

11<sup>th</sup> November 2014

<b>SAAFoST COUNCIL DRAFT MINUTES</b>		
Minutes of the SAAFoST Council meeting held at City Lodge OR Tambo International Airport on Thursday 30 <sup>th</sup> October 2014 at 09h30.		
<b>MEMBERS PRESENT</b>		
Ryan Ponquett	President	Kerry Ingredients & Flavours
Amanda Minnaar	President-Elect	Dept. Food Science, U.P.
Gunnar Sigge	Immediate Past-President Chair: Cape Branch	Dept. Food Science, SU
Jannie van Aswegen	Vice President Chair: Northern Branch	Retired / Novozymes
Rosie Maguire	Treasurer	In Essence
Grant Moplé	Cape Branch Representative	Afriplex
James McLean Russell Hove	KZN Branch Chair KZN Vice- Chair	Hilltop Pakco
Nigel Sunley	IUFoST Liaison	Sunley Consulting
Dudley Randall	National Secretary	Turners Conferences
<b>BY INVITATION</b>		
Irene Burke	Membership Development Officer	SAAFoST
Tricia Fitchet	Editor: FST	SAAFoST
No	Item	Action
1	<b>WELCOME AND APOLOGIES</b>	
	Ryan welcomed the members to the meeting.	
	Apologies were received from Ryk Lues, Jacques van den Berg and Owen Frisby. Romy Stuhler has resigned from Council.	
2	<b>READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS</b>	
	The agenda had been circulated and was confirmed.	
3	<b>READING &amp; CONFIRMATION OF MINUTES: APPENDIX A</b>	
	The minutes of the meeting of 24 <sup>th</sup> July 2014 have been circulated. The minutes were proposed by GS and seconded by JvA.	
4	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b>	
	Matters arising were dealt with within the meeting as per the agenda items.	
5	<b>MOTIONS &amp; PRESENTATIONS &amp; DOCUMENT SIGNING</b>	<b>All - urgent</b>
5.1	RM introduced a motion wishing OJF well with his health was unanimously passed.	
5.2	ABSA Resolution Documents were presented for signature and were duly signed as required.	RM
5.2.1	In view of the difficulties being experienced with ABSA Bank, RM was tasked to investigate the possibility of moving SAAFoST's account to Nedbank.	
5.2.1.1	IB explained that some companies required an original letter from the bank confirming SAAFoST's banking status and that this letter was issued at a cost and needed to be couriered to Johannesburg for distribution. It was agreed that the ABSA Account be moved from Brooklyn to Durban.	
5.2.2	DR is to send RP, GS and RM a copy the communication received from SARS which was applicable for the change required to the Constitution in order for SAAFoST to be compliant under the codes for exemption Status. "The main change that has been introduced is that the founding document must meet the requirements as set out in section 30B of the Income Tax Act. SARS has reviewed the founding document of SAAFoST on record and it does not contain all these requirements."	

	<p>SAAFoST is required to provide SARS with the following documents:</p> <ol style="list-style-type: none"> <li>1. A letter requesting SARS to reconsider SAAFoST's exemption under the new provision's;</li> <li>2. An updated founding document that complies with the requirements as set out in section 30B of the Income Tax Act (the provisions have been set out below for ease of reference);</li> <li>3. If the founding document has not yet been updated, a written undertaking in which the organisation undertakes to update its founding document to comply with Section 30B of the Income Tax Act (the provisions have been set out below for ease of reference). This written undertaking needs to be signed by the 3 persons accepting fiduciary responsibility for the institution;</li> </ol>	
5.2.3	The Old Mutual intermediary appointment form was to be signed (GOS, OJF)	
5.2.4	The Nedbank Record of Advice document was to be signed. (GOS/OJF)	
5.2.5	<b>Gillian Wolman of RBS</b> (Head Litigation Risk) gave a presentation on AIG Litigation Insurance covering:	
	<ul style="list-style-type: none"> <li>o Risk Benefit Solutions.</li> <li>o A quotation was presented for officers and directors of SAAFoST's liability as a non-profit organisation.</li> <li>o Officers can be held liable in their personal capacity for managing the organisation. Liability was now not name-based but rather function-based.</li> <li>o The AIG quote was competitive and cover was recommended by Gillian. A defense cost policy is included in the limit of indemnity and valued at R5000.00 per year.</li> <li>o Exclusions include fraud, dishonesty, personal gain profit and any criminal issues. The policy will defend individuals up to the point that they are found to have been negligent.</li> <li>o Trustees are a general exclusion. There are bespoke policies, separate from directors and officers for trustees and cover should be taken out separately.</li> <li>o There is no differentiation between employees paid a salary and executive and non-executive directors as all are covered under the policy.</li> <li>o Congress organisers are entrusted by Council to manage congresses and events and they are therefore responsible to Council and must have their own insurance.</li> <li>o Consideration for public liability insurance should be given to branch events.</li> <li>o SAAFoST could consider fidelity insurance to cover theft or fraud by employees but it was thought that the risk was negligible.</li> <li>o Employees can hold SAAFoST directors liable for sexual harassment or other work related issues. Covered by DNO insurance.</li> </ul>	
5.2.5.1	Council voted and agreed to action the liability cover of R5000.00 Proposed RP and seconded by AM.	
5.2.5.2	FST Cover for R13000.00 is to be taken out Proposed RM seconded GS.	
5.2.6	<b>Johan van Schalkwyk from CPD on Demand</b> delivered a presentation on: Process and Policy of the SACNASP CPD System. Salient points noted were:	
	<ul style="list-style-type: none"> <li>o SACNASP is already forming policy, writing procedures etc. SACNASP can manage the CPD process for SAAFoST but it would be best if SAAFoST appointed its own representative.</li> <li>o SACNASP requires only the course details, record and validity.</li> <li>o Mandatory requirements for accreditation will apply from 2017.</li> <li>o <b>Category 1</b>: 1 credit per year on validated training. An expert will give a report on the material relevance and validity. Training is run by private firms or commercial training providers who should pay SAAFoST for providing training opportunities.</li> <li>o The training provider must submit a register and a certificate for attendees of the course with details and the CPD points that were attached to the course.</li> <li>o The following number of CPD points are applicable to SAAFoST organised events with invited speakers at workshops or seminars:</li> <li>o 1 credit for one 8-hour day. 2 credits for two day events.</li> <li>o The process involves recording the attendance register in the CPD database (optional) where attendees can go online and update their points.</li> <li>o Participants can achieve part CPD credits for evening events. The number of credits is to be determined by SAAFoST.</li> <li>o CPD points are a big motivator for people to attend events. The world is</li> </ul>	

	<p>changing and accreditation will become compulsory.</p> <ul style="list-style-type: none"> <li>○ Food companies will eventually be regulated into engaging only accredited food scientists. Accredited individuals will be able to market themselves accordingly.</li> <li>○ Funding is available from the National Skills Fund for new initiatives in training but SAAFoST will need to negotiate directly with them.</li> <li>○ <b>Category 2:</b> Represents a work-based system offering 1 credit for every 400 hours.</li> <li>○ It was suggested that the way forward was to discuss Johan's presentations in a workshop so as to create understanding in the industry and institutions.</li> </ul>							
6	<b>FINANCES OF THE ASSOCIATION: APPENDIX B</b>							
6.1	<b>Financial Statements</b> end 2013 - approve for signature by ED	RM / DT/ all						
6.1.1	Council approved the 2013 financials so they can now be signed off.							
6.1.2	Council agreed that OJF is to sign the financial management letter rather than Turners who were commercially engaged to do the work.	OJF						
6.2	<b>Financial Report</b> (State of the Finances): RM has circulated the Treasurers report.	RM / DT/ all						
6.2.1	<b>Investments:</b> (As at 09 October 2014): Current Value R 2,095 460.02 (+3.37% since July). Overall the investments are performing adequately in current market conditions.	RM						
6.2.1.1	SAAFoST is in the process of changing its financial advisors to Nedbank.	RM						
6.2.2	<b>Bank Accounts:</b> (As at 20 October 2014): <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">ABSA 92058200197</td> <td style="text-align: right;">R 212,660.00</td> </tr> <tr> <td>Nedbank ( includes R756,000 congress 2013 surplus</td> <td style="text-align: right;">R1,368,537.00</td> </tr> <tr> <td>Congress 2013</td> <td style="text-align: right;">R 244 000.00</td> </tr> </table>	ABSA 92058200197	R 212,660.00	Nedbank ( includes R756,000 congress 2013 surplus	R1,368,537.00	Congress 2013	R 244 000.00	RM
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Congress 2013	R 244 000.00							
6.2.3	<b>Financials YTD September:</b> Financials at the end of September indicate a R409, 911.00 loss year to date. A R162, 910.00 deposit for 2015 congress, which will be recouped next year, is included in this loss. The main problem relates to lower than budgeted membership numbers and income from events. Local travel expenses are significantly over budget. Once 2015 membership invoices are issued payments expected during November and December should hopefully reduce the loss to around R300, 000.00. This is a non-sustainable situation and the 2015 budget needs to focus on ensuring expenditure is contained.	RM						
6.2.4	<b>Congress 2013 Surplus:</b> A surplus of R1.5 million was made by Congress 2013. Of this R500, 000.00 has been transferred to the Nedbank account. A balance of R244, 000.00 is still held in the Congress account. The Congress surplus has been used to "fund" central whilst we did not have access to ABSA account. A final decision is required regarding how much of the surplus should be invested.	RM						
6.2.5	<b>ABIL</b> A small proportion of the money held in the Nedbank Money market account (R52, 279.44) was invested in African Bank. 11.34% of this (R5, 926.15) has been permanently written off and the balance has been ring fenced to be made available at a later date (46% will mature in the next 12 months, 78% in the next 18 months and 89% in the next 24 months).							
6.3	<b>Membership Fees :</b>							
6.3.1	Turners are to try to send them out by end of next week once the accompanying letters have been finalized by OJF.	7 November/TC						
6.4	<b>Budget:</b> (2014-10-20)							
6.4.1	EXCO is to hold discussions that will finalise the budget and it is expected to be neutral.	EXCO						
6.4.2	RP proposed the budget be accepted subject to approved adjustments. Seconded NS.							
6.4.3	JM is comfortable that surplus from the 2015 Congress could increase from R300 000.00 to R400 000.00.							
6.4.4	Additional income could be generated from workshops and branch events. Branches are to consider historically successful topics for workshops for April or May 2015 but save the dates must go out now to avoid conflict with other events.	Branches						
6.4.5	Food and health and wellness are possible workshops topics.							

6.5	RM reported that Deidre has mentioned that requests for payments from branches are referred via the Executive Director. This is the approved governance and is to continue except that RM will be also authorised to approve the payments as standard operating procedure. Advise OJF.	RM OJF
6.6	R163 000.00 will be paid out for Congress deposits. R10 000 has already been paid out and additional R152 775.00 is shortly due to be paid, however revised lower venue usage charges may reduce this amount. FST liability cover costing R13 000.00 is to be taken out Proposed RM seconded GS	
7	<b>REPORTS: EXEC. DIRECTOR AND BRANCHES</b>	
	o Executive Directors Report:	OJF
	OJF is off for health reasons and was not able to deliver a report.	
	o Northern Branch:	AM
	The Northern Branch report would be distributed soon	
	o Cape Branch:	GS
	The Cape Branch has submitted a circulated a report.	
	o KZN Branch:	JM
	The KZN Branch has submitted and circulated a report.	
8	<b>MEMBERSHIP</b>	
8.1	DR has circulated the membership payment statistics to Council in the Turners update report.	DR
8.2	<b>Membership Recruitment and Composition::</b>	IB
8.2.1	IB explained her roles and processes for enlisting new members. There needs to be a motivating reason and an incentive for people to sign up as members.	
8.2.1	RP advised that a strategy needs to be discussed to attract and enlist new members. GS will set up the task group to discuss the membership issues.	
8.2.3	IB will present a written report to council for future meeting to clarify her processes and the intricacies involved.	
8.2.4	RP mentioned that it was appropriate for SAAFoST to look at the racial composition of their members and to ask itself what is being done and what should be done to attract these members in future. Consideration should be given by the Northern Branch to replace RS with a black person or a person of colour.	
8.2.4.1	RP advised that the issue of racial composition should feature on Branch agendas and should be addressed in the Branch Chair reports to Council. Branch Chairs should also give consideration to the grooming of a person of colour for the future position of President of SAAFoST. DR is to advise the Chairs accordingly.	Branch Chairs  DR
8.2.5	Young Members: It was agreed that there was still good attendance at events by young people however ways should be found to encourage them to become members.	
8.2.6	CPD points are seen to be a good motivator for membership of SAAFoST but this should be processed through SACNASP as opposed to other organisations.	
8.2.5	<b>Payment of Membership Fees:</b>	
8.2.5.1	The process of following up on the payment of membership fees appears to be an issue. Turners currently issue the invoice and send statements. IB has been phoning members with outstanding balances. It was agreed that it is Turners duty is to collect membership fees. In cases where the payment is ultimately not forthcoming, Turners will advise IB who then may elect to follow up with the individual in a last effort to retain their membership before losing them altogether.	IB TC
8.2.5.2	DR is to set up a meeting with OJF and IB to discuss processes on payments and draw up a report to send to Council on the outcome.	DR
8.2.5.3	TF needs to be informed of any suspensions.	
8.2.5.4	The POPI data confidentiality requirements are to be incorporated into the renewal process and should form part of the covering letter which will accompany the invoices.	TC OJF
8.2.5.5	GS suggest that members should be able to look up their membership payment status on	

	the website to see if they were current or outstanding. The challenge with this was that the member's information is confidential in terms of the POPI act. If details were to be published, they would only be accessible by using the membership number as a login code and this was seen as a deterrent.	
9	<b>SAAFoST FOUNDATION</b>	
9.1	<p><b>Bursaries and Awards</b></p> <ul style="list-style-type: none"> <li>○ The Matric Bursary and the Undergraduate Bursary Rand value will adjust from R25 000.00 to R30 000.00 for 2015</li> <li>○ The foundation paid out 16 x R25 000.00 Bursaries for 2014. All students passed their exams in June 2014.</li> <li>○ 3 of the 16 students will finish off in 2014.</li> <li>○ The applications for the Matric Bursary closed on the 30th of September 2014 – the Foundation awarded 3 x new Matric Bursaries for 2015 and plan to award another 3 under graduate Bursaries in Jan 2015.</li> <li>○ The foundation paid out 3 Aubrey Parsons Study Grants of R25 000.00 in 2014 and 4 x Academic Achievement Award of R1 000.00 + 1 x Koeppen Memorial Scholarship of R25 000.00.</li> </ul>	IB
9.2	<p>Foundation Finances:</p> <ul style="list-style-type: none"> <li>○ SAAFOST needs more companies to become sponsors of the Foundation.</li> <li>○ Food Sure company want to sponsor bursaries but NS has reservations about them. We need to engage Food Sure to discuss the validity of their scientific claims.</li> </ul>	
9.3	<p>Report Back to Council:</p> <ul style="list-style-type: none"> <li>○ David Watson was to be invited to the current meeting but that did not happen. An invitation is to be sent to him to attend the next Council meeting.</li> </ul>	OJF DR
10	<b>INTERNATIONAL RELATIONS</b>	
	<ul style="list-style-type: none"> <li>○ IUFoST. No report at this meeting</li> <li>○ Someone needs to go back to IUFoST with a formal bid to host their meeting in South Africa and cover accommodation for 10/11 people for 3 nights with free registration. Rosie is to communicate with Owen on this item.</li> </ul>	NS RS OJF
	<ul style="list-style-type: none"> <li>○ IFT. No report was presented at this meeting</li> </ul>	GS
	<ul style="list-style-type: none"> <li>○ FIO's (Food Information Organisations, international network). No report was presented at this meeting</li> </ul>	GS
11	<b>CONGRESSES &amp; EVENTS</b>	
11.1	<b>SAAFoST 2015: Report by JM</b>	JM/OJF
11.1.1	The PCO report will be sent to Council in advance of each meeting.	DR
11.1.2	Branch meetings may be held at Congress but these will be separate from the Congress meetings.	
11.1.3	The budget has been set and a surplus of R 400 000 is anticipated.	
11.1.4	Sponsorship targets have been set and the exhibition layout is currently being planned. The cost of exhibition space will be R2 200.00 per square metre.	
11.1.5	The First Announcement is being prepared. RP advised that we need to get the information out as soon as possible to avoid clashes with other industry events and because companies were preparing their budgets at this time.	
11.1.6	The Congress website is being updated and populated with latest news.	
11.1.7	Electronic Posters are being considered for 2015. After some discussion it was agreed that this was a good idea but perhaps physical poster stands should also be considered.	
11.1.8	Registration fees would be set with an adjustment of 5% on the 2013 rates.	
11.1.9	Abstracts will be published on flash drives rather than hard copies.	
11.1.10	The Programme Book will be published in hard copy.	
11.1.11	JM mentioned that the committee may need some assistance in recruiting invited	

	speakers.	
11.1.12	Consideration was being given to including the Congress dinner in the registration fee. Various dinner venues were being considered away from the meeting venues.	
11.1.13	Workshops: There will be a half-day workshop on the 4 <sup>th</sup> day.	
11.1.14	The Committee has budgeted for 7 IUFOST Council Members to attend but it is not confirmed that they will hold their meeting in Durban. No decision has been taken by IUFOST yet.	
<b>12</b>	<b>PUBLICATIONS AND MEDIA :</b>	
<b>12.1</b>	<b>South African Food Science &amp; Technology (FST) :</b>	OJF TF
12.1.1	FST has had a successful financial run for two and a half years but has reached a tipping point as the problems which it faces are multi-pronged. Factors impeding its growth and continued success are: poor advertising sales (due to no dedicated ad salesperson), low SAAFoST membership figures, the current difficult economic climate and low support from Custodian Members. It is essential that the magazine have one full-time person to sell advertising space.  FST grew very quickly and sooner than expected and is much bigger than originally anticipated. It is no longer practical for one person to manage this situation. Various options for the future have been put forward to FST's subcommittee on Council.	
12.1.2	The November issue of FST is out and the February issue is almost done.	TF
12.1.3	FST will take a loss on the next two editions without increased advertising sales. This will mean that some of the existing reserves may need to be utilised to finance operations.	
12	GS RM TF and RP will form a working group to address the situation. <ul style="list-style-type: none"> <li>o All linked into membership to improve circulation. Look into international and inter-Africa members</li> <li>o Sit down with related organisations such as ADSA to deliver FST to their members. They can contribute content to make it more appealing for them.</li> <li>o Approach a media company, New Media and sell the idea to them to take over the publishing and sales but SAAFoST is still to control content.</li> <li>o Approach NRF and the government and ask for assistance.</li> <li>o Approach ILSI for involvement and interest for their members and distribute the magazine to their members.</li> <li>o Ask Abigail Donnelly to find out how Woolworths run their publication.</li> <li>o Ask Lorraine from Pharmaceutical Journal for information and advice.</li> <li>o TF is to relook at various contracting publishing houses as another option.</li> <li>o SAAFoST should possibly look at awarding CPD points to people who study specific articles and respond appropriately.</li> </ul>	
<b>13</b>	<b>ADDITIONAL ITEMS &amp; GENERAL</b>	
13.1	IUFOST Report: Global Status of Food Science	
13.1.1	A task force comprising GS, NS, RM, RP, Nick Stark, Marina Manley and Denise Metcalf is to be set up to respond to the IUFOST report. We as RSA need to familiarise ourselves with that document and formulate a South African response to IUFOST Academy vision 2030.	
13.2	Next Meeting Agenda items:	
13.2.1	The next congress will be held in Cape Town in 2017. The Congress is to be targeted for related organisations to get together for a combined event. DR cautioned that there could be challenges with sharing of any surpluses.	
13.2.2	SAAFOST's role in the CGCSA, HEALTHY FOOD INITIATIVE	
13.3	Tim Noakes. Action point: RP will engage Tim Noakes about the position of food science in RSA relating relation to the Banting diet. TN is to be asked to set the record straight on food diet and health.	
<b>14</b>	<b>TASK TEAM SUMMARY:</b> Each task force is to circulate a written report before the next Council meeting.	
14.1	CPD TASK TEAM: RP wants the CPD point's processes up and running before the 2015 Congress. The task team to include RP, NS, OJF, GERDA.	

	More engagement is required regarding the practicalities and implementation. Target July 2014 as a date for implementation.	
14.2	MARKETING TASK TEAM: GS, IB, OJF, AM	
14.3	SUCCESSION PLANNING TASK TEAM: RP, R,L OJF	
14.3	IUFoST REPORT: GS, NS, RM, RP, Nick Stark, Marina Manley and Denise Metcalf	
<b>15</b>	<b>MAJOR OBJECTIVES FOR THE COMING YEAR:</b>	
15.1	To Increase membership especially Custodians: Deadline - Monthly basis up to July 2015.	
15.2	Congress 2015: Deadline September 2015.	
15.3	Sustainable business model for FST: Deadline March 2015.	
15.4	Relevance to our members (benefits of membership CPD and events). Deadline: January 2015.	
15.5	Collaboration in building bridges with related organisations CSTSA, ADSA, IPSA, SAAFI, Dairy Society, SASDT and SAFTA is to be rolled out at branch levels.	
<b>15</b>	<b>CLOSURE:</b> The meeting concluded at 16h00	
16	<b>DATE OF NEXT MEETING</b> A provisional date of 19th March 2015 was set for the next meeting to be held in Johannesburg.	