

The South African Association for Food Science and Technology



14th March 2018

SAAFoST COUNCIL MEETING MINUTES

Minutes of the SAAFoST Council Meeting held at City Lodge Barbara Road on Wednesday, 14th March 2018 at 09h00

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

No	Item	Action	Date
1	WELCOME AND APOLOGIES		
1.1	Gunnar Sigge welcomed the Council Members to the SAAFoST Council Meeting and apologies were noted. It was further noted : <ul style="list-style-type: none"> Jessica Kemp and Catherine Chisindi would leave at lunchtime. Council meeting to end by 3pm. 		
2	READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS		

2.1	The agenda was accepted with no amendments. Point 14 – My SAAFoST was discussed after Point 5.		
3	READING & CONFIRMATION OF MINUTES		
3.1	The minutes of the meeting of the 25 th October 2017 were distributed to the Council Members beforehand. Correction no page 11, point 16 – remove the word “one”.		
3.2	The minutes were approved by Owen Frisby and seconded by Gerda Botha.		
4	MATTERS ARISING FROM PREVIOUS MINUTES - 14th March 2018		
4.1	Branch Reports Branch reports need to be circulated to Council before the meeting.		
4.2	SAAFoST Presentation / Website upgrade To be discussed under Marketing SAAFoST in detail. It was discussed at Exco that the marketing, media and webpage will be overseen by Lucia and Anza from Exco level. They are also looking for assistance from the younger committee members with regards to the upgrading of the webpage.		
4.3	Roadshows Roadshows to be included on future agendas under Major Objectives for 2018. There will be 2 roadshows for 2018 – one for the 1 st and 2 nd year students and the second one for final year students.	OJF	
4.4	Food Evolution Movie The movie can be downloaded from I-Tunes for R120.00 but cannot be shown to an audience. Ingrid suggested the movie be shown to students at the Universities. <i>* Gunnar to speak to IFT about the movie being screened to students.</i>	GUNNAR	
4.5	Student fees to be reviewed at the October 2018 Council meeting.		
4.6	8.2 <i>*Anza to speak to Dave Watson about having an exclusive breakfast to market the Foundation.</i>	ANZA	
4.7	10.2 <i>*Once the final numbers from the Congress are in, Lucia will write a letter to the Organising Committee to Congratulate and thank them.</i>	LUCIA	
4.8	14.1 Electronic Membership system Virosha reported that there has not been any further development on the database. Turners has been requesting a meeting with the developers since December and only this week received a reply to meet on the 20 th March. Membership invoices were sent out via the new database with many errors.	VB	
4.9	17.2 POPI Act Gerda requested a copy of the POPI act. <i>* Virosha to email a copy to Gerda.</i>	VIROSHA	

<p>4.10</p>	<p>Gerda asked if a position statement would be made around Listeriosis that could also be posted? on the SANCASP website.</p> <p>Gunnar advised that it was decided at Exco that there will not be a position statement, but short messages will be tweeted. Any branches that have short statements can be distributed on the different media platforms by sending it to the following people:</p> <p>Facebook – Tricia</p> <p>Twitter – Gunnar</p> <p>Linkedin – Melanie</p> <p>Instagram – Claire / Jessica</p> <p>There are 1300 followers on Facebook and most are young followers, LinkedIn members have grown to 460.</p> <p>Gerda suggested that SAAFoST stick to simple basic statements as public are keen to know what SAAFoST thinks about the outbreak.</p> <p><i>* Gunnar to speak to Lucia about putting together a corporate statement with the assistance of Anza and himself.</i></p> <p><u>Exco Portfolios are as below:</u></p> <p>FST – Gunnar</p> <p>Marketing, media and webpage – Lucia and Anza</p> <p>Finances – James</p>	<p>GUNNAR</p>	
<p>5</p>	<p>MOTIONS & PRESENTATIONS & DOCUMENT SIGNING</p>		
<p>5.1</p>	<p>Motion</p>		
<p>5.1.1</p>	<p>Communication and media person</p> <p>Due to the media company not being able to put forward a formal proposal anymore the motion put forward by Exco was to find a dedicated communication and media person for SAAFoST. This would be a contracted individual and will attend Council meetings and get to know the inner workings of SAAFoST.</p> <p>Finances were healthy enough to move forward with this motion.</p> <p>Proposer : Melanie Seconder : Ingrid</p>		
<p>5.1.2</p>	<p>Webinars</p> <p>3 quotes from various companies were presented to Exco. All pros and cons and costs were looked at and Exco proposed to purchase Go to Webinar. The cost is \$90 a month.</p> <p>Proposer : Catherine Seconder : Ingrid</p>		
<p>5.1.3</p>	<p>Constitution</p> <p>Exco proposes that instead of renewing the existing constitution, get someone to look at the constitution and break it up into a simpler constitution with a set of by laws. By Laws are a lot easier to manage and can be changed a lot easier than a constitution.</p> <p>Proposer : Irene Seconder : Gerda</p>		
<p>5.1.4</p>	<p>Transfer of Foundation</p>		

	<p>Final recon of congress finances was still pending however the surplus for congress was aprox. R1.1 million. It was agreed in 2017 that R300 000 be transferred to Foundation. Once the final recon is done the motion was to transfer another R300 000 to Foundation.</p> <p>Proposer : James Seconder : Ingrid</p>		
6	FINANCES OF THE ASSOCIATION		
6.1	<p>Budget</p> <p>James reported :</p> <ul style="list-style-type: none"> - In 2017 there was a budget income of R1.6 million but R1.87 million was received. - Expenses – budgeted for a R450 000 deficit at the beginning of 2017 however R1.98 million was spent with R129 000 positive less spent on the budget. Overall there was a budget deficit of R110 000. - Funding comes from membership on an annual basis and from congress on a biennial basis. - For 2018 there is a tentative deficit of R970 000 – reason being that income was expected to increase to R1.94 million from memberships and with the congress amount it will go up to R3.06million. - Budgeted expenses of R2.91 million which would be spent as follows: <ul style="list-style-type: none"> • FST increase of +/- 10 percent • R250 000 for website development and webinar • R300 000 to be given to Foundation • 10% increase to all expenses incurred last year • R100 000 for IUFoST and IFT – Emerging Leaders sponsorship • R60 000 for MySAAFoST 		
6.2	Report (State of Finances)		
6.2.1	<p>Bank Account Balances</p> <p>ABSA 92058200197 R 373 000.00</p> <p>* James to query the Nedbank and Investment account figures with Warren Poole.</p>	JAMES	
6.2.2	Council agreed to budget a deficit of R970 000.		
6.2.3	It was noted that at the next Council meeting there would be a discussion about SAAFoST being an NPO and having a very healthy bank balance.		
7	MEMBERSHIP		
7.1	Membership Update		
7.1.1	<p>Turner's membership statistics report, as well as the Membership Development Officer's reports, were circulated to Council members electronically prior to the meeting.</p> <p><u>Irene briefly reported:</u></p>		

	<ul style="list-style-type: none"> - Membership figures increased due to the Listeriosis Workshops. - Emails notice stats were circulated - from October 2017 to March 2018 about 34 notices were circulated and it had created a lot of interest in SAAFoST. - Irene thanked Tricia for all the notices that are now professionally created. - Branches should look at the notices that are more frequently opened and concentrate on doing more events around that area to get more interest. - Turners are more proactive with the bounce backs of notices as that has decreased. - Looking forward to webinar meetings and learning how to use it. - Student bursary list – 2 students will not receive bursaries this year unless they pass all their subjects. - Foundation payout to students this round was nearly R590 000. - There are 23 students that have undergraduate bursaries. - As per report : invoices went put in November 2017, statement of accounts were going out in March, April all non-payers will be called and in May, statement of accounts with notice of suspension will be sent out. <p><i>* Irene to update the CPUT Koeppen Memorial award recipient name on the list.</i></p>			
	<p>Irene asked branch members to always have membership forms available at all events.</p> <p>Gunnar suggested that the online membership form link be sent out to all members on the different social media platforms asking them to forward onto colleagues who are not SAAFoST members.</p>			
8	SAAFoST FOUNDATION			
8.1	<p>Update</p> <p>Irene reported :</p> <ul style="list-style-type: none"> - Foundation had increased the number of bursaries to 23 this year. - For the first time there is a journalist bursary of R10 000. - There is also a part time BTech bursary offered for the first time. <p>Owen suggested that the journalist bursary recipient should start by writing for FST once he/she has graduated.</p>			
8.2	<p>Jessica advised Council that students are not aware of the bursary amount that the Foundation gives and this needs to be advertised to students.</p> <p>Gunnar suggested short snippets be put out on the social media platforms advising people of the bursaries that SAAFoST offers and direct them to the web pages.</p>			
8.3	<p>Gerda asked Council if staff bonuses are given when SAAFoST has extra cash flow.</p> <p>James replied that there is a staff increase every year depending on performance that is done by Exco and put forward to Council.</p>			
9	INTERNATIONAL RELATIONS / LIAISON			
9.1	IUFoST			

<p>9.1.1</p>	<p>Gunnar reported:</p> <ul style="list-style-type: none"> - The World Congress is in Mumbai in India this year. - Lucia will be attending the congress as she is chair of the Scientific Council of IUFOST. - Rosie Maguire is still on Governing Council and will most likely be attending. - It was uncertain if Nigel Sunley was attending the Congress. - SAAFoST has made available R30 000 to send 2 students to take part in the Food Scientist Fighting Hunger Product Development Competition. - An email had gone out to academic Institutions to nominate a team of 2 individuals from their product development projects. Between Exco and Council a decision would be made as to which team will be supported to enter the competition. - The IUFOST elections are also coming up. - SAAFoST put forward some names for the International Academy for Food Science and Technology (IAFoST) and there was no feedback yet. - The next IUFOST Congress in 2020 will be in New Zealand. 		
<p>9.2</p>	<p>IFT</p>		
<p>9.2.1</p>	<p>Gunnar reported :</p> <ul style="list-style-type: none"> - There had been no movement on joint membership. - Gunnar will be attending the Annual Event in July in Chicago as he is involved on the Scientific Committee. Part of which is liaison on the Emerging Leaders Network. - In January the MOA was renewed with IFT in terms of joint publishing. - There are two different sets of sponsorships for students to attend the IFT event. R18 500 each for 2 final year students to cover their flights and subsistence. - Melanie Naidoo has been nominated as the SAAFoST young professional to take part in the Emerging Leaders Network Program. She will receive a sponsorship of R25 000 from SAAFoST. 		
<p>10</p>	<p>CONGRESSES & EVENTS</p>		
<p>10.1</p>	<p>SAAFoST Congress 2017 – Final report and Finances</p> <p>Gunnar and Rosie were busy putting a Congress report together of which a copy will be given to the 2019 Congress Organising Committee.</p> <p>Congress financials were still being finalized by Turners.</p> <p>A surplus of R1.1 million was estimated.</p>		
<p>10.2</p>	<p>SAAFoST Congress 2019</p>		

	<p>David Watson is the Chair of the Congress Organising Committee for 2019 which is held in Gauteng.</p> <p>Gunnar has agreed to chair the scientific program committee.</p> <p>First round of meetings will probably take place in April, once the rest of the committee had been put together.</p> <p>David is also looking at alternative venues to have the congress other than the CSIR.</p>		
10.3	<p>Listeriosis Workshops</p> <p>1st Workshop – 14 February</p> <p>232 people attended the first workshop and there was a large waiting list therefore the second workshop was held.</p> <p>2nd Workshop – 07 March and 120 people attended.</p> <p>Both workshops were done in conjunction with Food Focus. In total there was approx. 700 participants.</p> <p>The first workshop presentations were recorded on video and will be available on You Tube.</p> <p>It was decided at Exco that a 3rd Listeriosis Workshop would be held in Cape Town on the 10th April and the Food Focus workshop on the 11th April, however both workshops will take place at different venues. The SAAFoST workshop will take place at the Stellenbosch University.</p>	OJF	
11	PUBLICATIONS AND MEDIA		
11.1	<p>FST</p> <p>April issue was signed off at the printers and was on schedule.</p> <p>The production on the July issue was going to start soon.</p> <p>The November issue was still in the planning stages.</p> <p>It was also decided that approximately 6 adverts will be included in the FST Magazine from the November issue.</p>	TF	
12	FOOD ADVISORY CONSUMER SERVICE (FACS)	OJF	
	<p>OJF briefly reported on FACS and the following points were highlighted:</p> <ul style="list-style-type: none"> • The home page has been upgraded. • The links on the website was now working well. • There was an article on Listeria and on Listeriosis. • There was also an interesting link to Ultra processing. • A letter will be sent to all FACS authors soon to update the articles on the FACS website. • Owen unfortunately did not attend the last FACS meeting as it clashed with a Listeriosis workshop. 		
13	REGULATIONS		
	<ul style="list-style-type: none"> - Anza advised that the sugar regulation was coming out on the 01 April and the next salt regulation was due to come out in 2019. - The FLAG meeting for 15th March was cancelled. 		

	<ul style="list-style-type: none"> - The KZN Branch will be holding a further Sodium Reduction Workshop on the 25 May at the Gateway Hotel in Umhlanga. 		
14	SAAFoST MAJOR OBJECTIVES 2016		
14.1	<p>MYSAAFoST</p> <p>Jessica presented to Council and the following points were highlighted:</p> <ul style="list-style-type: none"> • Thanked everyone for their support especially Lucia, Thapelo and Melanie. • Volunteers from the Cape Branch met in November 2017 and compiled a report that matched what Jessica presented to Council previously. • There was definitely a strong need for MYSAAFoST. • Young members want to be involved in the association from the beginning. • Students want to have something that they can take charge of themselves, and have something to put on their CV. • Create a smaller student branch to mirror what is happening on professional member level was a good way to get them involved at a young age and to start getting them used to meetings, planning events and engaging professionally with their peers and people in industry. • They want something that is for Young People by Young People. • They are willing to attend events especially informational talks and factory visits, but transportation was a big hurdle. • There was a desire for mentorship. • Financial support – there was also a lot of discussion around financial support. <p>Proposed strategy</p> <ul style="list-style-type: none"> • March to July – planning and strategy <ul style="list-style-type: none"> - Identify MySAAFoST champions in each branch - Support committee at each branch that will form a national team to nurture and implement things within their regions - Branches nurture their local student divisions with the goal that the chair and vice chair of the student branches should eventually sit on the branch committee with professional members also allowing for a transition of members. - March to July will not have student involvement. It is preparing to launch to the students and to get a structure so that they feel comfortable when they start to get involved. - Support committee coordinators from each branch will need to meet regularly on national level as well. - Support committees need to reach out to the academic institutions to get buy in. - Create a welcome package for students. 		

	<ul style="list-style-type: none"> • July to September <ul style="list-style-type: none"> - Capitalise on students returning to class. - have something to present to students when they return to university after second semester. - Launch the welcome package and call to students to fill the assigned roles. • September <ul style="list-style-type: none"> - Have a leadership workshop where the Chair and Vice Chair and core support committee members do an intensive strategy workshop. - Funds have been budgeted to hold this workshop. - After the workshop they will be tasked to do an event supported by their local branch between September and December. <p>Jessica suggested that 2 or 3 people from each branch assist to nurture this project together to get it done.</p> <p>Gunnar thanked Jessica for her hard work and presentation.</p>		
	<p><i>*Jessica to contact branch chairs and advise them to come up with a date for their support committee.</i></p>	JESSICA	
	<p>It was agreed that the name MYSAAFoST change to a generic name for the remaining of 2018 and in 2019 once the student association is established, it can then be relouted at.</p>		
14.2	<p>Marketing SAAFoST - update</p> <p>A lot of the marketing aspects were covered under point 4 – matters arising from previous minutes.</p> <p>Gunnar briefly discussed the webpage details:</p> <ul style="list-style-type: none"> • 5 different quotes were received to upgrade the webpage. • Price range from R40 000 – R300 000, 2 of the 5 quotes have been discarded. • The remaining 3 quotes are in the region of R40 000 to R80 000, they would be asked to provide more details and examples of webpages that they have done. • They would also be asked to provide a design of the front page of the SAAFoST website. • Certain functionality also needs to built-in linking to different websites, etc. • Further feedback will be given at the next Council meeting in June. <p>Gunnar advised Council that there is a generic SAAFoST presentation.</p> <p><i>*Gunnar to find the generic SAAFoST presentation and forward to Council and Branches for amendments.</i></p> <p>Owen advised Council that there are 4 different presentations for the different</p>	GUNNAR	

	<p>members.</p> <p>Ingrid suggested that a password be added to the SAAFoST power-point presentations for security.</p>		
14.3	<p>Electronic membership system – update</p> <p>Discussed under 4.8</p>	VB	
15	<p>TASK TEAM, BRANCH, ED & MDO REPORTS</p>		
15.1	<p>Brief Updates</p> <p>Cape Branch</p> <ul style="list-style-type: none"> • Gunnar briefly discussed the Cape Branch report which was circulated on the 13th March. <p>There were no reports circulated from Northern and KZN branches.</p> <p>Northern Branch</p> <p>Ingrid briefly discussed the Northern Branch activities and highlighted the following:</p> <ul style="list-style-type: none"> • Student Product Development was in October 2017. • Quiz night was held for the first time in Gauteng on the 21 November 2017. • Double lecture held at UP on the 28 November 2017. • There is a panel discussion on Avian Flu in April 2018. • A lecture on sugar on be held in May. • Finances stand at R37 644.00. <p>KZN Branch</p> <p>James briefly discussed the Northern Branch activities and highlighted the following:</p> <ul style="list-style-type: none"> • The new committee were very active, they meet every month. • Quiz evening at the end of the year. • Presentation on Listeria by Dr Yates - 26 February 2018. • Enzyme Lecture in April. • Salt reduction workshop in May 2018. • Custodian Breakfast planned for end July. <p>James advised Council that Turners was in the process of migrating from Pastel to Accpac. Accpac will allow for greater functionality and accounts will be able to be split onto branches, events into income and expenditure, etc.</p>		
	<p>Executive Director</p> <p>The Executive Director report was not circulated to Council before the meeting.</p> <p>Owen reported the following:</p> <ul style="list-style-type: none"> • New custodian members for 2018 – BSI, CJP Chemicals, Dr Oetker, Firmenich and SGS. • Radical Waters membership was cancelled. • Listeriosis Workshop sponsors – MRC, Kerry, Radical Waters, SGS, LA Consulting and Coca Cola. 		

	<ul style="list-style-type: none"> • Anyone that has old Food Review and Food Industries of SA magazines to forward them to Owen. <p><i>*Owen to advise Lorian which magazines he requires from her.</i></p> <ul style="list-style-type: none"> • The New FACS brochure was ready for distribution. • SAAFoST still contributes to the International Food Labeling Update that is distributed every 6 months. • The IUFoST elections are coming up. Lucia may go for President Elect but was still not sure. • A few authors details were sent to FST. <p><i>*Trisha to follow up on the Highveld mushroom farm author for FST.</i></p> <ul style="list-style-type: none"> • Meritorious Award for Journalism – any good articles from 2017 to be forwarded to Owen. • Road Shows and Custodian events were also coming up during the year. 	OWEN	
16	SACNASP	GB	
	<p>Gerda reported :</p> <ul style="list-style-type: none"> - Other VA's have been running the CPD system for a long time, SACNASP is merely offering the facility to manage it. - The fields to claim points is very broad and one can even claim points if they attend meetings, like Branch or Council meetings. - The system is not difficult to use. - SACNASP was still busy with the new act, there was a workshop held and they are looking at drafting a more enabling act, to keep more in the regulations part and just the core would sit in the act which takes years to modify. With regulations it was easy for the Minister to just publish and change categories and fields which currently cannot be done. - There was also discussion about a technologist one as many of the SAQA signatures that also need registration and don't have a degree, so there would also be a certificate level of registration. - SACNASP would be meeting the new Minister of Science and Technology on Friday. - The Food Energy and Water Nexus are calling for speakers. - SACNASP was also busy upgrading their website. - There have been 2 networking sessions on CPD – Breakfast at Koeberg Station and Elangeni Hotel in Durban. - SACNASP continues to promote registration and the benefits of registration. - Irene commented that the Listeriosis Workshops are registered on SACNASP for points so if there were any other events that need to be registered, the program, speakers and time need to be confirmed before it can be registered. - Gunnar advised that one of the ideas discussed at Exco was to do a webinar on SACNASP CPD points for Food Scientists free to members. Gerda will 		

	discuss this further with SACNASP and advise Council.		
17	ADDITIONAL ITEMS & GENERAL		
17.1	<p>SARS tax exemption certificate</p> <p>The Constitution was submitted to the Tax exemption Department. SARS is now saying that SAAFoST is registered as a trust and not an association.</p> <p>Turners along with BDO are looking into it.</p>	VB	
18	Date of Next Council Meeting and Subsequent Meetings		
18.1	<p>The next meeting will take place as follows:</p> <p>Exco and Foundation Meeting: 19 June 2018</p> <p>Council Meeting: 20 June 2018</p>		
18.2	<p>GS thanked the Council for all their hard work and wished everyone well.</p> <p>The meeting closed at 14:20</p>		