><b>Cape Branch – GS reported</b></p> <ul style="list-style-type: none"> <li>• During the period March – June 2017, the Cape Branch hosted 1 event, the Stellenbrau brewery tour, beer tasting and pizza evening on the 16<sup>th</sup> of March.</li> </ul>	RH	

	<ul style="list-style-type: none"> <li>• Upcoming events include: <ul style="list-style-type: none"> <li>- 20 June – Creating an aquaculture value chain.</li> <li>- End June – Speaker event and BGM</li> <li>- 12 October – Annual Cape Quiz</li> <li>- Late November – year end function</li> </ul> </li> <li>• Currently the Cape branch has R15 698.54 held in the Central account as at 30 May 2017.</li> </ul> <p><b>Northern Branch – Report prepared by DM</b></p> <ul style="list-style-type: none"> <li>• A list of events for the period March to May 2017 is as follows: <ul style="list-style-type: none"> <li>15 March SACNASP</li> <li>28 March Food Safety Authority of Ireland</li> <li>11 April Tour Clover Visitors Centre in Olifantsfontein</li> <li>24 May Highveld Mushroom Visit</li> </ul> </li> <li>• No branch committee meetings have taken place this year as DM has been taking evening classes and has not been able to attend.</li> <li>• Currently the Northern Branch has R56604.53 held in the Central account as at 30 May 2017. VB to check if the Northern Branch income includes the Food Fraud Workshop.</li> <li>• LA requested that the new incoming branch chair take on the responsibility of Northern Branch events going forward as OJF is the Executive Director of SAAFoST and cannot fill this role anymore.</li> </ul> <p><b>Executive Director - OJF reported</b></p> <p>The Executive Director report was circulated before the meeting.</p> <p>OJF reported that he has focused on the Food Fraud Workshop, FACS projects, branch lectures, Custodian matters, SACNASP interaction, roadshow dates, member queries, interaction with sister associations and working with the national secretariat, webmaster, MDO, Council and various committee members between March and June 2017.</p> <p><b>BGM's</b></p> <p>OJF reminded the branches that nomination forms and BGM notices have to be sent out four weeks and ten days respectively, before the Branch BGM's and that the latter had to be held prior to the Congress in September.</p>	VB	
16	<b>SACNASP</b>		
	<p>It was agreed that SAAFoST2017 would be allocated CPD points</p> <ul style="list-style-type: none"> <li>• Dr Pradish Rampersadh, SACNASP Executive Director will be approached to speak at the 2017 Congress.</li> <li>• A committee comprising of the following members will take the SACNASP issue forward: <ul style="list-style-type: none"> <li>Naushad Emmambux; Owen Frisby, Irene Burke, Petra Muller and Gerda Botha.</li> </ul> </li> </ul>	GS OJF	
17	<b>ADDITIONAL ITEMS &amp; GENERAL</b>		

<b>17.1</b>	<b>SARS tax exemption certificate</b> Discussed under Executive Director report.		
<b>17.2</b>	<b>POPI Act</b> The Turners POPI Act compliance document was circulated to Council before the meeting. LA asked GS to check if an information officer needs to be appointed by SAAFoST.	TC  GS	
<b>17.3</b>	<b>GHI Ambassador</b>		
	GS, as a South African Ambassador to the Global Harmonization Initiative, was asked to serve on the Organising Committee of the first GHI Congress to be held in Rotterdam in March/April 2019. RM congratulated GS.		
<b>17.4</b>	<b>As raised.</b>		
<b>17.4.1</b>	<b>Belgian Group</b> Mr Jean-Pierre Muller and Ms Claudine Vandenebee of the Belgian Embassy and representing the Wallonia Brussels Trade Commission, had requested a short meeting with Council to discuss a technical workshop combined with a commercial trade mission to SA. Partnering companies/agents for nutritional food ingredients were being sought for some ten companies wanting to do business in the country. After some discussion, during which it was made clear that a workshop would have to be purely technical and not commercial, the visitors were advised to consider hiring a hospitality room during the Congress in order to network to best effect and were referred to Rosie Maguire in this regard.		
<b>17.4.2</b>	<b>IFT Food Evolution</b> The IFT Food Evolution movie will be screened at the 2017 Congress. <a href="#">(See also point 9.2.2)</a>		
<b>18</b>	<b>Date of Next Council Meeting and Subsequent Meetings</b>		
<b>18.1</b>	Because the IUFoST Governing Council meeting is being held during Congress and being attended by Lucia, Rosie and Nigel, the next Exco and Council meetings will take place after Congress and in Gauteng as follows:  Exco: 24 October 2017 Council: 25 October 2017		
<b>18.2</b>	LA thanked the council for all their hard work and for their support over the past two years whilst she was Acting President and wished everyone well. The meeting closed at 15h40.		