

19 March 2015

SAAFoST COUNCIL MINUTES			
Minutes of the SAAFoST Council meeting held at City Lodge OR Tambo International Airport on Thursday 19 th March 2015 at 09h30.			
MEMBERS PRESENT			
Ryan Ponquett	President	Kerry Ingredients & Flavours	RP
Amanda Minnaar	President-Elect	Dept. Food Science, U.P.	AM
Gunnar Sigge	Immediate Past-President Chair: Cape Branch	Dept. Food Science, SU	GS
Jannie van Aswegen	Vice President Chair: Northern Branch	Retired / Novozymes	JvA
Ryk Lues	Vice President	Central University of Technology: Free State	RL
Rosie Maguire	Treasurer	In Essence	RM
Grant Momplé	Cape Branch Representative	Doehler SA.	GM
James McLean	KZN Branch Chair	Hilltop	JM
Naushad Emmambux	Northern Branch Representative	Dept. Food Science, U.P.	NE
Nigel Sunley	IUFoST Liaison	Sunley Consulting	NS
Dudley Randall	National Secretary	Turners Conferences	DR
BY INVITATION			
Irene Burke	Membership Development Officer	SAAFoST	IB
Tricia Fitchet	Editor: FST	SAAFoST	TF
Peter Clark	KZN Congress Committee	DUT	PC
APOLOGIES			
Jacques van den Berg	Cape Branch Representative	Appletiser SA	JvdB
Owen Frisby	Executive Director	SAAFoST	OJF
No	Item	Action	
1.	WELCOME AND APOLOGIES		
	President Ryan welcomed Council members to the meeting. The apologies of OJF and JvdB were recorded.		
2.	READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS		
	RP called for additional agenda items to be introduced.		

3.	READING & CONFIRMATION OF MINUTES:APPENDIX A	
	The minutes of the meeting held on 30 th October were proposed by GS and seconded by AM.	
4.	MATTERS ARISING FROM PREVIOUS MINUTES	
	Matters arising from the previous minutes were covered in the agenda.	
5.	MOTIONS & PRESENTATIONS & Document Signing	
5.1.	Council expressed their condolences on the passing of Rory Ryan. It was agreed that RP would send an email note of condolence to his family.	RP
5.2.	All Council members were asked to register for the SAAFoST 2015 Congress.	Council
6.	FINANCES OF THE ASSOCIATION: APPENDIX B	
6.1.	Report on the State of the Finances:	RM
6.1.1.	BDO has audited the 2014 accounts but significant anomalies were detected in the draft report. These are in the process of being resolved.	RM TC
6.1.2.	The Tax clearance from SARS is in the process of being sorted out with Ilse at BDO. DR is to follow up with Nirvan from Turners as soon as possible.	DR
6.2.	Investment Portfolio :	
6.2.1.	The value of the investment portfolio as at 10 March 2015 is R 2,321906.00 which reflects a growth of nineteen percent since November 2014.	
6.2.2.	Nedbank have made some suggestions regarding the changing of the portfolio, but RM recommended that the investment stay in the Fairbairn property funds.	
6.2.3.	RM proposed that R 750 000.00 from the 2013 Congress funds be invested by Nedbank as they see appropriate. The proposal was seconded by RP. A decision was taken to review the situation in six months.	RM
6.2.4.	It was agreed that R 7 500.00 be assigned for an insert in the FACS publication. This amount was not budgeted for.	
6.2.5.	Discussion was taken on a suggestion to increase Bernard Cole's allowance increased to cover costs of attending FACS meetings. The increase was not approved.	
6.3.	Membership Fees :	
6.3.1.	Concern was expressed that only half of the membership fees for 2015 have been brought into date and a concerted effort is to be made to bring in the rest. Turners are to send out final emails to all outstanding members and follow up with phone calls.	TC 7 th April
6.3.2.	IB mentioned that due to the change in process as agreed at the previous Council meeting, she was not making phone calls to people with outstanding balances but was aware that funds were not coming in.	IB
6.3.3.	DR advised that alternative online payment solutions were being investigated that would simplify the payment process of membership fees. He mentioned that corporate companies were unlikely to use these systems due to their strict vendor processes.	DR
6.3.4.	Membership fees need to be increased to pay for all the expense items that SAAFoST	

	<p>must fund and employees should be aware of this necessity.</p> <p>Membership fee revisions are to be considered at the next BGM. RM suggested that Custodian fees be raised to R15 000 as this still represented good value for money. The payment may be implemented in two tranches over two years. The benefits and value proposition with commercial appeal for Custodians and members needs to be set out in a clearly defined and documented strategy.</p>					
6.3.5.	<p>The relevance of SAAFoST as an organisation is to be reviewed and documented from a member perspective.</p> <p>The fun and engagement aspects need to be considered and the method SAAFoST will use to best communicate its message to members.</p> <p>Perhaps a structured survey should be conducted of what the members want and possibly incentives for increasing membership need to be considered.</p>					
6.4.	Bank Balances:					
6.4.1.	<p>As at 13 March 2015 the bank balances were:</p> <table> <tr> <td>ABSA 92058200197</td> <td>R179,632</td> </tr> <tr> <td>Nedbank (includes R750,000 Congress 2013 surplus that is still to be invested)</td> <td>R1,577,888</td> </tr> </table>	ABSA 92058200197	R179,632	Nedbank (includes R750,000 Congress 2013 surplus that is still to be invested)	R1,577,888	
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7.	REPORTS: EXEC. DIRECTOR AND BRANCHES					
7.1.	Executive Directors Report	OJF				
7.1.1.	<p>a. OJF sent a report in December and the Council is satisfied with the content.</p> <p>b. Due to OJF's health circumstances no current report is available.</p>					
7.2.	Northern Branch	JvA				
7.2.1.	<p>a. A report was submitted, and Council noted the contents.</p> <p>b. Arrangements are to be made in future to cater for Naushad's dietary requirements.</p> <p>c. Events for the year are to be included in the report together with provisional programmes and speakers.</p>					
7.3.	Cape Branch	GS				
7.3.1.	<p>a. A report was submitted, and Council noted the contents.</p> <p>b. The Cape Branch utilize the services of Turners for managing invitations and payments for their branch events. Northern branch may consider using Turners and the cost is to be considered.</p>					
7.4.	KZN Branch	JM				
7.4.1.	<p>a. A report was submitted, and Council noted the contents.</p> <p>b. Branch events will be handled by Russell Hove who will be the acting chair of the KZN Branch until after the 2015 Congress is held.</p>					
8.	MEMBERSHIP					
8.1.	Membership Development Officers Report:	IB				

8.1.1.	IB submitted a report which was circulated prior to the meeting. Council approved the report.	
8.1.2.	Discussion was held on the number of years that students should be awarded free membership and it was generally accepted that this should be in line with the recognized period that was assigned to obtaining the qualification. AM GS RM and IB are to consider this aspect and make recommendations to Council. Post Doc Fellows should pay the full membership fee.	IB AM RP GS
8.1.3.	Turners Conferences Membership Report:	DR
8.1.4.	Turners Conferences circulated a report prior to the meeting and the report was approved by council. The report indicates that there has not been significant incremental growth in membership over the past year.	
8.1.5.	Custodian Membership	
8.1.5.1.	Custodians with outstanding dues will be contacted by personalised letter which will be prepared by RM and GS and signed by RP. The letters will be sent out by Turners to courteously remind Custodians that their fees are due, and an invoice is to be attached. OJF is to be copied with a list of who the letters are sent to.	RM GS RP TC
9.	SAAFoST FOUNDATION	
9.1.	SAAFoST Foundation Update	
9.1.1.	David Watson (DW) was not able to attend due to the late invitation but said all was well with the Foundation and that he would be giving an update to Council representatives at upcoming Foundation meeting. DW is to be asked to submit a written report of the Foundation activities and bursaries to the mid-year meeting and to mention how he thought the Foundation is being viewed by the public and trade. The report to form part of the SAAFoST Archives.	DW GS
9.1.2.	Six additional companies are supporting the Foundation and 19 students have benefited from the support.	
9.1.3.	All SAAFoST bursars are required to interact on the SAAFoST Facebook page for the duration of their bursaries. GS will suggest this to the Foundation Trustees.	GS
9.1.4.	Bursar's photos are to be displayed on a PPT slide at Congress to promote the objectives and programme of the SAAFoST Foundation.	JM
9.1.5.	The next Foundation meeting should be informed that Foodsure's payment of sponsorship bursaries does necessarily not imply that SAAFoST endorse their activities.	
10.	INTERNATIONAL RELATIONS	
10.1.	IUFoST	RM
10.1.1.	SAAFoST's bid to host IUFoST General Council was unsuccessful and the successful bidder was Athens, Greece.	
10.1.2.	IUFoST may be sending two or three speakers to the SAAFoST 2015 Congress.	

10.1.3.	It is understood that IUFoST reports are sent to OJF and it was decided that they should be distributed to Council.	OJF
10.1.4.	IUFoST request that their reports be circulated to government. They are looking for input from government scientific advisers at their Dublin congress for a round table meeting to discuss how various governments can interact meaningfully. RM is to obtain a brief from IUFoST of what is required and liaise with NS and OJF	RM NS OJF
10.1.5.	Food Safety Curriculum reports are to be shared with tertiary institutions as they are considered to recognize the value in the outcomes of the reports.	
10.1.6.	The IUFoST Global Vision 2013 document encompasses a vision of where the industry is positioned, with IUFoST' s role and its views on food safety. It is not a static document. Council felt that it would be good for the South African food industry to know about Global Vision 2013 and suggested that it be presented at the 2015 Congress. Rosie is to send DR the Executive Summary Visioning – Academy Report. Members may view the full report on globalvisions.iufost.org	
10.1.7.	All institutions should be informed of the benefits of IUFoST Accreditation and, if interested, they must liaise with IUFoST directly.	
10.1.8.	Arrangements for the Dublin Congress next year seem to be on track. RM mentioned that they may be looking at establishing a country pavilion at Congress.	
10.2.	IFT	GS
10.2.1.	GS will be engaging with them soon on sharing content for FST.	GS
10.2.2.	Dr Hanita Swanepoel is to be considered to attend the Lead 360 programme on condition that she will be required to serve on Council as Lead 360 representative for at least one term. Proposed by AM and seconded by GS. The nomination was approved by Council. RL is to inform her informally of her nomination and thereafter official documents are to be sent to her by OJF. DR is to advise OJF	RL OJF DR
11.	CONGRESSES & EVENTS	
11.1.	SAAFoST 2015	JM
11.1.2.	JM had prepared a presentation for the meeting and reported on the progress to date.	
11.1.3.	The Tsogo Sun Elangeni Maharani Complex is the venue for the 21st SAAFoST Biennial Congress and Exhibition. 6 September 2015– Exhibition Build up / Registration / Welcome Reception. 7 – 9 September 2015 – Congress and Exhibition.	
11.1.4.	52 exhibition stands have been sold so far and a further 8 are in the process. The exhibition will raise R97 000.00. The exhibition will be held in the Great Ilanga room and the committee is focused on creating maximum exposure for exhibitors.	
11.1.5.	The Gala Dinner will be held on Tuesday 8 September at the Grayville Conference Centre which can seat up to 400 people. Corporate tables of ten people will be sold for R 5, 000.00 per table.	

11.1.6.	The budget allows for R2.5 million in income and R2.1 million in expenses including a contingency of 7.5% which may reduce to 5 %. A surplus of R 450 000 is anticipated.	
11.1.7.	<p>Registration fees.</p> <ol style="list-style-type: none"> a. 50 complimentary registrations have been allowed for. b. There has only been one registration to date, but it is expected that the bulk of the registrations will come in when substance is added to the programme. c. Council members will pay for their registrations except where special dispensation is allowed. 	
11.1.8.	<p>Sponsors:</p> <p>Sunspray will sponsor the Gala Dinner to the value of R 250 000.00.</p> <p>Whilst they expressed concerns about organizing it from Johannesburg, they were comfortable with the abilities of Gill at Turners Conferences to manage the event.</p> <p>Arrangements will be made for Halaal and vegetarian food and it was noted that the previous congress special food was below standard.</p>	
11.1.9.	JM thanked Ron Timm for his assistance with the finances, Storm for the day to day matters, Peter Clark for the papers and Tricia Fitchet for the notices.	
11.1.10	<p>Congress Programme: Peter Clark</p> <ol style="list-style-type: none"> a. The call for abstracts has gone out as has the call for reviewers. b. 23 abstracts have been received to date and 8 are pending. c. 25 reviewers have responded so far. d. Potential speakers are being contacted and OJF will assist. e. 101 potential people have been identified as speakers of which 63 have contact details on hand. f. Kerry Firmani is preparing the invitation letters for speakers. g. The scientific programme committee is to approach preferred potential plenary speakers before inviting other speakers. h. Keynote speakers are to be invited as a matter of urgency as their diaries will be filling up. 8 people have been identified as potential keynote speakers. The list of names is to be sent to Council members. i. Confirmed Keynote speakers are to be published on the website to promote the programme. j. Brian Keeting is going to be invited to give the Ernest Newbery lecture. k. A list of preferred topics that would fit into the programme is being set up and speakers will be invited accordingly. A process of elimination will be used and there will be some flexibility with the programme. l. Hard copy posters as well as electronic posters will be displayed at Congress. Selby's are assisting with electronic poster equipment and software. m. JM thanked RM, AM and GS for their input and assistance over the last month. n. Following a discussion, it was decided that Tim Noakes would not be invited to speak on dietary trends as there were many other less controversial 	

	<p>speakers who were suitable, and the Congress should focus on science.</p> <p>o. Lucia Anelich is considering holding an ILSI workshop on the Thursday.</p> <p>p. The deadline for the programme to be published on the website is 9 April</p>	
11.1.11	<p>Student Support:</p> <p>a. AM asked that the sponsorship team inform the Branches of which companies they should approach for financial support for students to attend Congress.</p> <p>b. GS mentioned that the Cape Branch support for students would depend on how successful the Flavour Symposium is.</p> <p>c. Branch-supported students are not to pay VAT on their registration fees and should be registered at no cost. Standard fees apply if sponsored by the trade.</p> <p>d. Students must be SAAFoST members.</p> <p>e. JM is to establish the net costs for students to attend Congress.</p> <p>f. Inexpensive accommodation for students is to be considered.</p> <p>g. The students programme is in the process of being structured and a students' social event will be held at the beachfront.</p> <p>h. Reduced registration fees will apply. Once sponsorship is in, the committee can relook at student rates. 80 students have been factored into the budget at a registration fee of R 2 900.</p> <p>i. Creative interactive elements should be considered for students</p> <p>j. NE approached CoE on Food security to sponsor R 80 000 for student registration.</p>	
11.1.12	<p>The Congress is to be accredited with DHET for all manuscripts to be adjudged by a scientific committee.</p>	
11.2.	<p>Other Events:</p> <p>a. Branch events have been mentioned in the Branch reports</p> <p>b. No other national events are planned for 2015</p> <p>c. RM will be representing SAAFoST at the Dairy Congress (SASDT) as SAAFoST representative and speaker during April 2015. RP will also be on the programme.</p> <p>d. The SAAFoST 2017 Congress will be held in Cape Town and is to appear on the agenda for the next meeting.</p>	
12.	<p>PUBLICATIONS AND MEDIA</p>	OJF
12.1.	<p>DR is to check if the database is still going out to Packaging & Print Media. DR to advise GS will follow up with the editor, Gill Loubser.</p>	
12.2.	<p>Social media: Romy was looking after this aspect but SAAFoST needs a dedicated SAAFoST person to update the site.</p> <p>NE would assist in this regard.</p> <p>Every branch should consider having a Facebook administrator.</p>	NE
12.3.	<p>SAAFoST' s South African Food Science & Technology (FST)</p>	

12.3.1.	It was proposed at the previous meeting that liability cover be taken out for FST. This has been in place since January 2015.																															
12.3.2.	<p>Various options were suggested at the last Council meeting, regarding FST the ad sales issue. These were investigated and TF reported the following:</p> <ol style="list-style-type: none"> 1. Woolworths Taste magazine is funded through adverts from retail advertisers. Their target companies for advertising are very different to FST's and they have more than one dedicated ad salesperson. 2. Contact was made with the editor of the Pharmaceutical Journal, Lorraine Osman, who was very forthcoming. Their magazine is funded through membership fees in conjunction with ad sales, the latter done through Medipharm publishers. The publishers were approached and were not interested in taking on ad sales for FST. 3. The contract publishing option was explored through approaches to two such companies. This option was more expensive by about R60 000 per issue. 4. New Media, a division of Media24, bought Food Review magazine. It was decided not to contact the publishers but to leave them as a last resort. 																															
12.3.3.	The February 2015 issue went out on time. Ad sales revenue for that issue was R50 000 short in terms of costs being covered. The shortfall was covered by some of the surplus built up from previous issues.																															
12.3.4.	Currently the May issue of FST is complete. All costs are not in, but it seems that this issue will also run at a loss. TF and team are busy with ad sales for the August issue.																															
	Now, FST has one part-time ad salesperson on board and TF is not sure that she will stay on. There will be clarity at the end of March.																															
13.	SAAFoST MAJOR OBJECTIVES 2015																															
13.1.	Increase the Membership.																															
13.2.	Host a Successful Congress 2015.																															
13.3.	Identify and promote SAAFoST relevance to Members.																															
13.4.	Council Members were asked to enhance the collaboration with related organisations and to contact them and inform them of the 2015 Congress. The Congress Committee was encouraged to consider a session at Congress and invite representatives of these organisations to participate. The organisations and SAAFoST contact people were identified as follows:																															
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	SACB SARA NSSA	South African Chamber of Baking Nutrition Society of South Africa	RP GS NS
14.	TASK TEAMS		
14.1.	CPD Task Team:	RP OJF Gerda Botha	
14.2.	Marketing Task Team:	GS IB AM	
14.3.	Succession Planning Team will emerge from discussions:	RL OJF	
14.4.	Task teams are to present written reports at the next Council meeting.		All
15.	ADDITIONAL ITEMS & GENERAL		
15.1.	There were anomalies with the SAAFoST Website in the Google search facility which indicated foreign domain titles. The matter has been addressed and resolved.		DR
15.2.	A link is to be established from the SAAFoST website to the FST website. TF is to send FST website URL to DR		TF DR
15.3.	Status of draft Labelling & Advertising Regulation R429 is still work in progress. DoH has received over 160 submissions on the draft proposals. SAAFoST along with ADSA and NSSA have requested establishment of working groups on key contentious issues. Awaiting feedback from DoH.		NS
15.4.	Processes need to be put place for BGM and nominations between now and the next meeting.		TC OJF
16.	DATE OF NEXT MEETING		
16.1.	24 June 2015 Exco Meeting. 25 June 2015 Council Meeting. 26 June Foundation Meeting.		