

The South African Association for Food Science and Technology



15 November 2018

SAAFoST COUNCIL MEETING MINUTES		
Minutes of the SAAFoST Council Meeting held at City Lodge OR Tambo on Thursday, 15 th November 2018 at 09h00		
MEMBERS PRESENT		
Lucia Anelich (Exco)	President	Anelich Consulting
Gunnar Sigge (Exco)	President (2010-2013) ex officio	Dept. Food Science, SU
Anza Bester (Exco)	Vice President	Merieux NutriSciences
James McLean (Exco)	Treasurer & President Elect	Hilltop Food Ingredients
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
Catherine Chisindi	Northern Branch Representative	Novozymes SA (Pty) Ltd
Thapelo Mashego	Chair: KZN Branch	Kerry Ingredients
Madelein Jansen	KZN Br Representative	Kerry Ingredients
Virosha Basdeo	National Secretary	Turners Conferences
BY INVITATION		
Irene Burke	Membership Development Officer	SAAFoST
Tricia Fitchet	Editor: FST	SAAFoST
APOLOGIES		
Jessica Kemp	Chair: Cape Branch	Deli Spices

No	Item	Action	Date
1	WELCOME AND APOLOGIES		
1.1	<p>Lucia welcomed the Council Members to the SAAFoST Council Meeting. There was one apology from Jessica and it was noted that Jessica will be emigrating to New Zealand.</p> <p>It was further noted that:</p> <ul style="list-style-type: none"> • Gunnar was going to be a few minutes late. • Gerda and Catherine would need to leave the meeting by 13h00. 		

2	READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS		
2.1	<p>The agenda was accepted with one amendment:</p> <ul style="list-style-type: none"> SACNASP was brought forward in the agenda from point 16 to point 8 for discussion. 		
3	READING & CONFIRMATION OF MINUTES		
3.1	<p>The minutes of the meeting of the 20th June were distributed to the Council Members before the meeting. The following corrections were noted:</p> <p>Page 8 – 10.2 were required should read as required</p> <p>Page 9 – 10.2 Crouch should read Crouth / Childs should read Child</p> <p>Page 10 – 11.2 Veeny should read Vene</p> <p>Page 10 – 13 signification should read significate / European union should read European Union</p> <p>Page 14 – 17.3 Juliette should read Juliette Le Roux</p>		
3.2	The minutes were approved by Owen Frisby and seconded by Irene Burke.		
4	MATTERS ARISING FROM PREVIOUS MINUTES – 20th June 2018		
	<p>Lucia under finances:</p> <p>6.4 Budget - <i>Additional Expenses for 2018 will include the cost of a Marketing Person</i></p> <p>Exco decided to change the term from marketing to Communications Manager. Job description had been completed and there were two recruitment agencies looking into CV's, etc. LA asked Council to forward her names and contact details of suitable candidates. The position was a fulltime position on an annual contract basis to be revised yearly based on performance. This individual will work from the same office as Irene at the CSIR office in Pretoria.</p>		
	<p><i>Travel Grant</i></p> <p>After a discussion at Exco there following decisions were made:</p> <ul style="list-style-type: none"> IFT – Emerging Leaders Network – SAAFoST will contribute a R30 000.00 max. in future. IUFoST – SAAFoST would fund 6 students per annum to a maximum of R15 000.00 per student for a flight ticket. Students must be post graduate students with an accepted oral presentation in the programme. <p>Terms and conditions document should include:</p> <ul style="list-style-type: none"> Be a SAAFoST member at least one year prior to the travel grant application. Be part of the Branch committee after they return and to get more involved in the organization. Must be SA Citizens <p>Lucia and Irene to draft the application document and circulate to Council for comment.</p>	LA / IB	
5	MOTIONS & PRESENTATIONS & DOCUMENT SIGNING		
5.1	Motions		

The following motions were raised during the Exco Meeting:

- **Request from Foundation:** bursaries were advertised on social media platforms and received very good exposure and interest. Some very good applications were received however as a result there were more applications than money available for bursaries. R300 000 was initially approved to transfer to Foundation and an additional R100 000 was requested to fund 3 excellent bursary applications that were received.

Council agreed to the motion for the additional R100 000 to be given to Foundation.

Proposer : Ingrid

Seconder : Gerda

- **Student Fees:**Exco proposed that students should pay a membership fee of R100 a year. Irene spends a lot of time and effort to track students once they leave which results in hundreds of students being suspended every year.

Madelein advised Council that MySAAFoST will be addressing this issue and asked if this could be held off for a year and to see how MySAAFoST could apply the principle into the MySAAFoST model and build in a paying culture, eg. selling of T-Shirts, etc. Create a culture of paying for services that was directly linked to the student. MySAAFoST was starting to see a student response towards SAAFoST that was not seen before, which could be the solution. MySAAFoST would create the connection that students are looking for.

Madelein further explained that as there is a SAAFoST Council, MySAAFoST would mimic that model. There must be a MySAAFoST committee and within the MySAAFoST committee there must be representatives that will report directly to SAAFoST Council. Rules would need to be adopted.

Thapelo advised that MySAAFoST would be able to assist Irene in checking on students each year. MySAAFoST would keep students interested in SAAFoST. He further suggested that there should be different sub committees for student and young professionals in industry, due to their different interests. This would then form a cascading effort from student to young professionals.

Lucia encouraged other branches to speak to KZN branch regarding their MySAAFoST event which was very successful. She agreed that the points made by Madelein and Thapelo points were valid and wished to see other branches also become more active with the MySAAFoST initiative.

Ingrid suggested having a representative from every campus at branch level to report back on what students require from SAAFoST.

The proposal by Exco was amended and Council agreed that the student fee should be held off for a year to give MySAAFoST a chance to impact on the students.

	<ul style="list-style-type: none"> • The motion to investigate the possibility of writing a set of By Laws for SAAFoST as a non-profit organization under the SA regulation was accepted by Council. It was a better option for SAAFoST as it is easier to change a set of By Laws than to change a constitution. <p>Proposer : Irene</p> <p>Secunder : Owen</p>		
6	FINANCES OF THE ASSOCIATION		
6.1	Financial Statements		
	<p>James presented the financials to Council and the following was highlighted:</p> <p>Budget 2018</p> <ul style="list-style-type: none"> • In 2018 an income of R3,083 million based on membership of R1,8million • Congress income of R1,1 million • Expenditure of R3,2 million with a shortfall of R143 000 which will be funded from investments. • Congress made R1,65 million, R500 000 more than budgeted • Actuals income is R3,541 million • After expenditure there was a surplus of R700 000 for 2018. • A shortfall still needed to be budgeted as congress was biennial and the surplus needed to last for the 2 years. <p>Budget Draft 2019</p> <ul style="list-style-type: none"> • Income from Membership R2,23 million • Expenditure R3,2 million • Shortfall R1million to be budgeted <p>Bank Balances</p> <ul style="list-style-type: none"> • ABSA Current Account – R263 000 • Nedbank Investment account – R725 000 • Old Mutual account – R3.7 million <p>Regarding the congress surplus of R1.65 million, R200 000 was given to Congress 2019 on loan, R100 000 will be transferred into the ABSA current account for operating expenses for November, and the balance will be transferred into the ABSA current account and then into the Nedbank investment account. James to consult with Warren Poole, based on his advice Exco will make the final decision.</p>		
	<p>Listeriosis workshops made a profit of R150 000 (excluding sponsorship from Coca Cola) and KZN Salt reduction workshop made a profit of R53 000. Workshops make about 10% of income and membership the other 90%.</p> <p>The custodian membership is the main membership income with 7 new members.</p> <p>LA re-iterated that R300 000 was given to Foundation at the beginning of 2018, and a further R400 000 still needed to be transferred to Foundation.</p>		
	<p>James presented the draft budget for 2019 to Council.</p> <p>The budget will be finalised in January 2019 once there are more final figures in place.</p>		

7	MEMBERSHIP														
7.1	Membership Update														
	<p>Irene's MDO reports were circulated to Council before the meeting.</p> <p>Notices for matric bursaries were sent out via different social media platforms and received a good response.</p> <p>All unpaid members were followed up by Irene and Turners, the pending list only contains membership of most recent members.</p> <p>271 student members that moved to full members were suspended. This was the issue with student members who promise to stay members, but they do not pay their fees.</p> <p>Move from student to post graduates only takes place in February / March 2019, once they register. Proof of registration is needed before membership is processed.</p> <p>Webinar – Irene asked Council members to join the webinar on SACNASP that takes place on the 27 November.</p> <p>SAAFoST Membership notices – Notices have been very successful. The report was circulated to Council. Notices get sent out to other organisations eg. SAAFFi and ADSA.</p> <p>Irene requested all branches to send her the list of attendees to the branch events to follow up on new members.</p> <p>SAAFoST Foundation – All students with bursaries have passed their exams. 6 students will finish their final year in 2018 and 4 students were selected for matric bursaries. 18 new applications were received.</p>	IB													
	<p>Membership fees for 2019</p> <p>The below membership fees for 2019 were ratified by Council.</p> <table border="1"> <tr> <td>Custodian Membership</td> <td>R 14,550.00</td> </tr> <tr> <td>Institutional Membership</td> <td>R 3,750.00</td> </tr> <tr> <td>Membership</td> <td>R 665.00</td> </tr> <tr> <td>Professional Membership</td> <td>R 665.00</td> </tr> <tr> <td>International Membership</td> <td>R 800.00</td> </tr> <tr> <td>Post Graduate Membership</td> <td>R 225.00</td> </tr> </table>	Custodian Membership	R 14,550.00	Institutional Membership	R 3,750.00	Membership	R 665.00	Professional Membership	R 665.00	International Membership	R 800.00	Post Graduate Membership	R 225.00		
Custodian Membership	R 14,550.00														
Institutional Membership	R 3,750.00														
Membership	R 665.00														
Professional Membership	R 665.00														
International Membership	R 800.00														
Post Graduate Membership	R 225.00														
	<p>Council agreed that the Custodian Voluntary Fee of R2000 be invoiced again for 2019.</p>														
7.2	Turners Conferences Membership Report														
	<p>Membership Stats</p> <p>VB reported that Irene's report and Turners report are from the same set of stats.</p> <p>508 members were suspended which included students.</p> <p>Pending list there are 38 members, if payment was not received, they will also be suspended by the end of the year.</p>	TC													

	<p>Invoice members - R1 974 091.70</p> <p>Paid members – R1 692 624.33</p> <p>Outstanding Members – R281 467.37</p> <p>Virosha and Owen to compare lists send through the final list of Custodian members to Lucia.</p>	VB/OF	
7.3	Membership Marketing		
	Nothing further to discuss.		
16	SACNASP	GB	
	<p>Gerda reported:</p> <ul style="list-style-type: none"> • There was a networking breakfast for SACNASP which Gerda attended. • The congress prospectus for sponsorship was received by Gerda and asked Owen to contact the SACNASP office to follow up on the sponsorship for congress. • SACNASP is being heard at the highest level. Gerda had a one on one discussion with Minister Kubayi-Ngubane on various other topics. • SACNASP Webinar was scheduled for the 27th November. It would highlight how SACNASP works, how to register for SACNASP and how to find your way around the website for CPD points. • Gerda was visiting other Councils to understand their challenges. • Fusing degrees – Gerda suggested that SAAFoST become more vocal with this regard to fusing degrees. SACNASP vets at application level and does not check the degrees of the applicant with higher education institutions. LA advised that this was an old problem that has become more complicated. <p>LA suggested setting up a small advisory committee within SAAFoST consisting of people from different sectors to assist in looking at all those issues and set guidelines to define a food professional.</p> <p><i>The advisory committee will consist of Lucia, Gerda, Anza and Catherine. The following people should be approached to participate on this committee: Ryan Ponquett, Denise Metcalf, Elna from TUKS and Piet Jooste. Gerda to Chair the committee.</i></p> <p>Catherine suggested that once the committee was in place, a workshop should be held for industry reps, to help determine what industry is looking for in a food scientist.</p>		
8	SAAFoST FOUNDATION		
8.1	<p>Madelein advised that businesses that sponsor the Foundation felt that since they were facilitating students to become professionals, they would like to have the opportunity for the young professionals to come and work for them in the future.</p> <p>Lucia would take this message back to David.</p> <p>Lucia informed Council that if a company wants their contribution to go to a specific previously disadvantaged student, the company could specify that.</p>		
9	INTERNATIONAL RELATIONS / LIAISON		

9.1	IUFoST		
	<p>Update</p> <p>IUFoST congress took place on the 23 to 27 October in Mumbai. It was not one of the better congresses and had a number of deficiencies.</p> <p>There were 850 registered delegates and not all paid the full registration fees. Early bird registration was being charged up until the end of August due to lack of completed scientific programme.</p> <p>IUFoST was been assured that the money that was set to come to IUFoST was guaranteed.</p> <p>Many exhibition stands were free and there was no prospectus setting out costs, etc. Every mode of support was provided to the organizing committee. The scientific content was not good, and all the advice given to the organizing committee was not taken into account.</p> <p>The 2020 congress is in New Zealand and Lucia has written a long email to the New Zealand organizers outlining all the problems experienced in Mumbai, so that NZ could avoid those.</p> <p>Gunnar, Nigel and Rosie have written a guideline based on the Cape Town World Congress success which was also forwarded to the New Zealand Organizers.</p> <p>The guideline book will be provided to every future congress organiser.</p> <p>A new set of By-Laws was passed at the GA meeting. 32 of 35 adhering bodies agreed to the new By-Laws. The new By-Laws give more power to the adhering bodies than before and now permits electronic voting.</p> <p>The first IUFoST Board meeting was to take place at 4pm -on the 15th November. Lucia is officially President Elect for the next 2 years. Gunnar and his education committee have been approved by the GA.</p> <p>IUFoST is looking at a Corporate membership of \$20 000 per annum. All AB fees will be revised depending on the size of the AB</p> <p>In terms of SA participation, Lucia is President Elect, Rosie is on the Awards Committee, Gunnar is Chair of the Education Committee David is on the Membership Committee and Nigel is on the Audit and Risk Committee.</p> <p>IUFoST 2022 will take place in Singapore.</p>		
9.2	IFT		
	Joint Membership		
	<p>Gunnar gave a brief report.</p> <p>There was nothing more to report on the joint membership.</p> <p>Gunnar had a meeting with the leadership of IFT and they are very keen to participate and contribute to the 2019 Congress.</p> <p>Publishing agreement with Food Technology has been discussed and renewed.</p> <p>Food Technology which is the IFT magazine had taken on another FST article which will be published in the January/March issue.</p> <p>Gunnar has been asked to chair the Scientific Program Committee again for 2019 and will stay on for another year as past chair. Gunnar has applied to the Board of</p>	GS	

	<p>Directors and asked Council who are members of IFT to vote for him.</p> <p>IFT were very keen to keep their link with SAAFoST open.</p> <p>Owen reported the Food Evolution DVD from IFT was shown at 16 universities in South Africa and suggested a thank you letter be sent the president of IFT.</p> <p>Lucia to forward thank you letter.</p>	LA	
10	CONGRESSES & EVENTS		
	<p>SAAFoST Congress 2019</p> <p>Lucia read David's congress report.:</p> <ul style="list-style-type: none"> • They held their 4th LOC meeting on Tues last week and all was on track. • Sponsorship Prospectus had been finalised and was sent to custodian members. They will also be professionally printing some copies. • Sponsorship Committee had drawn up list of prospective sponsors and those have been allocated to committee members. • Marketing plan was going well via email and social media. Responses from Facebook had been terrific. • The new Congress website was nearly up and running and the Prospectus would now be added. • The Scientific programme at a glance was virtually finalised and would be loaded on the website and sent out by marketing. • Riette now had quite a lot of plenary speakers either to be contacted or already confirmed. My Fathers Coat was booked. • A meeting was held with Turners to discuss the budget and we have since received draft 2. A bit of fine tuning was required. • All registration fees have been finalised as well as Sponsorship and Exhibition costs. Birchwood contract had been signed. • On Social Events, venues & details for opening cocktails and gala banquet were under control. • Alternative venues and themes for the Student Evening were still under discussion. 		
11	PUBLICATIONS AND MEDIA		
	<p>Update – Social Media</p> <p>Facebook : - Tricia Facebook report was circulated to Council before the meeting.</p> <p>1511 people following the page</p> <p>TF has posted 41 items to Facebook.</p> <p>Tricia encouraged Council to have notices made up that are visually attractive.</p> <p>Instagram: The Instagram report was circulated to Council before the meeting.</p> <p>103 followers are present</p> <p>The Instagram account need to be converted to a business profile and the person managing it needs to be added to the SAAFoST Facebook page as an administrator</p>	<p>TF</p> <p>Claire</p>	

	<p>in order to promote posts (link and instructions were highlighted in the report).</p> <p>LinkedIn: The LinkedIn report was circulated to Council before the meeting. 513 members, 35 new followers since June.</p> <p>Melanie has posted 14 items since June. Members continue to grow, and more students have requested to join, which shows a positive response.</p> <p>Twitter: The Twitter report was circulated to Council before the meeting. 801 followers</p> <p>Tricia sends Gunnar the announcements that go up on Facebook and he tweets them.</p> <p>From the report it was clear that specific posts about a SAAFoST event gets more impressions than re-tweeting which meant the people are specifically following SAAFoST to see what events there are.</p>	<p>MN</p> <p>GS</p>	
11.1	<p>FST</p> <p>The FST report was circulated to Council before the meeting.</p> <p>The November 2018 issue was mailed to members on the 23 October.</p> <p>Janusz Luterek at Hahn & Hahn has renewed his company's cover position on FST for 2019. He has constantly taken a cover position since FST started in 2012.</p> <p>Tricia was awaiting feedback from two other companies who took 2018 covers, before approaching other advertisers. FST had changed mailing houses due to various reasons.</p> <p>Tricia thanked Gunnar for his work in terms of achieving the MoU renewal for 2019 with IFT. Tricia has asked SAAFoST Journalism Award recipient, Ilrienne du Plessis to contribute a Q&A interview with someone in the Ostrich Industry.</p> <p>Lucia thanked Tricia for all her hard work put into FST.</p> <p>Lucia advised Council that Exco had approved an additional 4 pages of ads for the FST magazine due to an increase in companies wanting to advertise.</p> <p>The topic of hard copy versus online will be looked at again in 2019 for discussion.</p>	TF	
12	<p>FOOD ADVISORY CONSUMER SERVICE (FACS)</p>	OJF	
	<p>Owen advised that there was nothing much to report.</p> <p>FACS to think about having their own social media profile. This to be discussed with the communications manager.</p> <p>Owen to send out a note to all authors to update their articles.</p>		
13	<p>REGULATIONS</p>	LA	
	<p>Update</p>		
	<ul style="list-style-type: none"> At the FLAG meeting in September – Penny Campbell gave feedback on the new Micro regulations, she received many varied comments and felt a workshop was needed to finalise them. To date there has been no further mention of a workshop and it was discussed at Exco that SAAFoST approach Penny Campbell to hold the workshop next year. <p>Lucia will get in contact with Penny.</p>	LA	

	<ul style="list-style-type: none"> • DAFF has put out VPN52 which was microbiological criteria for raw meat, poultry, etc, for comment. These draft requirements are of great concern as many are not based on science. This was only sent to a select number of people which was a concern. Lucia had inquired from other people if they received it and the answer was no. Lucia wrote back to DAFF requesting the closing date for comments and provide the documents used to develop it. No response was received. Lucia eventually sent her comments in. Lucia has a lot of changes and was not sure how to move forward and await a response to her email. • SAPA were meeting on the 21st November and Lucia will be assisting them to develop their comments for DAFF. 		
14	SAAFoST MAJOR OBJECTIVES 2018		
14.1	<p>Website Update</p> <p>Lucia introduced and welcomed Vene the website developer.</p> <p>Vene received Council's comments regarding the website; however she needed to get feedback on the navigation of the website. Vene recommended having less on the navigation.</p> <p>Vene presented the navigation to Council and Council made their recommendations as she presented.</p> <p>The Congress website was to be kept as a separate website.</p> <p>Vene to provide training to Turners on how to update the website once it was live.</p> <p>Council agreed on the following order of tabs: About / Membership / MySAAFoST / Foundation / Events / Resources / FACS.</p> <p>The MySAAFoST site could be a mini site within the SAAFoST site.</p> <p>All social media platforms need to be incorporated into the website.</p> <p>Vene to look at adding another image to the website to show the science side of SAAFoST.</p> <p>Vene advised that the back end was word press and very simple to use.</p> <p>Vene would harvest the past congresses information starting with congress 2013 and upload the info onto the new website.</p> <p>Council asked Vene to look into having the list of custodian members more prominently shown on the website and possibly having custodian logos clickable to the company website.</p> <p>Custodians will appear under the About and Membership tab.</p> <p>Vene to add a link to the SACNASP website.</p> <p>Vene to send an email to Council to determine who will need training on the system.</p> <p>Vene to make all changes discussed and circulate to Council to approve.</p> <p>Hoping to launch the new website within the next 2 weeks if all went according to plan.</p> <p>Vene was looking at starting the new year with the new website.</p> <p>Vene to look at loading analytics to the website.</p> <p>Lucia thanked Vene for coming out and presenting to Council.</p>		

14.2**My SAAFoST**

Madelein reported how KZN got their MySAAFoST initiate to take off.

The committee decided it was best to get students involved during office hours due to transport issues, etc. Kerry at Hillcrest has an excellent facility and the idea was to bring 1st year students to Kerry and show them what was food science and the different fields. However, this did not happen, so lecturers were approached to choose one or two representatives from students, post grads, PhD's, to put together a representation of students and have them visit Kerry Technologies and in doing so also look at a way forward with MySAAFoST. By default, a few passionate students got involved.

Thapelo reported:

- Students needed to know the benefits of MySAAFoST and how being part of it develops one as an individual to grow in their leadership skills, etc. and that is how the students became interested.
- Students were able to see themselves in MySAAFoST and they were guided into what needed to be achieved and find out how they fitted in, taking responsibility and carrying forward with it.
- There does not need to be one person to take on the whole task but there needs to be delegation.
- Students and young professional have different needs therefore the young professionals should be the ones feeding into the students. Young Professionals are closer to students as they have just finished their studies and can easily relate to the students.
- Executive members will then be guiding the young professionals with young professionals guiding and mentoring the students.
- That is how SAAFoST can keep everyone interested in MySAAFoST.
- The key aspect is the identity of MySAAFoST. One of the plans was to have a table with a banner and gazebo at the first week of registration at universities, where the committee can liaise with 1st year students and keep them informed when they walk in until the time they have to walk out.
- Every institution could have a subcommittee and one person at the head.

James and Lucia commended Thapelo and his team for an excellent job.

Lucia advised that it was not a one size fit all model and it was the concept that should be looked at which she liked.

Coming out of Exco there was concern that there was not much momentum on MySAAFoST. Exco suggested that a brain storming session be held on the morning of the next Exco meeting on 13 March 2019 amongst MySAAFoST representatives at the City Lodge. . Travel and accommodation would be paid for by SAAFoST. The outcome of the session was a plan for going forward and for what was needed to be done at Congress. What was expected from congress and what they would like Congress to do for them, to answer to their needs. There would be a working dinner that evening and the next day a presentation would be made to Council.

	<p>Gunnar would be available to help guide the groups on the morning of 13th March.</p> <p>Gunnar suggested that the branches identify two persons from each branch to come to this session in March. These 2 representatives need to start discussing ideas and come to the meeting with information and ideas already at hand.</p> <p>Gunnar suggested that the student and young professionals needed their own identity from the start.</p> <p>Some ideas discussed with Jessica and Melanie were:</p> <ul style="list-style-type: none"> • How to get undergraduate students involved in a food science way that can benefit, eg. having a competition on Infographics topics. • Have training for the young professional using the webinar system, possibly having training in the branches on topics like money skills. <p>Main idea for the Brain Storming session:</p> <p>Get ideas from different branches to have a central MySAAFoST plan.</p> <p>Get to know Council members.</p> <p>To come up with a plan so that there is something to work towards going forward.</p> <p>Madelein suggested that a set of guidelines be put together by Council to assist in the brain storming session.</p> <p>The MySAAFoST person in the committee does not necessarily have to come from the committee.</p> <p>Council agreed that the Brain Storming Session can go ahead.</p> <p>Virosha to organize a venue at the hotel for the session. Flight, accommodation, etc will be supplied for whoever is participating in the session.</p> <p>Gunnar, Thapelo will be involved in the session. Lucia asked the branches to identify 2 or 3 people that will participate in this session and branches should have an idea beforehand of outcomes they are looking for.</p> <p>Lucia thanked Council for their ideas.</p> <ul style="list-style-type: none"> • The MySAAFoST logo was approved by Council. • Three pull up MySAAFoST banners were also approved by Council to be made up. Information for banners must be sent to Council to view before it can be printed. • Social media platforms to be regional – this will be discussed in detail at a later stage. • Can MySAAFoST DUT register as a campus organization – there are some small benefits like small office space on campus. Email address can also be set up. Council agreed. • Advertise on Campus radio stations and institution magazines – this needed to be discussed when the communication manager comes on board. 		
<p>14.3</p>	<p>Electronic membership system – update</p> <p>The Membership system is 90% complete at this stage. Turners have run and tested</p>		

	<p>phrase 1 which was submitting the members details on the system and phase 2 was almost complete where members could be invoiced via the system. Turners were hoping to be ready to send out the renewal invoices at the end of November if all went well.</p> <p>On the member portal a member would be required to register a user name and password. Those details would be used to log into their specific member page to view their details and update information, etc. This would be similar to the member profile. However, Turners have limited what information can be updated by the member themselves as Turners want uniformity in data. eg: change of address, the member will be required to email that info so that admin manually updates this information. The member portal would also allow the member to view what SAAFoST events/lectures they have attended and view their invoices and payment status.</p>		
14.4	<p>Go to Webinar Update</p> <p>Virosha reported that the system was setup and complete. Testing had been done with various council members at different times.</p> <p>Turners was in the process of setting up their first live webinar, which was the SACNASP webinar scheduled for the 27th November. A test would be setup next week with the CEO and Sarah. The date still needed to be confirmed. The invitation for the webinar had gone out and the webinar introductory page would have the SAAFoST branding and speakers' Bios and photos. The webinar would also be recorded.</p> <p>Turners had specified to people registering that that they would need a computer with internet access, a microphone and speakers in order to participate.</p> <p>Lucia advised Council that the Webinar facility is available for branches and MySAAFoST to use.</p>	GvS / VB / IB	
15	TASK TEAM, BRANCH, ED & MDO REPORTS		
15.1	<p>The branch reports were all circulated to Council before the meeting. Due to lack of time the reports were not discussed.</p> <p>Virosha to check if the money allocated to Cape Branch at the beginning of the year is reflected in the Cape Financials.</p>	VB	
	<p>Executive Director</p> <p>The Executive Director's report was circulated to the Council before the meeting.</p>		
17	ADDITIONAL ITEMS & GENERAL		
17.1	<p>SARS tax exemption certificate</p> <p>The certificate is in process.</p>		
17.2	<p>Tricia advised Council that EBSCO has emailed her asking to log FST articles and Council agreed.</p>		

17.3	Irene advised that there are a lot of fake congress notices going around and members should be more careful when registering for events.		
18	Schedule of Council Meetings going forward		
18.1	<p>The next meeting will take place as follows:</p> <p>Exco Meeting: 13 March</p> <p>Council Meeting: 14 March</p> <p>Exco Meeting: 12 June</p> <p>Council Meeting: 13 June</p> <p>Council Meeting: 31 August</p>		
18.2	<p>Lucia thanked the Council for attending the meeting.</p> <p>The meeting closed at 15:30</p>		