

14 March 2019

<b>SAAFoST COUNCIL MEETING MINUTES</b>		
Minutes of the SAAFoST Council Meeting held at City Lodge OR Tambo on Thursday, 14 March 2019 at 09h00		
<b>MEMBERS PRESENT</b>		
Lucia Anelich (Exco)	President	Anelich Consulting
Gunnar Sigge (Exco)	President (2010-2013) ex officio	Dept. Food Science, SU
Owen Frisby (Exco)	Executive Director	SAAFoST
Melanie Naidoo	Cape Br Representative	Doehler SA
Gerda Botha	SACNASP Representative	SACNASP
Ingrid Woodrow	Chair: Northern Branch	IMCD South Africa
Virosha Basdeo	National Secretary	Turners Conferences
<b>BY INVITATION</b>		
Irene Burke	Membership Development Officer	SAAFoST
Tricia Fitchet	Editor: FST	SAAFoST
<b>APOLOGIES</b>		
James McLean (Exco)	Treasurer & President Elect	Hilltop Food Ingredients
Anza Bester (Exco)	Vice President	Merieux NutriSciences
Catherine Chisindi	Northern Branch Representative	Novozymes SA (Pty) Ltd
Thapelo Mashego	Chair: KZN Branch	Kerry Ingredients
Madelein Jansen	KZN Br Representative	Kerry Ingredients

No	Item	Action	Date
<b>1</b>	<b>WELCOME AND APOLOGIES</b>		
1.1	Lucia welcomed the Council Members to the first SAAFoST Council Meeting for 2019. The following apologies were noted: James McLean, Anza Bester, Catherine Chisindi, Thapelo Mashego, Madelein Jansen		
<b>2</b>	<b>READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS</b>		
2.1	The agenda was accepted with the following amendments: <ul style="list-style-type: none"> <li>• Feedback of MySAAFoST Strat meeting from 09:15 to 10:30</li> <li>• EBSCO item to move to point 12</li> <li>• Insect workshop to move to point 11 – Congress and events</li> <li>• Under SACNASP - Feedback from Working Group meeting</li> </ul>		

	<ul style="list-style-type: none"> <li>• Under marketing point 15 - Communication officer feedback</li> <li>• Under membership point 8 – Eastern Cape Branch (ECBr)</li> </ul>		
<b>3</b>	<b>READING &amp; CONFIRMATION OF MINUTES</b>		
<b>3.1</b>	<p>The minutes of the meeting of the 15<sup>th</sup> November were distributed to the Council Members before the meeting. The following corrections were noted:</p> <p>Page 2 – Matters arising / Travel Grant – IUFoST should be taken out the sentence.</p> <p>Page 2 – 3.1 signification should read significant</p> <p>Page 4 – 6.1 profit should read surplus and Custodian member must be capital C.</p> <p>Page 6 – SACNASP – Fusing degress should read Fusion degrees / Denise Metcalf should read Denise Metcalfe / Elna from Tuks should read Elna Buys</p> <p>Page 8 – 11 The Instagram account need should read The Instagram account needs</p> <p>Page 11 – 14.2 – MySAAFoST initiate should read initiative</p> <p>Page 13 – 17.2 Council agreed should read Council agreed to discuss further.</p>		
<b>3.2</b>	The minutes were approved by Gunnar Sigge and seconded by Ingrid Woodrow.		
<b>4</b>	<b>MATTERS ARISING FROM PREVIOUS MINUTES – 15<sup>th</sup> November 2018</b>		
	None		
<b>5</b>	<b>MOTIONS &amp; PRESENTATIONS &amp; DOCUMENT SIGNING</b>		
	None		
<b>6</b>	<b>FEEDBACK MySAAFoST STRAT SESSION</b>		
	<p>LA welcomed the MySAAFoST strat committee to the meeting: Emma Phillips, Stanley Dula and Nwabisa Mehlomakulu.</p> <p>GS briefly explained the main idea behind the strat session that took place the day before, which was to get representatives from all 3 branches together so discuss the MySAAFoST initiative and to brain storm the way forward with concrete action plans.</p> <p><b>MySAAFoST Presentation highlighted the following points:</b></p> <p><u>Why a MySAAFoST Chapter?</u></p> <ul style="list-style-type: none"> <li>- Challenge in retaining members once graduated = dead zone in young professional membership</li> <li>- Current SAAFoST event schedule does not fully cater for younger members</li> <li>- Succession planning is key for the longevity of SAAFoST</li> </ul> <p><u>Why divide students and young professionals?</u></p> <ul style="list-style-type: none"> <li>- Groups are different stages of development</li> <li>- Face different challenges</li> <li>- Different needs</li> </ul> <p>Instil a culture of “ <i>I learn, I lead, I mento</i>”</p> <p><b><u>MySAAFoST 3 Phase Implementation Strategy system:</u></b></p> <p><b>Phase 1 – Laying the Foundation</b></p>		

- Vision & Mission statement - MySAAFoST serves to support, develop and represent the student and young professional SAAFoST member in the early stages of their career, through:
  1. Keeping abreast of student and YP challenges and requirements in academia and the work-place.
  2. Driving inclusivity and building networks through linking membership groups.
  3. Providing opportunities for soft-skills development and career guidance.
  4. Creating forums for students and young professionals to share their experiences and lessons with peers.
  5. Creating association positions to exercise and develop leadership skills.
- Defining organizational structure & implementation team.
- Recruitment
  - reaching out to academic institutions and companies
  - submission of info-pack promotional 1 pager (emails to database)
- Connecting with the audience: importance of social media

**Phase 2 – MySAAFoST Launch & Formal Election**

1. Congress 2019 Program
  - MYSAAFoST launch & growth plan
  - Call for nominations & electronic election process
  - IFT student session (Gunnar to approach IFT)
  - Social event at Congress
  - Feedback of MySAAFoST at the BGM 2019
  - Scientific poster display.
2. Representation at Congress
  - MYSAAFoST committee members and bursary recipients
  - MY SAAFoST media content creators

**Plan of Action**

- Debriefing meeting via Go2Meeting and creation of draft constitution – Interim committee - March 2019
- Member recruitment – Branch representatives – April 2019
- Value Proposition & info pack creation – Reney & Emma – April 2019
- Budget proposal – Emma & Vusi – May 2019
- Update of MySAAFoST website /sublink – Interim Committee – June 2019
- Webinar Event – National committee – June 2019
- MySAAFoST Meeting – Interim Committee – June 2019
- Career Roadshow or Expo – Branch Representatives – July 2019
- Call for MySAAFoST Branch Nominations - Branch Nominations – July / August 2019

- MySAAFoST Launch & Growth Plan – MYSAAFoST – September 2019
- National Election – SAAFoST Congress

**Phase 3 – Succession & Continuity Plan**

- 2 year term of office
- Shadow leadership to be appointed in October of each year. Incorporation of 1<sup>st</sup> years in shadow leadership.
- MySAAFoST representation at Council to understand core duties of members.

LA congratulated and commended the MYSAAFoST Committee on the well thought presentation and action plan.

**Comments from Council:**

GB – in order for MySAAFoST to gain more exposure SAAFoST should write to institutions on behalf of MYSAAFoST to do a seminar or lecture that students had to attend for marks. Student posters to carry the MYSAAFoST logo at the Congress.

GS – suggested that students should be forcing the institutions to support MySAAFoST and be part of MySAAFoST.

LA advised that when the communications officer was appointed one of his/her first tasks would be to revise the SAAFoST value proposition to recruit members. A further in-depth discussion would also need to take place regarding the separate social media handles.

TF suggested MySAAFoST be advertised on the SAAFoST social media platform as there are a lot of young followers.

It was decided that SAAFoST send out a letter to members about the MySAAFoST initiative and announce it at the Congress.

GS further suggested that LA as president of SAAFoST send a letter to the employers of the interim committee telling them that SAAFoST appreciates their staff member being involved in MySAAFoST and explaining to them what is being done.

IW – campuses don't allow events on premises in the evenings and transport is a major issue for young students to attend branch events.

Stanley Dula informed Council that institutions work differently from each other, at DUT one could register their organization with the university and be given an office and resources to run the organization. On the 20 March KZN will be hosting the Young Professionals meeting, and the university was happy to support this meeting.

LA asked the interim committee for a MySAAFoST budget by end of April, she also informed them to make use of the free webinar facility that SAAFoST has in place.

LA thanked the MySAAFoST interim committee and assured them SAAFoST would support MYSAAFoST to Congress and beyond.

LA advised the interim committee to consolidate and embed everything they have done before the elections so that the new committee would not be able to make immediate changes.

7	<b>FINANCES OF THE ASSOCIATION</b>		
	<p>LA presented the budget which was prepared by JM and the following was highlighted:</p> <p><b>2018 Budget</b></p> <ul style="list-style-type: none"> <li>Budgeted income was R3 million, expenditure was R3.2 million and a shortfall of R134 000 was budgeted.</li> <li>Actuals were R4 million income, expenditure was R2.5 million. Without the congress income there would have been a shortfall of R175 000.</li> </ul> <p><b>2019 Budget</b></p> <ul style="list-style-type: none"> <li>All amendments were made from previous budget discussions.</li> <li>R190 000 was budgeted for MySAAFoST 2019.</li> <li>Budgeted income was R2 million, expenditure was R3.1 million and a shortfall of R1.1 million. LA advised that she was not concerned about the shortfall as SAAFoST was supposed to give back to its members.</li> <li>The minimum cash balance in the ABSA current account should be around R150 000 to R200 000 as it costs almost R120 000 to run the association per month. The current account does not earn interest therefore it should not hold large amounts of money.</li> <li>The Nedbank investment account had changed, the Old mutual investment account had lost money within the last 2 months and had recuperated a bit. JM decided to open up an FNB money market account which gave 6.5% interest annually and the congress surplus of R1.5 million was transferred into that account. This account would then feed the current account going forward.</li> <li>In total SAAFoST had over R6.1 million.</li> <li>Any surplus that comes out of congress 2019 had not been included in the 2019 budget as that only got paid over in the following year.</li> <li>The transfer of R400 000 was transferred to Foundation.</li> <li>Congress 2017 surplus was transferred into a money market account.</li> <li>LA commended Turners for the well set out financials which was done via their new accounting system.</li> </ul> <p>The budget was proposed by Owen Frisby and seconded by Gunnar Sigge.</p>		
	Cape Branch MySAAFoST event expenses must be paid out of the MySAAFoST budget. Turners to amend allocation of expenses.	<b>VB</b>	
	Warren Poole from Nedbank would be invited to attend the June Council Meeting to present the investment portfolio.		
8	<b>MEMBERSHIP</b>		
8.1	<b>Membership Fees 2020 / 2021</b>		
	<p>Membership fees were discussed at the Exco meeting the following fees were proposed:</p> <p>5% increase was just above CPI and was to be implemented across the board for 2020 and 2021.</p>	<b>LA</b>	

**2020 Fees including VAT**

Custodian Membership	R	15,250.00
Institutional Membership	R	4,000.00
Membership	R	700.00
Professional Membership	R	700.00
International Membership	R	850.00
Post Graduate Membership	R	235.00

**2021 Fees including VAT**

Custodian Membership	R	16,000.00
Institutional Membership	R	4,200.00
Membership	R	735.00
Professional Membership	R	735.00
International Membership	R	900.00
Post Graduate Membership	R	250.00

Consultant fees to be discussed at next Council Meeting.

Proposed fees were ratified by Council.

Proposed by Ingrid Woodrow and seconded by Irene Burke.

**8.2**

**Membership Update**

Irene's MDO reports were circulated to Council before the meeting and highlighted the following points:

- A reminder notice regarding the Undergrad and Part time Bursary applications were sent to all student members in December 2018.
- Student membership updates were sent out earlier for 2019 and more than 400 student updates were received.
- The Professional and Member numbers would increase due to the student updates.
- The pending member list would increase due to the process of upgrading postgrads to members.
- Webinar - SAAFoST held their first Webinar at the end of November 2018 on SACNASP CPD points system. There has very positive feedback after the webinar. IB encouraged Council to use the webinar for meetings, etc.
- SAAFoST membership notices were ongoing. Due to SAAFoST being on Facebook and LinkedIn, IB had received more e-mails and phone calls regarding the Association and more Membership applications. The report from Mailchimp was circulated to Council.
- LA expressed her concern about the Snippets which she felt needed to be phased out at some stage.
- SAAFoST Website updates were ongoing.
- IB encouraged Council to pay their membership fees. There was a total of R939 239.00 outstanding on membership fees.

	<ul style="list-style-type: none"> <li>• SAAFoST Foundation bursary update was included in the MDO report to Council. All payments were made on the 28<sup>th</sup> February to all students except 1 student from UJ who had R118 000 outstanding from NSFAS.</li> <li>• Student Travel - LA and IB were working at updating the application form for a travel grant. Once complete it would be circulated to Council for comments. IB received 3 student feedback reports from students who attended the IUFoST 2018 Congress. All 3 reports were structured and formatted very differently from each other. IB and LA felt that a uniform format for Travel grant feedback should be applied.</li> </ul> <p><i>GS to assist with ideas on writing a Travel Grant Report.</i></p>	<b>GS</b>	
	<p><b>Membership Profile update form</b></p> <p>Council agreed that the following amendments needed to be made to the Membership Profile update form:</p> <ul style="list-style-type: none"> <li>• Race to be taken out the form - however it needed to be confirmed if it was not a requirement as a Non-profit Organisation.</li> <li>• Fields of interest / expertise – to be taken out.</li> <li>• Category to be added</li> <li>• Membership branch to be added but not as compulsory</li> <li>• Company/ Organisation, Department and position to be added</li> <li>• VAT number if applicable</li> <li>• Subject to be taken out</li> <li>• Postal address instead of address, remove state and fax number</li> <li>• Add primary and secondary email addresses and mobile numbers</li> <li>• Membership Status must be removed</li> <li>• Send account to with more information like address, etc.</li> <li>• Remove comments</li> </ul>		
<b>8.3</b>	Turners Conferences Membership Report		
	<p><b>Membership Stats Report</b></p> <p>VB briefly gave membership stats as at 09 March 2019 which was also circulated to Council.</p> <p>Total membership – 1940 members and 7 consultants</p> <p>Cape Branch – 809 members and 2 consultants</p> <p>Eastern Cape – 17 members</p> <p>International – 31 members</p> <p>KZN Branch – 130 members</p> <p>Northern Branch – 857 members and 5 consultants</p> <p>Pending list - 90 members, members to be suspended in June /July if payment was still outstanding, however due to it being a Congress year the suspending period would need to be discussed at the June Council meeting.</p> <p>Outstanding Membership fees – R942 564.34</p>	<b>VB</b>	

	LA asked that the Summarised Category Report be included at all Council Meetings.		
<b>8.4</b>	<p><b>Eastern Cape Branch</b></p> <p>OJF received a note from Juliette le Roux asking if EHP's Dietetic students could become non-paying members. This was agreed as SAAFoST student membership was free anyway.</p> <p>LA would like to invite Juliette le Roux to attend the June Council meeting and possibly co-opt her onto Council. Council agreed to invite Juliette to the June Council Meeting.</p> <p>GB suggested that branches travel to other branches and do presentations which LA though was a good idea.</p> <p>OJF advised Council that Juliette would like to attend Congress and assist where possible. OJF proposed that SAAFoST pay for her flights, 3 night's accommodation, registration and banquet ticket. Council agreed that a full package to Congress was not feasible and would offer her registration and a banquet ticket.</p> <p><i>LA to communicate this to Juliette.</i></p> <p>GS asked if council members who had to pay their own fees to congress could get a reduced registration fee. GS further suggested that maybe the organizers allow Council members to pay the cost of the day delegate fee and not the full registration fee and have SAAFoST pay those reduced fees including the banquet.</p> <p><i>LA would discuss this further with David Watson.</i></p>	<b>OJF</b>	
		<b>LA</b>	
		<b>LA</b>	
<b>17</b>	<p><b>SACNASP</b></p> <p>Gerda reported:</p> <p>The Task Team meeting took place in February to discuss SAAFoST / SACNASP matters which was proposed at the last Council meeting. The recording via webinar unfortunately did not pull through therefore IB and LA notes from the meeting would be used as minutes of the meeting.</p> <p>LA gave a brief report about the meeting:</p> <ul style="list-style-type: none"> <li>• It started off with the overview of SACNASP, and GB discussed the concept of critical skills and code of conduct.</li> <li>• There was extensive discussion about the 3rd and 4th year qualifications which were flagged for further discussion.</li> <li>• East African Universities were offering food safety degrees - there were many applications from other countries with very different looking foreign qualifications, wanting to register with SACNASP.</li> <li>• There was also a discussion about the IUFoST Programme with its curricular idea that was done for the Global Food Safety Partnership. The curriculum looked good but there was insufficient content.</li> <li>• Fusion qualifications, skills, legislation, ethics, project management and soft skills were raised - too many issues to be dealt with and resolved at the meeting and that needed to be carried forward.</li> <li>• Professional tests and board exams to be discussed in the future.</li> <li>• A soft skills list will be put together by Denise Metcalfe as she had done surveys about food science professionals in the industry. Denise to forward</li> </ul>	<b>GB</b>	



	<p>guidelines of job descriptions that could be put on the SAAFoST website.</p> <ul style="list-style-type: none"> <li>Day one skills and recognition of prior skills was also discussed briefly. GB explained that the RPL process was not an exam but a discussion to determine levels of expertise.</li> </ul> <p>SAAFoST needs to update the SACNASP section on the website with more information and guidance on how to register for CPD points, etc.</p> <p>MN advised Council that companies are questioning the different membership grades and advantages of membership.</p> <p>GB advised that SACNASP was going to build a value proposition and offer more value to members.</p> <p>LA and IB to combine their notes from the task team meeting and circulate to task team members. A follow up meeting needed to be set up in the near future.</p>	LA / IB	
11	<b>CONGRESSES &amp; EVENTS</b>		
11.1	<p><b>SAAFoST Congress 2019</b></p> <p>David Watson's Congress report was circulated to Council.</p> <p>The R200 000 that was loaned to Congress was to be paid back to SAAFoST soon, as sponsorship for the congress was improving.</p> <p>LA to advise Juliette le Roux about Council's decision regarding Congress.</p> <p><i>LA to investigate the number of Council members paying for their own Congress fee and speak to David Watson about a reduced fee for registration and banquet dinner which SAAFoST would pay.</i></p> <p>The Foundation is to sponsor 10 bursary students to attend congress - to include a student registration fee and banquet ticket each.</p> <p>GS suggested that the MySAAFoST interim committee (7 members) approach their employers or institutions first and gauge what assistance they would get to attend congress. Only if an employer refuses then SAAFoST should assist were possible.</p> <p>This suggestion was agreed upon by Council.</p>	LA LA	
11.2	<p><b>Insect Workshop</b></p> <p>There were discussions at Exco about holding workshops on Edible Protein from Insects, Climate Change and Water Recycling.</p> <p>OJF suggested having the Insect workshop in October 2019 however LA advised that from a financial prospective to hold a workshop one month after Congress might not be feasible and suggested that the workshops be held early in 2020.</p>		
11.3	<p><b>Advertising of outside courses on the SAAFoST Website</b></p> <p>Exco decided that there would be no advertising of other congresses on the SAAFoST website other than the organisations that SAAFoST is closely affiliated with eg. IUFoST &amp; IFT. SAAFoST also had a MOU with the IFST in the UK which was about 10 years old. OJF to look at the MOU and revive the connection with IFST in the UK.</p> <p>GB suggested an affiliation with EFFoST.</p> <p>Council agreed that congresses / events that are membership based can be advertised in the SAAFoST newsletter only and not the website. Any short course where money</p>		

	was to be made was not to be advertised in the newsletter or website.		
<b>9</b>	<b>SAAFoST FOUNDATION</b>		
	<p>IB reported that all bursary recipients passed in 2018 and the results were good.</p> <p>Next foundation meeting would be held on the 13<sup>th</sup> June.</p> <p><i>VB to book the Foundation meeting venue at City Lodge OR Tambo.</i></p>	<b>VB</b>	
<b>10</b>	<b>INTERNATIONAL RELATIONS / LIAISON</b>		
<b>10.1</b>	<b>IUFoST</b>	<b>LA</b>	
	<p><b>Update</b></p> <p>Three student feedback reports were circulated to Council members.</p> <p>LA gave a brief update on IUFoST:</p> <p>There are 3 technical committee – Food Security, Food Safety and Education which were changing due to new members coming on board.</p> <p>The Executive Director of IUFoST resigned on the 13<sup>th</sup> March 2019.</p> <p>GS, Chair of the IUFoST Education Committee, reported that the committee had one teleconference and the committee members seemed enthusiastic.</p> <p>LA advised that there are a lot of systems that needed to be redeveloped which would take time.</p> <p><b>Early Career Scientist Ambassador</b></p> <p>LA read the criteria for choice of an ambassador.</p> <p>LA suggested to bring it up at a later stage when MySAAFoST was more consolidated.</p>		
<b>10.2</b>	<b>IFT</b>		
	<b>Joint Membership</b>		
	<p>Gunnar gave a brief report.</p> <p>There was nothing new on joint membership.</p> <p>New membership tiers had been introduced and would be rolled out in the next year.</p> <p>Emerging Leaders Network (ELN19) – Wendy Beneke would attending from SAAFoST.</p> <p>OJF received a letter from NIFST requesting an invite to attend the SAAFoST Congress. LA suggested that the NIFST letter be sent to the Congress Organisers to respond.</p>	<b>GS</b>	
<b>12</b>	<b>PUBLICATIONS AND MEDIA</b>		
<b>12.1</b>	<p><b>Update – Social Media</b></p> <p>TF advised that some KZN branche notices do not come to her to design and she has no knowledge of them to share on the different social media platforms.</p> <p><i>LA would liaise with Madelein and Thapelo regarding this.</i></p> <p><b>Facebook</b> : - Tricia's Facebook report was circulated to Council before the meeting.</p>	<p><b>TF</b></p> <p><b>LA</b></p> <p><b>Claire</b></p>	

	<p><b>Instagram:</b> The Instagram report was circulated to Council before the meeting.</p> <p><b>LinkedIn:</b> The LinkedIn report was circulated to Council before the meeting. 26 postings from November to February 2019 563 members – increase by 50 members The 2 MySAAFoST events had increased exposure amongst students and young professionals.</p> <p><b>Twitter:</b> GS reported that the Twitter account followers increased from 806 to 844 November 2018 was the most active month – 243 profile visits and 20 tweets 15 tweets done in March, 15 tweets February and 19 tweets in January.</p>	MN	
12.2	<p><b>FST</b></p> <p>The FST report was circulated to Council before the meeting.</p> <p>FST advertising was ongoing and would take time to get advertisers back.</p> <p>TF suggested that the rate for 2020 be looked at in June this year and advertisers should be approached early to advertise for 2020.</p> <p>LA suggested that TF submit a proposal of costs for next years advertising.</p>	TF	
12.3	<p><b>EBSCO</b></p> <p>Exco agreed to go with EBSCO but needed more clarity on the jpeg's which was one of TF's concerns. TF needs to speak to EBSCO to determine what they were to do about the jpeg's as EBSCO needed to address that and not SAAFoST.</p> <p>The other option was to give EBSCO the articles without the jpeg's.</p> <p>Authors also needed to be contacted to make sure they don't have an issue with this.</p> <p>EBSCO need to advise SAAFoST how they are going to deal with the copyright issue.</p>	TF	
13	<p><b>FOOD ADVISORY CONSUMER SERVICE (FACS)</b></p> <p>Owen advised that there was nothing much to report.</p> <p>Members would receive a promotional FACS flyer to celebrate International Consumer Rights Day (15 March) which, it was hoped, would attract more visits to the FACS website.</p>	OJF	
14	<p><b>REGULATIONS</b></p> <p><b>Update</b></p> <p>LA reported on the VPN52 – DAFF guidelines for microbiological criteria for meat. Veterinary officials use the VPN when they go to inspect a facility, so industry would work with that VPN to comply with it and almost becomes mandatory even though it was called a guideline. The idea of this VPN was to bring into one document, domestic supply requirements, import and export requirements. That had created a lot of issues.</p> <p>The content of VPN requires 2 additional Salmonella cereal bars to be identified. DAFF claims that they had evidence on the 2 cereal bars.</p> <p>DAFF also want Listeria monocytogenes regulated in raw meat and poultry and no other country requires this.</p>	LA	

<b>15</b>	<b>SAAFoST MAJOR OBJECTIVES 2018</b>		
<b>15.1</b>	<p><b>Marketing up</b></p> <p>Communications Officer – 10 applications were received, 4 were shortlisted in the JHB area. Interviews would be held on the 25<sup>th</sup> April at the City Lodge.</p> <p><i>VB to book venue at the City Lodge OR Tambo.</i></p>	<b>VB</b>	
<b>15.2</b>	<p><b>Website Update</b></p> <p>Joanne has had further training on the website.</p> <p>It was agreed fundamentally that the look and feel of the website would not change. If any major changes needed to be made it must go via Exco or Council.</p> <p>A home button has been added which was not there before.</p> <p>The mailbox would be brought back and put in 2 places under resources and membership.</p>		
<b>15.3</b>	<p><b>Webinars</b></p> <p>With the 5% increase in membership fees, it was also decided that webinars will be kept free for members to attend in 2019.</p> <p>LA encouraged Council to use the webinar system.</p>		
<b>15.4</b>	<p><b>Electronic membership system – update</b></p> <p>VB reported that the new invoices were sent out via the old database due to various problems. It was decided that only paid up members for 2019 would be captured into the new database, thereby giving SAAFoST a clean database with updated information. Invoicing for 2020 would then take place from the new database to all existing current members.</p>	<b>VB</b>	
<b>16</b>	<b>TASK TEAM, BRANCH, ED &amp; MDO REPORTS</b>		
<b>16.1</b>	<p><b>Executive Director</b></p> <p>The Executive Director's report was circulated to the Council before the meeting.</p> <p>There were 6/7 new Custodian members recruited in 2018 which include – Kelpack, BSI, CJP Chemicals, Firmenich, Dr Oetker, SGS, Synercore and Shimadzu.</p> <p>There were a few companies that were taken over by larger companies in 2017/2018.</p> <p>80 custodian members were invoiced for 2019.</p> <p>Kelloggs membership remains outstanding since 2016.</p> <p><i>VB to confirm if Coca-Cola sponsorship for the Listeria workshop was received and advise Liezl to include the sponsorship in the financials.</i></p>	<b>VB</b>	
<b>16.2</b>	<p><b>Cape Branch Report</b></p> <p>MN briefly reported on the 2 MySAAFoST events:</p> <p>25 February 2019 – the event was held on the morning at CPUT highlighting the benefits of MySAAFoST. There was a lot of support from the university - 120 students attended. A survey was run on an app – and one of the biggest challenges for the students was communication and there was a need for mentorship. There was a lot of interest.</p>	<b>MN</b>	

	<p>26 February 2019 - the event was held in the afternoon at Stellenbosch University combined with young professionals and students. 72 people attended. This was run similar to the CPUT event. There was a lot of interaction between students and young professionals.</p> <p>MN to circulate a formal report on both events to Council.</p>		
<b>18</b>	<b>ADDITIONAL ITEMS &amp; GENERAL</b>		
<b>18.1</b>	<p><b>SARS tax exemption certificate</b></p> <p>The certificate is being processed, more detail and updates have been requested from the Secretariat.</p>		
<b>18.2</b>	<p><b>ICD 2020</b></p> <p>SAAFoST would be working with Monique Piderit of ADSA to put a session together for 2020 in Cape Town.</p>		
<b>19</b>	<b>Schedule of Council Meetings going forward</b>		
<b>19.1</b>	<p>The next meeting will take place as follows:</p> <p>Foundation and Exco Meeting: 12 June – City Lodge OR Tambo</p> <p>Council Meeting: 13 June - City Lodge OR Tambo</p> <p>Council Meeting: 1 September at Congress from 9am to 1:30pm (finger lunch -1.30pm)</p> <p>LA to invite LOC to join Council for lunch.</p>		
<b>19.2</b>	<p>OJF advised Council that there would be elections for a New President Elect and Vice President this year and that all branches would need to hold BGM's before congress.</p>		
<b>19.3</b>	<p>Lucia thanked the Council for attending the meeting.</p> <p>The meeting closed at 15:30</p>		