

Minutes of the meeting of the SAAFoST Council held at Nampak R&D Offices in Cape Town on 15th March 2010 at 13h30

MEMBERS			
Ms Rosie Maguire	President	In Essence	RM
Prof Lucia Anelich	Vice President	CGCSA	LA
Dr Gunnar Sigge	President-Elect	University of Stellenbosch	GS
Mr David Watson	Immediate Past President	Sunspray	DW
Mr Nigel Sunley	2010 Org Comm Chair	Sunley Consulting	NS
Ms Morongwa Themba	Cape Branch Chair	Nampak R&D	MT
Ms Gerda Botha	N Branch Chair	CSIR: Biosciences	GB
Ms Nozuko Mhlauli	Northern Branch Rep	Unilever	NM
Mr Ryan Ponquett	KZN Branch Chair	Flavourcraft	RP
Ms Madelein Jansen	KZN Branch	Flavourcraft	MJ
Mr Jacques van den Berg	Cape Branch Rep	Appletiser SA PTY LTD	JvdB
Dr Jessy van Wyk	Cape Branch Rep	Cape Peninsula University	JvW
Mr Owen Frisby	Executive Director	SAAFoST	OJF
Mr Dudley Randall	National Secretary	Turners Conferences	DR

No	Item	Action
1	WELCOME AND APOLOGIES	
	Apologies were received from Amanda Minnaar and Lizette Rennie.	
2	READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS	
	Additional Items for discussion were tabled, these being: <ul style="list-style-type: none"> • The Eskom Expo for Young Scientists • The Dairy Society • The Presidents Gong 	
3	READING AND CONFIRMATION OF MINUTES: APPENDIX A	
	Page1 Item 3.1. Moira Byers spelling.	DR
	P2 Item 8.3.2 There is a Full stop missing.	DR
	P3 Item 9.7 A Free state University event is to be arranged by OJF within the next 3 months (before June).	OJF
	P4 Item 5.3 The SAAFoST membership application form is to be updated and published on the IUFoST website.	DR
	Page 4 Item 6.1 Branches are to forward details of their guest contact details to Irene for recording.	Branches
	Page 5 Item 7 We need to identify a champion of the committee at UJ and Free State Universities.	
	Page 7 Item 9.11 Eskom Young Scientist's Awards. SAAFoST needs to have representatives from the branches participating on the judging panel. RM said that Branch Chairs should take the message back to branches and advise by mid-April if they are going to appoint someone to the judging panels.	BC

	<p>The dates of events are available in advance and are to be circulated to the Branches by GS.</p> <p>Page 8 Item 9.1.2 DUT- SAAFOST still needs to organise a SAAFoST event at DUT to get their students involved. OJF and IB are to put together a function in conjunction with the KZN Branch, for a late afternoon start incorporating a Branch Lecture or, at a time that students will be receptive to.</p> <p>Page 8 Item 10.1 Food Bev Seta Mr Krappie Eloff is joining us at dinner tonight.</p> <p>Page 10 Item 14 Thirteen candidates, including Nigel Sunley, stood for election to the IUFOST Governing Council for the term 2010-2012. Both LA and OJF cast votes for the required six of the candidates. OJF mentioned that the voting was basically in favour of the local, other African and SAAFoST friendly candidates. No results are available as yet.</p> <p>Page 11 Item 16.1 Juliet has resigned as Editor of Food Review and there have been a number of changes within the organisation. Greg now owns the company that produces Food Review. This could have a significant impact on the SAAFoST 50th Anniversary edition. OJF is to follow up with Greg to establish if all commitments that were made by them will be kept. SAAFoST should review its relationship with Food Review to see if it is going to keep working with them after August 2010.</p> <p>Page 11 Item 17 SAAFoST Website. The website is to be checked on a continuous basis to see that the information that has been published remains current. Any new branch notices or newsletters must be published on the site. Amanda Minnaar from the committee, as well as Virosha, Carol and Joanne have been tasked to manage this portfolio.</p> <p>Page 11 Item 18.1 Termination warning notice in the form of SMS' are to be sent to all members with outstanding fees and who are about to be expelled. The notices will cost 40 cents each, and it was decided that this was worthwhile.</p> <p>Complaints have been received about the increased fee to appear on the list of SAAFoST consultants on the website. Three Consultants resignations have been received. Council agreed that the fee was reasonable and worthwhile and would not be reduced.</p>	<p>GS</p> <p>OJF</p> <p>RM</p> <p>LA</p> <p>OJF</p> <p>DR AM</p> <p>DR</p>
	The Minutes were proposed by GS and seconded by GB.	
4	MOTIONS	
4.1	RM put forward a motion of congratulation GS on birth of Melané	RM
5	FINANCES OF THE ASSOCIATION:	DW DR
5.1	<p>Financial Statements</p> <ul style="list-style-type: none"> ○ Draft Financial Statements were presented to the meeting. ○ Members were all invoiced by the end of October 2009 which led to a profit even though SAAFoST was budgeting for a break even situation. ○ Central had also received R80K from the Northern and Cape branches. ○ Income from investments have not been included in the Financial Statements ○ OJF made his target of R120K from income from workshops and was congratulated. 	DW
5.2	<p>Investments</p> <ul style="list-style-type: none"> ○ DW mentioned that the investments had a growth of about 30 per cent and that they have a good balance. ○ The Consolidation on investments from the Momentum Wealth Corporation account to the Galaxy Account is yet to be done. <p>The balances are: Galaxy R 2,043,551.00 and Momentum R614,299.00.</p> <p>Momentum</p> <ul style="list-style-type: none"> ○ DW is not happy about the reporting and said it should show clearly which 	DW

	<p>are dividends and which is interest so SAAFoST can reinvest if it decided to. DW is to set a meeting with Howard Fletcher when LR next comes to Johannesburg, to discuss the way forward.</p> <ul style="list-style-type: none"> o DW is not a signatory on investments. SAAFoST needs to change the signatories. It was resolved that the following will be signatories to the investments accounts: The Executive Director, The President, The President-Elect and the Treasurer. Turners are to assist with the forms and process of changing signatories. 	
5.3	Budget 2010	
5.3.1	<p>DW mentioned that there are some small issues on the 2010 budget that he had comment on:</p> <p>Membership fees are understated by R20,000 to R25,000.</p> <p>Interest could be upped to R32,000.</p> <p>Extra expenses. FACS administration is to be increased by R25,000 to R50,000</p> <p>The FACS Z Folds are to be reprinted.</p> <p>RM suggested that the SAAFoST stand be located in the IUFoST Exhibition, possibly at the exhibition registration desk, (at no cost) to distribute the FACS Z Fold leaflets. The desk would be staffed by IB and it was suggested that branch committee members assist with this duty. It was agreed that Z Folds be placed in the delegate bags.</p> <p>SAAFoST membership application forms are to be revised and printed with SAAFoST information on the back and these too would be available for distribution from the stand. The SAAFoST 50th Anniversary book will only available to visitors to the exhibition stand.</p> <p>GS to assist OJF with the SAAFoST leaflet by 1st May 2010.</p>	<p>DW</p> <p>RM</p> <p>OJF</p> <p>GS</p>
5.3.2	Branch Bank Accounts	
	<p>As we are one organisation, we should have one central bank account for governance and audit purposes. Some branch accounts are unstable due to the many changes made over the years.</p> <p>All branch accounts are to be closed and the funds must be paid into the central bank accounts. These funds are to be ring-fenced and reported on as a separate item in the financial statements. The date for completion of this process is 1st May 2010.</p> <p>VAT needs to be paid on dinner lectures.</p> <p>The funds need to be allocated correctly and properly reported in the central Financial Statements.</p> <p>A petty cash float of approximately R2, 500 is to be allowed for the branches to operate and pay routine expenses. Records are to be kept of the disbursements by the Branches. All prices are to include VAT. Receipts may be issued by branches and all receipts to be kept as records.</p> <p>Branches are to advise Turners of deposits so that the funds are correctly allocated to the appropriate Branch accounts.</p> <p>Turners are to advise the main companies of the name of the SAAFoST Bank Account to be used in future.</p> <p>All deposits are to be coded to enable Turners to identify the branches and allocate correctly.</p>	<p>MT RP GB</p> <p>All</p> <p>All TC</p> <p>All</p> <p>ALL TC</p> <p>TC</p> <p>ALL TC</p>
6	MEMBERSHIP	DR
6.1	<p>DR presented a report to the meeting on membership statistics by branch and payments made to date.</p> <p>Lists of the names of unpaid members are to be sent to Branches for their attention.</p> <p>It was suggested that student membership's fees should cover the full duration of their study to simplify the fee process as Irene spends 30/40percent of her time on</p>	<p>DR</p> <p>TC</p>

	<p>administering this. Idea rejected until a plan to implement that takes into account the differing lengths of courses is proposed</p> <p>The question was asked, could branches fund student membership fees? GS felt that this was not a good idea as students who were serious would pay their fees and they need to join and participate as individuals.</p> <p>SAAFoST is to look at ways of also recognising those students members that were not outstanding academic achievers but who still applied themselves exceptionally so that there was incentive for all students to join</p> <p>Aubrey Parsons Awards: There were 3 nominees this year of which only 1 is a paid up SAAFoST member. A letter from the Branch Chairs is to be sent to the nominees and to all students to inform them that they were considered but not awarded because they were not paid up members of the organisation. It is also to be mentioned in the next SAAFoST newsletter.</p> <p>A notice is to be designed advising students of all available benefits, awards and competitions and opportunities and the qualifying criteria that go with them, JvdB volunteered to put this together.</p> <p>It was noted that SAAFoST Academic achievements award recipients and Koeppen Award recipients are all paid up SAAFoST members.</p>	<p>All</p> <p>OJF</p> <p>JvdB</p>
6.2	<p>Delisting</p> <p>Irene has submitted a report on the statistics of membership terminations.</p> <p>The termination SMS is to be broadcast to unpaid members during May 2010 for finalisation on the 31st May. This is to coincide with early bird IUFoST registrations.</p> <p>All custodians should be paid up to qualify for IUFoST registration membership discounts.</p>	<p>IB</p> <p>TC</p>
7	<p>QUESTION AND ANSWER SESSION ED report / Branch Reports:</p>	
	<p>Q&A from the branch reports ED</p> <p>Foreign Commercial enterprise, African Business Journal – OJF mentioned that he was approached by the Journal for a list of Custodian Member contacts but that he had instead contacted Custodians and suggested that they contact the Journal themselves if they were interested in advertising in it. Unfortunately, the Journal had contacted certain Custodians via the website and had intimated that SAAFoST was supporting their publication and the placement of adverts in it.</p>	<p>OJF</p>
	<p>Q&A from the branch reports NB</p> <p>None</p>	<p>GB</p>
	<p>Q&A from the branch reports KZN</p> <p>None</p>	<p>RP</p>
	<p>Q&A from the branch reports: Cape</p> <p>None</p>	<p>MT</p>
8	<p>BURSARIES AND AWARDS</p>	
8.1	<p>2010 Awards / Challenges</p>	
8.2	<p>FoodBev Seta Bursaries</p> <p>10 Bursaries worth R20,000 were allotted to SAAFoST and 6 to SAAFFI in 2009.</p> <p>Twenty one of the same bursaries were made available to SAAFoST and one to SAAFFI in 2010.</p>	<p>RM</p>
8.3	<p>Distribution of Surplus Money to Individuals</p> <p>The question was asked, “what happens if the value of the receipts from the beneficiary of a bursary that is submitted to Irene amount to less than the value of the</p>	<p>IB</p>

	<p>award. Do we pay out in the balance in cash”?</p> <p>DW we should pay the full amount, give the change to the individual. In some cases however the needs are low and people are earning money so the unused balance of the award value could be best used elsewhere.</p> <p>Awards are made on a combination of academic achievement and recipient need. Each case is different. Each award has it own criteria which should be used to determine the payout. The Committee is to check on the wording of the awards to achieve the appropriate financial outcome.</p> <p>The situation is to be looked at year on year to determine what the academic registration costs will be and thereafter consider awards values accordingly.</p> <p>Aubrey Parsons Awards would remain R20,000 and paid regardless of costs incurred . Any remaining balance at the end of the year should be paid over to the recipient</p> <p>SAAFoST bursar university registration fees are paid on submission of an invoice from the university. They may be paid out for invoices for books etc. Any remaining balance at the end of the year will not be paid to the bursar</p>	
9	STUDENTS	
9.1	<p>Sponsored Students to the IUFOST 2010 Congress</p> <p>There is funding from Mars for 15 full sponsorships including registration, travel and accommodation.</p> <p>There is funding from Appletiser for 6 sponsorships.</p> <p>There is funding from institutions for 7 by R3,500</p> <p>Northern Branch has budgeted R 65, 000 to sponsor 45 students. They have obtained the wish list from Gauteng academic institutions and the sponsorship inclusions vary from institution to institution. Selection criteria are to be determined.</p> <p>Cape Branch, besides paying total volunteer wages of R 20, 000, have an amount of approximately R 100, 000 available for Student Sponsorships. The criteria and numbers from Academic Institutions are not available yet.</p> <p>KZN Branch report that DUT criteria requires that students must have qualified for the second year but not for the third year and they have got 32 students they want to send to Congress at the moment. A plan needs to be drawn up to raise funds to send these students</p> <p>NS suggested that the Committee weigh up the 2 blocks, namely funds available against student’s needs and match the most appropriate.</p> <p>Branches are to ascertain what specific aspects the Academic Institutions want to be covered by their sponsorships. They want the name of the students but they must be told that the criteria for funding requires that the student must be a paid up SAAFoST member. The institutes must provide motivation and their academic record.</p> <p>Mars and Appletiser may want to be involved in the selection procedure for the students that they sponsor and it is possible that they may set some conditions.</p>	<p>GB</p> <p>MT</p> <p>RP</p> <p>All</p>
9.2	<p>Student Packages:</p> <p>Turners had submitted some package options which on the face of it appeared to be expensive. DR explained the advance booking scenarios and the restriction that low cost carriers applied to groups. Non-changeable names of individual travellers and full payment for all bookings need to be provided at the time of reservation. All fares were governed by airline yield conditions and were available on a first come first served basis, subject to availability that changes day by day.</p> <p>A fixed amount was suggested R 5,000 for academic students and R6, 000 for corporate students from Johannesburg and Durban. R3000 would apply to Cape Students for sponsorship and they are only to be paid upon registration at the event.</p>	<p>TC</p> <p>All</p>

	There will be a fair amount of administration and there will need to be a good management system in place to coordinate and manage the process. RM will look at this.	RM
9.3	Students on Site SAAFoST had implemented a website based employments placement facility and this was being well received by the students with positive results and it would continue into the future.	TC IB
9.4	Dreosti and Ginsberg OJF to arrange for judges for these awards.	OJF
10	SAAFOST 50th Birthday Celebrations Owen to report on this aspect	OJF
11	DEPARTMENT OF HEALTH OJF reported that the regulations are out and had been published on the DoH website. The Guideline documents, "too large to print" were available on the website only. For more information please see the Executive Director's report.	OJF
12	THE FOOD ADVISORY CONSUMER SERVICES (FACS) DW reported that it is going on well. The monthly fee paid to the SA National Consumer Union (SANCU) by FACS for secretarial services, chiefly manning the shared FACS telephone, was raised from R1, 430 to R1, 575 w.e.f March 2010. <ul style="list-style-type: none">o 50,000 FACS "Food and Nutrition Facts" pamphlets were in the process of being reprinted.	DW
13	INTERNATIONAL RELATIONS IUFoST and IFT The President elect of IUFoST raised the issue of IFT seemingly wanting to become global at the IUFoST GC meeting held in Budapest 2009. Emails have been exchanged between IUFoST and IFT in an attempt to resolve the issue.. ICSU rules do not permit one adhering body competing with another recognised Adhering Body in a particular country, so IFT would be in contravention of those rules. IUFoST Governing Council objects to this and discussions are ongoing. IUFoST is in the process of drawing up terms of engagement and has put together a Members Committee to handle this, upon which LA serves. The first conference call will take place on 23rd March 2010 but unfortunately but LA will not be available to participate in the discussions. The issue is sensitive and is generating considerable emotion.	LA
	Canadian Initiative Prof Joe Hulse, well known (retired) Canadian scientist and former IUFoST President came to South Africa on a personal food security mission and was hosted by OJF. He was privately promoting the availability of a Ca\$62m Canadian International Food Security Research Fund and was keen for South and southern Africa to be aware of the fund and to exploit it through a Canadian partner such as the University of Guelph. He felt that a team comprising of local universities, the ARC, CSIR and other interested parties, under the auspices of SAAFoST, should submit a Ca\$1,2 m food security proposal to the International Development Research Centre within the current financial year, i.e. before 31 March 2010. After some discussion, it was decided that SAAFoST had neither the manpower, the time nor the mandate to drive this initiative and that in any event the time available to respond in a proper fashion was too short. It was agreed, because of the interest in the subject shown by local universities, the ARC, CSIR, Nestle and others, that SAAFoST should organise a food security symposium after the World Food Science	OJF

	<p>Congress in order to identify interested parties, assess needs and generally take stock of developments to date and then decide on the most appropriate way forward. Prof Hulse who had been pressing SAAFoST to submit a proposal would be informed of this decision.</p> <p>Northern Branch said that they have a database of names of people who are interested in food security.</p> <p>DW Food security is such a vast issue and SAAFoST is involved in a really small section of this so we should carefully consider our role. We can consider administering this.</p> <p>RM said that OJF and NS are to get together to consider this and review what Joe is talking about. Perhaps Amanda can represent SAAFoST is it is decided to go ahead.</p> <p>LA said that other countries such as USA are also looking at initiatives on food security.</p>	OJF NS
14	IUFoST 2010	
	<p>NS report back on the developments and progress of the 2010 IUFoST Congress. The event was progressing at full speed and was in good shape.</p> <p>There have been 92 registrations from 77 nationalities.</p> <p>We need to get out there and sell the Congress as much as possible on the strength of the programme now that we have the names and topics.</p> <p>Registration options have been enhanced.</p> <p>Social aspects looking good and enjoyable.</p> <p>GS Of the 1400 abstracts received, 1050 have presented more than one. There is space to 200 orals. 76 speakers have confirmed participation and of these, 65 are international. There is space for 1100 posters.</p> <p>RM said that the Exhibition was virtually sold out and could be the biggest SAAFoST has ever held.</p>	NS
15	PUBLICATIONS AND MEDIA	
	<p>OJF reported that relations with Food Review were sound and that contact was very frequent, that relations with Food and Beverage Reporter were good and that the broader media, journals, newspapers and radio stations remained in contact, seeing SAAFoST / FACS as a useful and credible resource. Several queries about IUFoST 2010 had been received. Plans were afoot to cater for the media during the World Congress.</p>	
16	SUCCESSION PLANNING	All
	<p>Term of Next Presidency</p> <ul style="list-style-type: none"> ○ 3 Presidents met at the end of last year. It was agreed that the next President's term of office should be 3 years due to Congress changing the normal cycle of SAAFoST Congresses. ○ The motion was put to council who unanimously agreed to a three year term for GS as next President. 	
	<p>Elections and Date of BGM</p> <ul style="list-style-type: none"> ○ Branches were asked what are they planning from a succession point of view and when they were going to hold there BGM's and elections. Candidates will need to be in place by then. ○ The responses were as follows: Cape Branch, June 2010, Northern Branch June 2010, KZN Branch, and June 2010. ○ OJF is circulate what has to be covered at the BGM's to the Branch Chairs <p>KZN Succession. 8 people on branch available for re-election</p>	All

	<p>Cape Most of the current committee carrying on and one additional person has applied to be on the committee</p> <p>RM proposed that guidelines be put in place re maximum term that anyone can serve as a Branch Representative on Council (3 terms.) It was mentioned that this would require a change of Constitution and therefore could not be decided at this meeting. It is to be discussed and brought up at the appropriate forum.</p> <p>OJF is to clarify to Branch Chairs what positions need to be elected.</p> <p>RM mentioned to the meeting that RP has agreed to be nominated for to the position of President-Elect.</p> <p>Vice President: It was questioned whether the position of a Vice-President was still required and appropriate. If the position stays, it should be reviewed quite drastically because it does not currently have a specific function and role. Perhaps there could be a project or cause which the Vice-President should drive or he/she could be focussed on International Relations. A job description should be developed.</p> <p>OJF suggests that SAAFoST keeps the position. Whilst it was felt that the President - Elect should replace the role of the Vice-President, this motion would require a change of Constitution and was therefore not appropriate for this forum to reach a decision on.</p>	<p>OJF</p> <p>OJF</p>
	<p>Constitutional Changes</p> <p>Owen is to set up the criteria for on line voting. DR is to discuss the process with Owen. Professional members can vote a simple yes/no vote</p> <p>The preparation and web development is to be finalised and tested by 31 March 2010.</p>	OJF DR
17	WEBSITE	
	<p>All new Branch Notices are to be posted on the website.</p> <p>All out of date material is to be removed from the website. AM and Turners are to manage this process.</p>	TC AM
	SENSORY Forum	
	<p>JvW reported that last year the Cape Branch went quite well in that they had 3 events.</p> <p>Planning events this year will take place by email. The Forum will have a meeting at the first event and plan future events at that time.</p> <p>JvW will put something together on basic sensory techniques and structure a session.</p> <p>RM reported that in Gauteng 40 to 50 people have attended regular meetings.</p>	
18	ADDITIONAL ITEMS	
18.1	<p>The Dairy Society has contacted OJF with a view to combining resources for running of the organisation. They suggested that the organisations would be independent and run in parallel with each other.</p> <p>OJF says SAAFoST should encourage them to exist by themselves.</p> <p>RM said that we need to explore what they actually envisage.</p> <p>NS said we need to be careful not to be seen to be putting them on a higher level than any other related association or society.</p> <p>A personal meeting with the president would be arranged to determine needs.</p>	OJf/RM
18.2	<p>The Presidential Gong.</p> <p>DW said that it was time to replace the name bars engraved with previous Presidents, and also replace the ribbon.</p> <p>When asked "Do we keep the old gong or get a new one", the feeling was that</p>	DW

	SAAFoST should get a one with the new logo on the reverse side.	
	SACNASP is to be a standard agenda item in the future. SAAFoST being a SACNASP voluntary organisation should be getting a discount from SACNASP.	RM
18.3	NM suggested a sub-committee be formed for the students in the future as this was a substantial part of SAAFoST activities.	
	Social Networking. Is there a role for this in SAAFoST for the younger generation? We should look at the opportunities in the future. Face book or Linked In are prospective solutions.	OJF
19	DATE OF NEXT MEETING Morning of Saturday 21 st August 2010, followed by dinner at the Gold Museum	