

01 September 2019

SAAFoST COUNCIL MEETING MINUTES

Minutes of the SAAFoST Council Meeting held at Birchwood Hotel and Conference Centre, Johannesburg, Heathrow Room on 01 September 2019 at 09h00

MEMBERS PRESENT		
Lucia Anelich (Exco)	President	Anelich Consulting
Gunnar Sigge (Exco)	President (2010-2013) ex officio	Dept. Food Science, SU
James McLean (Exco)	Treasurer & President Elect	Hilltop Food Ingredients
Owen Frisby (Exco)	Executive Director	SAAFoST
Madelein Jansen	KZN Br Representative	Kerry Ingredients
Ingrid Woodrow	Chair: Northern Branch	IMCD South Africa
Gerda Botha	SACNASP Representative	SACNASP
Sharon Beeming	National Secretary	Turners Conferences
BY INVITATION		
Tricia Fitchet	Editor: FST	SAAFoST
Tsetse Baloyi	Communications Officer	SAAFoST
Irene Burke	Membership Development Officer	SAAFoST
Juliette le Roux	Food Safety Matters	EC Representative
APOLOGIES		
Anza Bester (Exco)	Vice President	Merieux NutriSciences
Melanie Naidoo	Cape Br Representative	Doehler SA
Catherine Chisindi	Northern Branch Representative	Novozymes SA (Pty) Ltd

No	Item	Action	Date
1	WELCOME AND APOLOGIES	LA	
1.1	Lucia welcomed all Council Members to her last Council Meeting as President. The following apologies were noted: Anza Bester, Melanie Naidoo and Catherine Chisindi		
2	READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS	LA	
2.1	The agenda was accepted with the following amendments: <ul style="list-style-type: none"> • Janet Taylor – Dreosti and Ginsburg Awards • Choose an IUFOST representative for SAAFoST Nigeria 2020 		

	<ul style="list-style-type: none"> Invitation to the SA Food Supply Chain Integrity Summit 16 – 18 October 2019 in Johannesburg 		
3	READING & CONFIRMATION OF MINUTES	LA/ALL	
3.1	<p>The minutes of the meeting of the 27th June 2019 were distributed to the Council Members before the meeting. The following corrections were noted:</p> <p>Page 3 – Point 4 – Joint Membership – should read Larry Umunna and not Larry Agunda</p> <p>Page 4 – Point 5 – Should read IUFoST and not luFOST</p> <p>Page 5 – First paragraph should be a full stop and double comma taken out.</p> <p>Page 6 – Second bullet point should read Young Professional’s evening and not Young Professional evening</p> <p>Page 7 – Fifth bullet point should read surplus and not profit</p> <p>Page 9 – IFT – first bullet point should read 18 000 and not 1800</p>		
3.2	The minutes were approved by Gunnar Sigge and seconded by Owen Frisby		
4	MATTERS ARISING FROM PREVIOUS MINUTES – 27th June 2019	LA/ALL	
	<ul style="list-style-type: none"> Discussions between SACNASP and SAAFoST QR Scan on business cards: GS reported that the idea was to have a QR Scan on the business card which would be scanned directly to a contact’s phone and the second idea was to be scanned and take a person directly to the webpage, or membership application form. Tsetse to look into the linking of the QR code for the website. 	TS	14.11.19
5	MOTIONS & PRESENTATIONS & DOCUMENT SIGNING		
	No motions, presentations or document signing.		
6	MySAAFoST	GS	
	<p>GS reported back as follows:</p> <ul style="list-style-type: none"> The MySAAFoST was looking into having two representatives from each group and branches to serve on the National Interim Committee. They wanted to elect a President, Vice President and Treasurer At the MySAAFoST meeting which was held the previous week there was only 2 nominations and nominations had been extended. <p>TS reported:</p> <ul style="list-style-type: none"> That only 3 people had advised that they would like to serve on the Committee. A discussion had taken place to recruit more people at the Young Professional’s Meeting that was going to take place at Congress 2019. <p>GS raised the issue of definition of a Young Professional. Not everyone under the age of 35 should be considered a Young Professional, as some people studied later in life and perhaps it should be anyone who has been in the industry for 10 years and less.</p> <p>It was agreed that this could be looked into.</p> <p>LA advised it would have to be in line with the Dreosti or Ginsburg Awards.</p> <p>GB suggested that members could be advised that they could apply to join the Young Professionals if they had been in the industry for 5 or 10 years.</p>		

	<p>TF suggested that when the Young Professionals have their meeting it also be put on the Agenda that something should be submitted to go into the every FST Edition that goes out.</p> <p>LA advised that there should be one representative to communicate with TF to submit a short article for each FST Edition.</p>		
7	FINANCES OF THE ASSOCIATION	JM	
	<p>JM gave a slide presentation on the 2019 Budget (Refer to Doc 8).</p> <p>After discussion with regards to the Nedbank Investment account, it was decided that Warren should be invited to the next Council Meeting.</p> <p>JM went through the Financials that would be presented at the BGM on 02 September 2019.</p> <p>Suggestions were once again brought up on how the monies could be used. The following decisions were made:</p> <ul style="list-style-type: none"> • Leave current membership fees for 2020 and 2021 as they were previously agreed upon • Only increase membership fees by 2% to 4% in the immediate future. • Invest further in MySAAFoST • Provide a communications' budget for Tsetse. <p>Student Membership</p> <p>IB advised that over 230 students were converted to full members at the beginning of 2019 (i.e. Member or Professional Member). Of these student members that were converted, 179 were suspended.</p> <p>IB and TS both suggested that student members should pay a nominal fee for student membership so that it would instill a culture of payment from the beginning.</p> <p>A discussion took place that the MySAAFoST group should be well established so that students would see the benefits and would then have a sense of belonging and they would see the value of paying a fee for their membership. Different categories of membership for students could be introduced; currently there was a membership for Postgraduates as well.</p> <p>It was agreed that MySAAFoST would be asked on how to recruit suspended members and whether they thought a new membership category for young professionals should be introduced.</p> <p>MJ suggested having a Welcome Pack that could include a t-shirt, the FST magazine and membership forms to encourage students to pay for membership. Having specific events would also entice students.</p>		
8	MEMBERSHIP		
	Membership Update	IB	
	<p>LA proposed categories of membership be revised and reviewed at the next Council Meeting.</p> <p>Doc 3c gave a summary of membership by category:</p> <p>Consultants – 7</p> <p>Custodians – 80</p>		

<p>HLM - 9</p> <p>Institution - 68</p> <p>Member - 308</p> <p>Postgraduates - 78</p> <p>Professional Member - 496</p> <p>Retired Members - 33</p> <p>Retired Professional Members - 46</p> <p>Students – 849</p> <p>Total Membership 1974</p> <p>IB reported as follows:</p> <ul style="list-style-type: none"> • 356 members were suspended and proceeded to read from Doc 3a the categories in which categories were suspended. • All the suspended members received follow-ups with invoices, statements and phone calls for payments. Numerous reminders and imminent suspension notices and finally letters informing suspension were sent. 		
<p>Turners Conferences Secretariat Membership Stats Report</p> <p>Turners stats as at 28 August 2019 circulated to Council.</p> <p>Total membership – 1934 members and 7 consultants</p> <p>Cape Branch – 716 members and 2 consultants</p> <p>Eastern Cape Interest Group – 17 members</p> <p>International – 27 members</p> <p>KZN Branch – 307 members</p> <p>Northern Branch – 967 members and 5 consultants</p> <p>Pending list - 32 members</p> <p>Suspended Members – 356 (Suspended mid-August 2019)</p> <p>Outstanding Member fees– R281 634.84</p>	SB	
<p>Membership Marketing</p>	IB/TB	
<p>Tsetse’s report was circulated to council prior to the meeting (Doc 4) and TB reported as follows:</p> <ul style="list-style-type: none"> • He was doing more crowd pulling by getting more people to engage in the various social medias, i.e. Facebook, Instagram, LinkedIn and Twitter. • Through these media platforms, 4 new leads had been generated for membership via Facebook. • A LinkedIn page had been opened. It currently had 30 new followers and targeted professional members. • He revisited the benefits for members e.g. getting discount at Congress but did not state that there would be networking opportunities. <p>Webinars</p> <p>IB reported that they have been encouraging members to use the Webinar system.</p> <p>Tsetse and IB had discussed how to drive it for students and encouraged Branches to</p>		

	<p>help.</p> <p>LA suggested that using the webinar and getting speakers to various topics be added to someone's portfolio. A webinar once a month or even every second month should be targeted.</p> <p>GB suggested that the Professors from the various Universities could perhaps give a half an hour presentation on a specific subject.</p> <p>GS advised that it was not possible to give the same lecture that he would do for his students on a webinar as the lecture was copyrighted. However, it would be possible to a prepare a new lecture on the same topic.</p> <p>Webinars should also be for Industry.</p> <p>It was agreed that Branches should send their notices to Tsetse a week before they went out, so that it would give him time to work with TF t on the notice. This would also give Turners the 48 hours that they required to get notices out in time.</p>		
9	SAAFoST FOUNDATION	LA	
	<p>IB reported as follows:</p> <ul style="list-style-type: none"> • 2nd Bursary payments were made in July 2019. All passed were accepted. 1 Student disappeared and did not let SAAFoST know that he stopped studying (Msizi Nhlabathi). • She had been in contact with UP to find out why this student stopped studying. Nobody could get hold of this student. He stayed in Barberton rural area. The University was paid R17 500.00 for the first semester. IB was in Contact with Janusz Luterek regarding this student. • Since 2018 the NSFAS study grants had become a Bursary and students do not have to repay the money to Government. • A NSFAS Bursary holder cannot have another Bursary. She had only found this out by accident when she was investigating Nsizi Nhlabathi's case. • She was starting to receive the Matric Bursary applications for 2019. Closing date was 20 September 2019. • Matric Bursary notices were sent out via e-mail and Facebook to members. • Updating of SAAFoST forms and documents on the website – would be updated in the New Year. <p>MJ queried whether it was possible for Industries to get information on the students, especially those that were being sponsored, as they were always looking for new talent.</p> <p>IB advised that reports are requested by companies on a student's progress and then she would compile a report on that student and send results out.</p> <p>MJ commented that sometimes marks weren't a true reflection of the talent of a student.</p> <p>IB responded that it was unfortunate that they only received the results and it would perhaps be best then to contact the Universities directly for further information.</p> <p>LA proposed that Council formally request the Foundation for certain criteria and updated reports. All agreed.</p>		

10	INTERNATIONAL RELATIONS / LIASON	LA/GS	
As	<p>IUFoST</p> <p>LA reported as follows:</p> <ul style="list-style-type: none"> • On the first BGM Agenda that went out, there was a motion on SAAFoST' s position on IUFoST. Discussion was held with Nigel Sunley, and he felt that a motion should be brought to the members on SAAFoST' s potential withdrawal from IUFoST. • Certain other ABs were not taking a similar motion to their members but rather to their Boards which would be the equivalent of SAAFoST' s Council. • LA proposed doing same. • LA consequently approached Nigel Sunley and requested that the motion be retracted, and he agreed. <p>GS suggested that members be advised that membership was paid up and the situation would be monitored. An appropriate decision would be taken, either to renew or a formal letter of resignation would be sent prior to renewal of membership. .</p> <p>All agreed given that Council had already given Exco the directive at the previous meeting to make a decision regarding withdrawing from IUFoST at an appropriate time, all agreed that the decision stood.</p> <p>IFT</p> <p>GS advised that there was not much to report:</p> <ul style="list-style-type: none"> • Christie Tarantino-Dean, CEO and President, Pam Coleman were attending Congress 2019 and LA would be holding informal talks with them on IUFoST. • He had been in contact with IFT wrt to the joint Innovations Award which would occur at the next Conference. He would follow up the following week when he was in Chicago for IFT business. • He was still on the Scientific Programme as he was past chair and would be on for at least another year. He had been nominated again for the Board of Directors for the 7th time. • SAAFoST has a very good relationship with IFT. 	<p>LA</p> <p>LA</p> <p>GS & LA</p>	
11	CONGRESS AND EVENTS		
	<p>Congress 2019</p> <p>LA advised on the following:</p> <ul style="list-style-type: none"> • 402 Fully paid delegates • 29 Exhibitors • 40 delegates' fees still outstanding • Surplus of R1.4 million should be achieved. • The Finlays from Compusense pulled out for personal reasons. They could not come but would still be supporting financially. • Due to unforeseen circumstances Michael Charton, the presenter of My Father's 		

	<p>Coat, could only get back from overseas on Wednesday morning, so he would do his presentation on Wednesday at 13h00. The programme had been changed to accommodate this and an insert into the programme booklets was prepared explaining the situation.</p> <p>TS advised that there would be two selfie frames as well as two cameras. He would also be taking photos from his phone to upload to the social media pages.</p> <p>ICD 2020</p> <p>OJF reported on the following:</p> <ul style="list-style-type: none"> • SAAFoST was requested to participate in ICD 2020. • A proposal was sent, and they have come back requesting that SAAFoST compiles a Symposium on a specific topic which could be discussed asap. It was for Council to decide whether they wanted to go forward with this. SAAFoST could decide on the theme. <p>Council agreed that 'Food Science in Perspective would be the theme.</p> <p>SAAFoST usually chose people in the area to do the symposium, however if someone outside Cape Town was chosen, flights and accommodation would be covered by SAAFoST.</p> <p>OJF would find out how long the session was would be advise.</p>	OJF	
12	COMMUNICATIONS – Report from Communications Officer	TB	
	<p>Tsetse sent through his report Doc 4 and reported as follows:</p> <p>Media including social media / Marketing</p> <ul style="list-style-type: none"> • Social media platforms were growing, but Facebook seemed to be growing the fastest and attracting good quality of people. • 4 posts went out weekly on all social media platforms. • A YouTube channel had been created and would be published once videos were on the channel. • The first video would be done with LA and a link would then be put on the website linked to all the other SAAFoST social media platforms. • TUT FM and UJ FM had agreed that SAAFoST could use their radio service to reach out to students, however Kovies FM UFS had agreed but with terms and conditions. SAAFoST could use their station if an event was going to be held there or if it was general information. <p>Notices</p> <ul style="list-style-type: none"> • 18 notices had gone out for the period 19 May 2019 to 23 August 2019. • Notices for Congress took priority. <p>TS thanked TF for all her help with the notices.</p> <p>TS had attended a Road Show on 16 August 2019 and done a presentation titled "SAAFoST your partner in Your Career".</p>		
12.1	SAAFoST' s South African Food Science & Technology (FST) Magazine	TF	
	Update		

	<p>Professionals and focusing on MySAAFoST.</p> <ul style="list-style-type: none"> • After the CB BGM members were coming forward asking to join the Committee. • 4 people were on the CB Committee that would be involved in the MySAAFoST. Lisa Ronquest-Ross was elected Chair and Emma Phillips, Vice Chair for CB. • Interesting events had taken place in 2019 and there would interesting events planned for 2020. Six or 7 events planned for 2020 already and 2 events for 2019 would still take place. <p>KZN Branch</p> <ul style="list-style-type: none"> • MJ advised that the focus was more on the MySAAFoST initiative and not on events. • 2020: there would be more of a balance. <p>Northern Branch</p> <ul style="list-style-type: none"> • IW advised that a few new members had come onto the NB Committee. She was going to hand over responsibilities to them so that they could also be involved and not just be on the committee and do nothing. <p>Eastern Cape</p> <ul style="list-style-type: none"> • JIR advised that it was only her in EC and it was difficult. • She had only managed to gain 3 new members in a year. <p>LA suggested that supporting EC would be one of the major objectives for 2020. All agreed.</p>	<p>MJ</p> <p>IW</p> <p>JIR</p>	
17	SACNASP	GB	
	<p>GB reported as follows:</p> <ul style="list-style-type: none"> • An invitation went out to all VAs to attend a face to face meeting. Both IB and TS attended this meeting for SAAFoST. • One of the presentations was HEQSF (Higher Education Qualification Sub-Framework) which was driven by SAQA. • CPD system had been updated. • Many of the VAs had advised that the registration process was difficult and that was being looked into. • There was a new SACNASP council which consisted of 22 Council members of which 4 were from the State and half had to be from the VAs. A person can't serve for two consecutive terms and that was why her term had come to end. GB has been asked to stay on until the end of August 2019, but this had been extended for a further month or two. • She would still be available as she was on the registration committee and would continue to be the SAAFoST PAC. • The Women in Science Awards was hosted in Port Elizabeth two weeks prior. <p>LA enquired whether the SAAFoST and SACNASP meetings should continue.</p> <p>GB advised that it would definitely be beneficial, and she would drive this Agenda for February / March 2020.</p> <p>LA suggested that more information be placed on the website with regards to SACNASP and SAAFoST's support and involvement with SACNASP as SAAFoST members were</p>	LA	

	<p>not really aware of this.</p> <p>LA thanked GB for her contribution and for serving on Council.</p>		
18	ADDITIONAL ITEMS & GENERAL		
	<p>Dreosti and Ginsburg Awards</p> <p>Janet Taylor had suggested that there not only be a first Prize winner but if the Poster and Oral presentations were good, that there should be a 2nd Prize winner or Runner up.</p> <p>A discussion took place and it was finally agreed that there should be such a second prize and that it would be called 2nd Prize for Oral Award and 2nd Prize for Poster Award with a monetary value of R2000.00 each.</p> <p>Nigeria 2020</p> <p>OJF reported that no one wanted to attend this event.</p> <p>This would be discussed at the next Council meeting.</p> <p>Invitation to the SA Food Supply Chain Integrity Summit 16 – 18 October 2019 in Johannesburg</p> <p>OJF read out the letter received from SA Food Supply Chain.</p> <p>It was decided not to give this letter attention.</p>		
	Statement by Outgoing President Lucia Anelich		
	<p>LA congratulated all the Branches for their BGM's and voting. She advised Juliette that SAAFoST Council was committed to help and support her in her region.</p> <p>LA gave a huge thank you to all the Council members for their support during the past four years at Council, off site and in general. She had enjoyed herself and appreciated the hard work, time and effort of each member. She wished for a successful Congress and especially wished James all the best for the next two years as President. She looked forward to working with him during the next two years as Immediate Past President. She thanked Sharon for taking over from Virosha and ensuring a seamless transition. She also wanted to thank Gill for her efforts for the excellent secretariat services that SAAFoST received.</p> <p>Gunnar thanked Lucia on behalf of Council for the past 4 years and all her hard work and the way she represented SAAFoST Internationally as well as the way she had led Council and SAAFoST into a new era. Everyone had a huge respect and admiration for her.</p>		
19	DATE OF NEXT COUNCIL MEETING & SEBSEQUENT MEETINGS	LA	
	<p>The next meetings would take place as follows:</p> <p>Exco Meeting: 13th November 2019 at City Lodge OR Tambo from 14h00 – 18h00</p> <p>Council Meeting: 14th November 2019 at City Lodge OR Tambo from 09h00 – 15h30</p>		
	<p>Lucia thanked the Council for attending the meeting.</p> <p>The meeting closed at 13h26</p>		