

The South African Association for Food Science and Technology



SAAFoST COUNCIL MINUTES

Minutes of the meeting of the SAAFoST Council held at City Lodge OR Tambo Airport on 29 January 2014 at 10h00

Wednesday 29 January 2014	10h00 – 15h00	City Lodge, OR Tambo	
MEMBERS PRESENT			
Ryan Ponquett	President	Kerry Ingredients & Flavours	RP
Gunnar Sigge	Immediate Past-President Chair: Cape Branch	Dept. Food Science, Stellenbosch University	GS
Jannie van Aswegen	Vice President Chair: Northern Branch	Retired	JVA
Prof Ryk Lues	Vice President	Central University of Technology: Free State	RL
Jacques van den Berg	Cape Branch Representative	Appletiser SA	JVDB
Grant Momplé	Cape Branch Representative	Afriplex	GM
Russell Hove	KZN Branch Representative	Pakco	RH
Oluwatosin Ademola Ijabadeniyi	KZN Branch Representative	Durban University of Technology	OAI
Mr Nigel Sunley	IUFoST Liaison	Sunley Consulting	NS
Mr Owen Frisby	Executive Director	SAAFoST	OF
Mr Dudley Randall	National Secretary	Turners Conferences	DR
BY INVITATION			
Ms Irene Burke	Membership Development Officer	SAAFoST	IB
Ms Trica Fitchet	Editor: FST	SAAFoST	TF
APOLOGIES			
Amanda Minnaar	President-Elect	Dept. Food Science, U.P.	AM
Rosie Maguire	Finance Officer	In Essence	RM
James McLean	KZN Branch Chair	Hilltop	JM
Romy Hochfeld	N Branch Representative	Anchor	RH

No	Item	Action	Date
1	WELCOME AND APOLOGIES		
	President Ryan welcomed everyone to the meeting especially the new members.		
2	READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS		
	The agenda has been circulated to all Council Members.	DR	

	<p>Additional Items for the Agenda:</p> <ul style="list-style-type: none"> ○ Local Relations with SAACI, the Dairy Board etc. to foster cooperation. ○ Creating a website page for the SAAFoST Foundation. ○ Nomination of a sub-committee for reviewing criteria for awards. ○ The SAAFoST Foundation 		
3	READING & CONFIRMATION OF MINUTES		
	The minutes of the meeting of 06 October were read and approved. Proposed by OJF. Seconded by. GS		
4	MATTERS ARISING FROM PREVIOUS MINUTES		
4.1	5.2.3 Ryan is to be set up as a signatory on the bank accounts.	OJF RP RM	
4.2	6.1.1 Updated list of Custodians. This is on the website and appears in the Executive Directors Report.	OJF	
4.2	6.2.4. JVDB is to circulate standard presentation to Council for comment and update. JVDB is to recirculate re-circulate.	JVBD	
4.3	8.6 Council is to look at national events. (Discuss under future events.)		
4.4	12.1 The Anniversary Book will be placed on website and updated as news and material becomes available. This is to be carried through to the next Council meeting.	OJF	
4.5	6.1.4.1 Membership fees have been proposed and finalised and invoices been sent.	TC	
4.6	Minutes reflect Lead 60 whereas they should be Lead 360. DR is to change to Accordingly	DR	
4.7	12.2 NPO status. DR is to check with the auditors to confirm that SAAFoST is registered for the current year and look at passed years.	DR	
4.8	12.3 Bulk mail is still being blocked. DR reported that the secretariat was sending mail from an independent email address. Turners will get a Graphic Mail report of blocked mail and will contact the companies accordingly. Images and attachments should be reduced to optimise transmission and receipt.	DR	
4.9	DR is to send provisional Congress financial results congress to Council	DR	
5	MOTIONS & INTRODUCTIONS		
5.1	Council wished NS luck with his nomination as IUFoST President-Elect.		
5.2	Council wished RM luck in becoming a serving Governing Council Member.		
5.3.	Council wished Lucia Anelich all the best with being elected as President of the Scientific Council.		
5.4	GS is standing for election onto the Board of Directors for IFT and Council expressed their best wishes.		
5.5	SAAFoST should issue a press release to the news media and to the media in the rest of Africa if or when the above people are elected to prestigious office.	Tricia Fitchet	
5.6	A vote of thanks was issued to RM for taking on the treasurer portfolio for the current term and for preparing the budget.		
5.7	Paul Vet has accepted the position of Vice-Chair of the Cape Branch. GS is to	GS	

	send his contact details to DR for inclusion in the circulation list and on the website.		
5.8	RP welcomed the new Council Members to their first meeting: Jannie van Aswegen, Prof Ryk Lues, Grant Momplé, Russell Hove, Oluwatosin Ademola Ijabadeniyi,		
5.9	Congratulations were extended to NS on his Honorary Life Membership award.		
5.10	Congratulations were extended to Aubrey Parsons who won the President's Award for 2013.		
6	FINANCES OF THE ASSOCIATION:	RM	
6.1	RM is unable to attend the meeting but has submitted a report which was circulated. The following were contained in the report.		
6.2	INVESTMENTS: The current value of investments is R 1, 939, 930.38		
6.2.1	R1, 705,800 was withdrawn from the investment portfolio in October and transferred to the Foundation leaving a balance of R1, 723,000.		
6.2.2	Council sanctioned the change of the cash holding percentage of the investments from 10.03 % to 2% of the portfolio.		
6.2.3	Council suggests that RM look at options for alternative financial advisors.		
6.3	BANK ACCOUNTS		
6.3.1	ABSA 92058200197 R582 223.31 Nedbank Money Market R635 178.75		
6.3.2	DR is to look at 2013 Congress result and inform Council of the results.	DR	
6.3.3	SAAFoST is to transfer money from the ABSA bank account into the Nedbank account. R 200 000 is to stay in ABSA for SAAFoST operating costs.		
6.4	BUDGET ISSUES		
6.4.1	Congress Account: The Congress account has a balance of approximately R1 million. Council needs to decide how much of this money is to be moved and where. Council needs to first look at proposed budget and establish the requirements of SAAFoST for the next eighteen months before deciding how to distribute the Congress surplus.		
6.4.2	Congress Surplus: It was agreed to commit in principal to paying a portion of the Congress surplus to the Foundation. The amount will be determined at a later date once the bulk of the membership fees have been received. The funds will be transferred at the end of April 2014.		
6.4.3	SAAFoST needs to grow its membership as this will create a source of income.		
6.4.4	FST: FST costs are to be ring-fenced for the next year. SAAFoST's running costs must be reflected excluding FST costs which must be budgeted separately and recorded as a separate cost centre.		
6.4.5	FACS: OJF suggested that there is now an opportunity to grow FACS as it is underappreciated. This has already been allowed for in the budget with an adjustment from R 32 000 to R 50 000.		

6.4.6	<p>Telephone Account:</p> <p>The amount budgeted for the ED, MDO telephone account seems excessive. The actual amount spent was R 14 000 and the budgeted amount is R 24 000. This is to be adjusted to R 20 000.</p>		
6.4.7	<p>Staff Salaries:</p> <p>The President is to send Turners a letter to confirm salary adjustment of 6 per cent for OJF and IB. The increase will be effective from 01 January 2014.</p>		
6.4.8	<p>Error detected:</p> <p>In the budget spreadsheet, the summary from F81 to F82 in the expenses reflects R2 468 990. The deficit is actually R 312 360.</p>		
6.4.9	<p>Targets:</p> <p>The deficit needs to be funded through income generated from holding events during the 2014 year and by increasing membership, especially Custodians. Council has set a target of 10 new Custodians.</p> <p>Council needs to strategize how to sell not only Custodian membership but also individual membership within the Custodian's organization.</p> <p>The target is to raise R150 000 from additional national events and contributions from branch events.</p> <p>The progress on these targets is to be presented to Council meetings.</p>		
6.4.10	<p>Reduce Expenses:</p> <p>RP suggested that the expenses be reduced by R80 000. Possibly including a reduction in the Presidents budgeted expenses.</p>		
6.4.11	<p>Fees Invoiced:</p> <p>Membership fees of R1.456 million have been invoiced and if all of these are received, there should be no deficit.</p>		
6.4.12	<p>Approval:</p> <p>The budget was approved subject to the above amendments being incorporated into the existing calculations.</p>		
6.4.13	<p>Turners Personnel and Bank Issues:</p> <p>DR mentioned that some difficulty had been experienced with bank transfers due to changes and illness in their personnel but that the matters were being dealt with and would be back to normal in the near future.</p>		
6.5	FOUNDATION BURSARY PAYOUTS		
6.5.1	<p>IB reported that recipient performance criteria are attached to the bursaries and that funding can be terminated if they do not succeed in their studies.</p>		
6.5.2	<p>SAAFoST is sponsoring 17 students this year excluding the Koeppen and Aubrey Parsons awards. The total value of the awards that SAAFoST will be paying out is R 478 000.</p>		
6.6	FLOATS FOR BRANCHES		
6.6.1	<p>There are no specific floats allocated annually for individual branches but they can apply through the SAAFoST office if required. Branches should apply to the Executive Director who will instruct Turners to pay from the central account.</p>		
7	MEMBERSHIP		
7.1	<p>There are currently 75 Custodian members. There is an ongoing drive to recruit new members. JVA undertook a trip (safari) to Limpopo and Mpumalanga and</p>		

	OJF travelled to KZN on recruitment campaigns.		
7.1.2	SAAFoST will attempt to follow up on the high number of student from KZN when they complete their education and encourage them to become members. The KZN branch is to follow up.	IB KZN	
7.1.3	Post-doctorates are to register as post graduate students at the fee of R150.		
7.1.4	Turners have submitted a membership statistics report to all Council members.		
9	INTERNATIONAL RELATIONS		
9.1	IUFoST	NS	
9.1.1	IUFoST 2014 Congress: Montreal 17 -21 August 2014 NS reported that the Congress was moving along well but that they do have some challenges with the programme with only 80 abstracts submitted to date. NS will hear more on the progress of the Congress at the March meeting in Bangalore. The amount of the Congress Fees is a challenge for developing countries. There has been an appeal to SAAFoST to please spread the word and persuade people to attend the IUFoST 2014 Congress.		
9.1.2	IUFoST as an organisation is prospering. Thanks in large part to the Cape Town Congress, they are now financially stable.		
9.1.3	Implications of Presidency: If NS is successful with this nomination, in a 6 year cycle the costs for the incumbency will be approximately R2.2 million. A discussion would have to be held as to whether SAAFoST should consider some funding assistance. NS has also applied to the NRF for financial assistance for this purpose.		
9.1.4	IUFoST are considering introducing a young scientist leadership programme in Montreal.		
9.1.5	The Brazilian IUFoST Conference paid IUFoST US\$ 50 000.		
9.2	IFT:	GS	
9.2.1	GS is standing for the Board of IFT with the best wishes of Council. He will be campaigning on Facebook.		
9.2.2	SAAFoST and IFT still have a standing arrangement for providing content for FST and they have been very helpful with content sharing.		
9.2.3	IFT are full of praise for SAAFoST especially for the success of our Congress.		
9.2.4	IFT are cognizant of the fact that they are North American and are keen to lean from the rest of the world. They are making a concerted effort to appoint more international members on their Council.		
9.2.5	IFT look forward to continued collaboration with SAAFoST. They are hosting a national event in New Orleans this year for 16000 people. GS will explore opportunities for further goodwill and sharing.		
9.2.6	IFT LEAD 360 Programme: RH attended last year. IFT are thinking of doing something similar again in the future. SAAFoST will consider supporting this project.		
10	CONGRESSES & EVENTS		
10.1	IUFoST 2014:	NS/GS	

10.1.1	IUFoST 2014 Congress: Montreal 17 -21 August 2014		
10.2	SAAFoST 2013:	AM/GS/OJF	
10.2.1	Amanda was not present to discuss the event; however Council expressed its congratulations on a Congress well run.		
10.3	SAAFoST 2015:		
10.3.1	SAAFoST 2015 will be hosted by the KZN branch.		
10.4	EVENTS in 2014	OJF/GS/RP	
10.4.1	RP is in favour of placing more emphasis on local branch events.		
10.4.2	Bellagio Declaration on Obesity.		
10.4.3	Functional Ingredients: The Cape Branch is organizing an event on functional ingredients that has possible national potential. SAAFoST should possibly take the event (being planned early June 2014) and roll it out across other provinces. Consider getting sponsors to exhibit at all three branch events. Consider having overseas speakers and all three branches to hold events in similar time frame.		
10.4.4	Food Labelling Regulations: A draft document has been released for comment by the Department. SAAFoST should allow at least three months following the release of draft for hosting an event to discuss related implications through possible workshops.		
10.4.5	Bloemfontein: An event should be considered to get people together at a small event at the university. RL is to talk to OJF to plan a way forward. It was mentioned that Council should consider holding a meeting in Bloemfontein but the logistics and costs need to be taken into account. Special emphasis is to be given to kick-start the region.		
10.4.6	KZN Branch. Tate & Lyle on Salt Reduction. The branch will consider holding a special event every 3 months. KZN Branch will attempt to get other food related associations to link up with them for joint events (Diary Association). It was suggested that a specialist speaker and also a person of entertainment value be invited to enhance these social events. Regional cook-offs with a national final can also be considered. KZN meets on 3 rd Thursday of every month.		
10.4.7	Cape Branch: The Cape Branch has prepared a tentative schedule of events as per their branch report. Dates for events include 06 February, March, May, June and July. The Committee meetings are planned at six week intervals and will be set on an ad-hoc basis.		
10.4.8	Northern Branch: Members meet on the last Tuesday of every month.		
10.4.9	RP asked branches to set a calendar of events for the coming year and to circulate these to Council.		

11	PUBLICATIONS AND MEDIA	GS/OJF/TF	
11.1	SAAFoST's South African Food Science & Technology (FST)		
11.1.1	TF reported that the February issue will be going out next week. It will be the largest edition to date. TF has targeted 60 pages of editorial and 40 advertisements.		
11.1.2	FST has changed designers and printers.		
11.1.3	Overseas content contributions continue to be incorporated into the publication.		
11.1.4	A new advertising salesperson has been appointed in Gauteng and sales have started to pick up. The main advertising salesperson was in poor health and has resigned so FST is looking for a new person.		
11.1.5	Remuneration for Tricia needs to be reviewed and guidance on our activities from a tax perspective is being sought. FST needs to be an in-house operation of SAAFoST rather than an independent business. Resourcing and budgeting needs to be addressed.		
11.1.6	A sub-committee consisting of RO, RM and GS will be set up to discuss FST issues. The project has developed from being a small magazine to be a significant publication project.	RP RM GS	
11.1.7	Reporting on food science is important and SAAFoST needs to remain in control. IFT input contributes to FST's success. The content and information has a specific and significant value-add for our members and the publication is developing a strong brand.		
12	SAAFoST WEBSITE		
	The SAAFoST Foundation pages are to be developed.	OJF TC	
	FST should be advertised on the website.		
	FACS is not appearing in the standard google search. DR is to discuss with the webmaster.	DR	
13	SAAFoST FOUNDATION		
13.1	RP has received a copy of the document prepared by David Watson on the methods of working. (DW set out the terms and objectives of the SAAFoST Foundation.		
13.2	SAAFoST Council needs more engagement with the Foundation.		
13.3	Charles Samson has tendered his resignation due to work commitments and needs to be replaced by a suitable person. Suggestions will be welcome.	RP	
13.4	Changes and clear guidelines are required regarding the criteria for SAAFoST bursary awards, especially the Koeppen award. IB already participates in discussions and RP proposes that Gerda be appointed to the sub-committee.		
13.5	OJF proposed that an MJ Court award is to be considered.		
14	ADDITIONAL ITEMS & GENERAL		
14.1	SAAFoST Strategy Meeting	RP	
14.1.1	The objective of the meeting should be to identify our DNA, who we are and what we do and what do we want to achieve. Debbie Nortjie now with Imana Foods will take us through the blueprint free of charge.		

	Focus should also be on encouraging students to join the organisation.		
14.2	Labelling Summit Barter Agreement	GS	
	<p>The labelling Summit is being held on 10-11 March in Cape Town and the organisers (Michael Hatton) have offered SAAFoST a quid pro quo arrangement.</p> <p>It was agreed that SAAFoST would send out the event notice to members and place a banner on the website. A reciprocal link will be established on their website and additionally two SAAFoST members will receive complimentary registration while a twenty per cent discount will apply on registration fees for all SAAFoST members.</p>		
15	LOCAL RELATIONS		
	<p>RP mentioned that calendars are clashing due to plethora of events. SAAFoST should find a way of actively working together with other organisations to the benefit of all associations so that people don't have to choose which one to attend. This is an objective for the coming year and can enhance benefits for SAAFoST members.</p>		
16	DATE OF NEXT MEETING	RP	
	<p>1 Strategy Meeting:</p> <p>Dates to consider are 4th week of March (26th) in Durban or in week of the 8-9 April.</p> <p>Delegates will fly in the night before. A venue near the airport is preferable and RP will arrange with Unilever.</p> <p>The next Council meeting will be held on 11 June 2014 in Cape Town.</p>		
	The meeting concluded at 15h10		