

25th June 2015

SAAFoST COUNCIL MINUTES			
Minutes of the SAAFoST Council meeting held at City Lodge at OR Tambo International Airport on Thursday 25 th June 2015 at 09h30.			
MEMBERS PRESENT			
Ryan Ponquett	President	Kerry Ingredients & Flavours	RP
Amanda Minnaar	President-Elect	Dept. Food Science, U.P.	AM
Ryk Lues	Vice President	Central Univ. of Technology: Free State	RL
Jacques van den Berg	Cape Branch Representative	Appletiser SA	JvdB
James McLean	KZN Branch Chair	Hilltop	JM
Russell Hové	KZN Vice- Chair	Pakco	RH
Naushad Emmambux	N Branch Representative	University of Pretoria	NE
Owen Frisby	Executive Director	SAAFoST	OJF
Dudley Randall	National Secretary	Turners Conferences	DR
BY INVITATION			
Irene Burke	Membership Development Officer	SAAFoST	IB
Tricia Fitchet	Editor: FST	SAAFoST	TF
APOLOGIES			
Gunnar Sigge	Immediate Past-President Chair: Cape Branch	Dept. Food Science, SU	GS
Jannie van Aswegen	Vice President Chair: Northern Branch	Retired / Novozymes	JvA
Rosie Maguire	Treasurer	In Essence	RM
Grant Momplé	Cape Branch Representative	Doehler SA.	GM
Nigel Sunley	IUFoST Liaison	Sunley Consulting	NS

No	Item	Action	
1	WELCOME AND APOLOGIES		
1.1	President Ryan Ponquett welcomed Council members to the meeting.		
1.2	The apologies of GS, JvA, RM, GM, and NS were recorded.		
2	READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS		
2.1	The SAAFoST BGM is to be added to the agenda.	DR	25.6.2015

3	READING & CONFIRMATION OF MINUTES:APPENDIX A		
	The minutes of the meeting held on 19 th March 2015 were proposed by RL and seconded by AM .		
4	MATTERS ARISING FROM PREVIOUS MINUTES		
4.1	The action points arising from the previous meeting were read out and discussed (See Appendix 1)	RP	
4.2	SAAFI and SASDT are to be asked to promote the SAAFoST2015 Congress.	OJF	
5	MOTIONS & PRESENTATIONS & Document Signing		
5.1	DR presented the 2014 Audited financial Statements for OJF to sign.	DR OJF	
6	FINANCES OF THE ASSOCIATION: APPENDIX B	RM	
6.1	Report (State of the Finances) RM circulated the report on the finances which was forwarded to all Council members.	RM	
6.1.1	Bank accounts (as at 31st May) <div style="display: flex; justify-content: space-between;"> <div> <p>ABSA 92058200197:</p> <p>Nedbank : (includes R750,000 Congress 2013 surplus that is still to be invested)</p> </div> <div> <p>R112,506</p> <p>R1,803,768.85</p> </div> </div>	RM	
6.2	Investment Portfolio		
6.2.1	Current Value R 2,328,186.00 The investments have shown only a very small growth in the last three months primarily due to poor performance in the property portfolio. All paperwork has finally been submitted to Nedbank to make the investment proposed at Council 19th March. At this stage the R750, 000 approved for investment is still being held in the Nedbank Investment account.		
6.3	Membership Fees		
6.3.1	Custodian Fees are to be adjusted to R15 000 over two years after the value proposition has been updated and clearly documented. . OJF felt that under the present economic circumstances, this would have to be very strongly motivated if it was going to be accepted by Custodian Members.	OJF	
6.3.7	JvdB is to forward his presentation designed for student s to AM who will assist with enhancing the value proposition for students	JvdB	30.6.2015
6.3.8	AM is to have the draft value prospectus for students ready.	AM	31.7.2015
6.3.9	OJF asked that RM please motivate the proposed substantial amount of the increase in Custodian membership fees.	RM	15.7.2015
6.4	Budget		
6.4.1	Expenses seem to generally be in line with the budget at this stage.		
7	REPORTS: EXEC. DIRECTOR AND BRANCHES		

7.1	Executive Directors Report.	OJF	
7.1.1	The report was prepared and circulated to members.		
7.2	Northern Branch.	JvA	
7.2.1	The report was prepared and circulated to members.		
7.3	Cape Branch.	GS	
7.3.1	The report was prepared and circulated to members.		
7.4	KZN Branch.	JM	
7.4.1	The report was prepared and circulated to members.		
8	MEMBERSHIP		
8.1	Membership Development Officers Report.	IB	
8.1.1	The Membership Officer's report was prepared and circulated to members.		
8.1.2	147 "Pending" (i.e. recruited, still to pay) members were not included in the active member's statistics.		
8.1.3	Outstanding Membership subscription follow-ups were progressing well.		
8.1.4	Consideration should be given to communication with members by SMS or What's App. DR advised that the cost would be between 40c and 50c per individual message.		
8.1.5	Council decided that an SMS and email are to be sent to people who have not paid by 30 June 2015 advising them that they would be suspended as members of SAAFoST.	IB/TC	30.6.2015
8.1.6	IB complimented the Turners staff on their efforts.		
8.2	Turners Conferences Membership Report.	DR	
8.2.1	DR has prepared and circulated a statistics report showing the current membership statistics as well as the values of the fees invoiced and collected to date. This was circulated to all Council members.		
8.3	Custodian Membership.		
8.3.1	OJF mentioned that some Custodians had resigned and that fees were a sensitive issue. He was constantly on the look-out for new members.		
8.3.2	RP to approach Lizette de Fleuriot to prepare a presentation from pooled information on the value propositions around members and present this at the next Council Meeting.	RP	25.6.2015
8.3.3	OJF is to send the electronic version of the Custodian membership value proposition to all Council members.	OJF	25.6.2015
8.3.4	Lizette is be asked to have the value prospectus draft ready by 31 st July. Trish will assist with print deadlines, if appropriate.	LdF	31.7.2015
8.3.5	AM will ask Mr. Minnaar to cast an eye over the documents and give his opinion of them.	AM	Once ready
9	SAAFoST FOUNDATION		
9.1	Update: Presented by RP		

9.1.1	Investments are doing well and disbursements are not eating into the capital base.		
9.1.2	Nedbank has been asked to put a slightly more aggressive growth portfolio together.		
9.1.3	The Foundation is offering R 50 000.00 as financial assistance to students who are bursars (post grads only) to assist with accommodation and transport costs for Congress and asked registration fees are waived. (5-8 or more people)		
9.1.4	DSM has withdrawn as a Foundation bursar sponsor.	OJF	
10	INTERNATIONAL RELATIONS		
10.1	No discussion was taken on this subject.		
11	CONGRESSES & EVENTS		
11.1	SAAFoST 2015	JM/OJF	
11.1.1	A Professional Conference Organiser (PCO) report had been prepared and was circulated to all Council members	TC	
11.1.2	Registration: <ul style="list-style-type: none"> o JM reported that the numbers that are required are 300 paid delegates and 50 complimentary delegates. The complimentary numbers had been reached and where possible no more should be awarded. o 141 people have registered to date. o Early bird registration is not being extended beyond 30th June 2015. 		
11.1.3	JM reiterated that the committee wanted to see as many students there as possible but there was a limit to what the budget could allow.		
11.1.4	The Centre of Excellence in Food Security, a DST/NRF initiative, co-hosted by the University of the Western Cape and the University of Pretoria, had provided R 80 000.00 for student sponsorship.		
11.1.5	RL, AM and GS were considering student support from their institutions.		
11.1.6	The net cost to the Congress for a student is R 1500.00		
11.1.7	The Foundation is donating R 50 000.00 towards student attendance at Congress.		
11.1.8	Venue: A deposit has been paid to the venue and a further deposit is due soon.		
11.1.9	Budget: The budget is set to attain R2.3 million but the committee is hoping to increase that to R 3.4 million. The contingency in the budget has been reduced to 5 per cent.		
11.1.10	The exhibition is fully subscribed with 45 Stands having been sold.		
11.1.11	The social activities are on track (see report), however entertainment is still being finalised for some of the events.		
11.1.12	ILSI is participating at the SAAFoST 2015 Congress by hosting a workshop but they are taking care of their own finances. It was suggested that ILSI should perhaps be included in Congress sessions for next event.		
11.1.13	Sponsorships. The list of Sponsors is included in the PCO report.		

	<p>Sponsorship is on track with R 800 000 of the R 900 000 being achieved so far. Sponsorship is difficult to obtain due to the tough economic environment.</p> <p>Speakers may require part funding: Michelle Pickering –Mondelez</p>		
11.1.14	TF has been preparing attractive weekly notices to promote the Congress and Turners have been distributing these.		
11.1.15	<p>Programme:</p> <ul style="list-style-type: none"> a) Peter Clark is managing the Programme. b) A “Programme at a Glance” has been circulated for comment. c) Sessions have all been populated with topics and speakers. d) Speakers who are accepted need to be contacted to reconfirm their attendance 	TC JM	15.7.2015
11.1.16	<p>My SAAFoST:</p> <p>A 2 hour initiative is being considered at Congress for younger generation leaders/ professionals of all racial groups and genders to participate actively in SAAFoST and to motivate leadership roles for them in Council.</p> <p>A forum is being prepared for them to express their views and perspectives of SAAFoST and to make suggestions for the “SAAFoST of the future”. They are being encouraged to say what their needs are and how these should be addressed.</p> <p>Initiatives resulting from the session are to be driven forward by the young leaders themselves so that they can influence their own future.</p>		
11.1.17	<p>Posters:</p> <p>There are two x 30 minute slots in the programme for posters which will be positioned near the exhibition area.</p> <p>All posters will be presented as electronic posters as well physical poster boards. Posters on boards will be rotated in groups of 20. 10 monitors will be set up. The facility is to be advertised well so that presenters are aware of the presentation options.</p> <p>The process for judging posters has yet to be thoroughly considered.</p>		
11.1.18	Catering: Sit-down lunches will be served at both the Elangeni and Maharani hotels. Kosher, Halaal and vegetarian have been catered for.		
11.1.19	<p>The gala banquet will be sponsored by Sunspray Ingredients and will be held at the Greyville Racecourse which has ample capacity for large functions.</p> <p>Corporate companies can purchase reserved tables.</p> <p>Seating plans will be available for individuals but it has yet to be determined whether it will be free or arranged seating.</p>		
11.1.20	JM will feel more comfortable about the financial outcome of the Congress once more registrations have been received as things are tight according to the budget.		
11.1.20	Council extended a vote of thanks and congratulations on work done so far.		
11.2	Events in 2015	OJF/ /RP	
11.2.1	Due to the focus on the Congress, there was no discussion on additional events for 2015.		
11.3	SAAFoST Congress Cape TOWN 2017		

11.3	No discussion was taken on this event.		
12	PUBLICATIONS AND MEDIA	OJF/GS/ TF	
12.1	Social Media (Facebook). This matter is ongoing. Branches are to try to identify a young person to get involved.	All	31.7.2015
12.2	Rights Pertaining to the Use of Graphics Concern was expressed that there may be repercussions if people's photographs were published without their permission. It was agreed that IB will prepare a release form for people to sign, especially at Congress, giving permission for the use their photographs in SAAFoST publications and on the website.	IB	31.7.2015
13	SAAFoST's South African Food Science & Technology Magazine (FST)		
13.1	Publication:	TF	
13.2	The May and August 2015 issues of FST are complete. Thanks to last-minute ad sales, FST was able to achieve a financial surplus for the May 2015 issue of R17 459.00. The August issue is also expected to be positive.		
13.3	Finances:		
13.3.1	The only persistent problem is the area of ad sales. FST has had no dedicated ad salesperson for three months and TF is concerned that the November issue on which they are currently working will probably see a shortfall. Should there be a shortfall, it would be covered by some of the R457 000 accumulated surplus FST has built up to date. Part-time sales people have not been successful and, although Irene has agreed to help out by trying to sell ads part time (three hours a day), her sales efforts will not be a true representation of having a committed fulltime person on board. The result of not having someone dedicated to ad sales will impact the magazine financially and also places an additional burden of having to find more and more articles to fill the magazine. FST in its current format with current resources is probably not financially sustainable.		
13.4	Other FST Matters:		
13.4.1	A new, young SAAFoST member, Siyacella Dlamini, has volunteered to take photos at Northern Branch events. He did well with the photos he took for our November 2015 magazine and will receive a byline in that issue.		
13.4.2	Some concern was expressed that the scientific content of some of the articles being published were not vetted for accuracy. This is important because the credibility of the content was the main reason for the publication being formed. TF explained the practical difficulties surrounding this aspect and mentioned that quality articles were becoming difficult to find. Discussion was taken on the balance between achieving publishing deadline demands and ensuring the accuracy of scientific content. A solution needs to be found so that there is no challenge with the integrity of the content.		
13.4.3	The Scientific Review Committee consists of:		

	Denise Metcalfe (University of Johannesburg) Professor Amanda Minnaar (University of Pretoria) Professor Garry Osthoff (University of the Free State) Dr Gunnar Sigge (University of Stellenbosch) Professor Suren Singh (Durban University of Technology) Mr. Nick Starke Mr. Nigel Sunley Dr Jessy van Wyk (Cape Peninsula University of Technology) Mr. Johan Visser		
13.4.4	The editorial committee consists of Jacques van den Berg and Gunnar Sigge.		
13.5	FST In the Future		
13.5.1	Council agreed that a meeting should be held with OJF and the appointed committee of RM GS and RP to enable TF to share the complexities and challenges of operating and sustaining FST.		
13.5.2	TF is to submit a regular report to Council meetings on FST highlighting achievements, finances, challenges and matters of interest.		
13.5.3	FST is a powerful vehicle through which SAAFoST can reach its members, disseminate information, promote membership and add benefits.		
13.5.4	SAAFoST needs to look at its objectives regarding FST and be clear of what it expects from the publication.		
13.5.5	Action points: 1 Forum to meet with TF to understand the dynamics of running FST and have an appreciation of the overall situation. RP OFJ RM GS JvdB. 2 TF to give a proposal of what resources are required to make FST sustainable including an advertising sales person and the contribution of articles.	TF	31.7.2015 31.7.2015
13.5.6	TF should consider having a student competition in each issue FST for the best article with a small prize going to the winner.	TF	
13.5.7	Council thanked TF for her hard work and dedication and for the quality of the publication. IB and OFJ were also thanked for the support that they had given TF.		
14	SAAFoST MAJOR OBJECTIVES 2015		
14.1	No discussion was taken on this subject.		
15	TASK TEAMS REPORTS		
15.2	No reports were submitted by the task teams.		
16	ADDITIONAL ITEMS & GENERAL		
16.1	FACS Revised Terms Of Reference. OJF presented a copy of the revised T.O.R. for FACS. He will send DR an electronic copy to circulate to Council for their comments and/or approval.	OJF DR	30.6.2015
16.2	SAAFoST BGM		

	<ul style="list-style-type: none"> ○ Reports from the SAAFoST President, the Treasurer, FST and the Foundation are to be presented at the BGM ○ OJF and Turners are engaged in setting up the processes for the distribution of the Notice of Meeting for the BGM and for the nominations and election of the Vice-President and President-Elect. 	OJF DR	10.7.2015
16.3	<p>SAAFoST CONSTITUTION</p> <p>Authoritative Structures and Terms of Reference.</p> <p>Following a question raised by RL, it was agreed that the SAAFoST Constitution be revisited with the view to ensuring that all aspects were still relevant and emphasis should be given to the following:</p> <ul style="list-style-type: none"> ○ Compliance with the requirements of the NPO legislation and regulations that would enable SARS to issue tax clearance certificates. ○ Defining the authoritative roles of the elected representatives and contracted personnel. ○ Defining the authoritative processes to be followed. ○ Other aspects that currently do not or may not be covered in the Constitution such as the Foundation and FST. <p>The Society's legal representative, Janusz Luterek (Hahn & Hahn) is to be contacted with a view to discussing and addressing this matter. The President, Vice President and Executive Director are to lead the process.</p>	OJF RP RL	30.6.2015
16.4	<p>IFT LEADERSHIP PROJECT</p> <p>JvdB gave a brief report on the IFT Leadership project and will supply a website link where Council members could view the results of the programmes that have been undertaken.</p>		
16.5	<p>SARS TAX EXEMPTION CERTIFICATE</p> <p>The matter of obtaining the tax exemption certificate from SARS is ongoing and is a protracted matter. Whist SARS has accepted a letter from SAAFoST advising that the Constitution will be amended, the matter still needs to be addressed and finalized.</p> <p>DR is to send Council the required wording relating to the regulations as set out by SARS.</p>	DR	30.6.2015
16.6	<p>THANKS TO SAAFoST STAFF</p> <p>AM expressed thanks to IB and OJF for their ongoing commitments and efforts on behalf of SAAFoST.</p>		
17	<p>DATE OF NEXT MEETING</p> <p>The next meeting of SAAFoST Council will be at the Elangeni Hotel during the Congress from 13h00 to 17h00 on Sunday 6 September and will include a working finger lunch.</p>		

APPENDIX 1

ACTION POINTS ARISING FROM SAAFoST COUNCIL MEETING: 19 MARCH 2015				
No	Action	Person	Date	Result
1	Send condolences to Rory Ryan's family on his passing	Ryan		Done
2	All Council members are to register for Congress	All		Ongoing
3	SAAFoST Tax Clearance Certificates to be followed up with Nirvan as a matter of urgency	Turners	23/3/2015	Ongoing takes 6 months
4	Advise Nedbank to Invest R750 000 of 2013 congress funds as they see fit	Rosie		Done but not yet verified
5	Increase Bernard Cole's allowance to R1000 Agreed 25 June Proposed OJF seconded JM	Rosie		Pending
6	Send another reminder to all outstanding members to pay fees	Turners	31/3/2015	Done
7	Phone all outstanding members re membership fees	Turners	10/4/2015	Done
8	Look into additional options for online payment solutions for fees etc.	Turners	25/6/2015	Outstanding
9	Review relevance of SAAFoST to members	Ryan and All		On Agenda
10	Cater for special meals for Naushad at all future functions	Turners		Halaal Offerings
11	Northern Branch are to include future events, programmes and speakers in their Branch reports	Jannie		Done
12	Students are to be registered for R0.00 for congress if their fees are being paid by a SAAFoST Branch for VAT purposes. If not sponsored by a Branch, they pay full student fees.	Turners / Branches		Ongoing
13	James is to prepare an estimated net cost for per student	James	26/3/2015	Done
14	Letter to be prepared by GS and RP for Custodian Members with outstanding fees and forwarded to Turners to send out	Ryan / Gunnar / Turners		Done
15	David Watson to be asked to prepare and send a report to SAAFoST mid-year meeting regarding Foundation Activities.	Gunnar / Turners		Need a written report for the BGM
16	Bursar's photos are to be displayed on a slide at Congress 2015.	Irene / James		Ongoing Gill Slaughter
17	Distribute IUFoST reports to Council when received	Owen		We didn't get. Rosie?
18	Obtain a brief from IUFoST with requirements for Government scientific advisors to attend a meeting at the Congress in Dublin. Then liaise with Nigel and Owen.	Rosie		Ongoing

19	All institutions should be informed about the benefits of IUFoST Accreditation	?		
20	Dr Hanita Swanepoel is to be informed of her candidature as the Lead 360 representative by RL and official documentation is to be sent by OJF	Ryk/Owen		Done
21	The Congress scientific committee is to identify which speakers should be invited to talk at Congress 2015 and invitation letters are to be sent to them	James / Peter		Done. Still in progress
22	Congress keynote speakers need to be invited asap as diaries are filling up Nico Kruger has been invited but has not yet accepted	Peter / James		Done. Still in progress
23	A Speaker is to be considered for the Ernest Newbery Memorial Lecture: Colin Dennis – will be discussed today	Peter / James		
24	The Scientific Committee is to prepare a programme framework for publishing on the Congress website	Peter / James	02/04/2015	Programme at a glance
25	Student accommodation is to be found in Durban at a reasonable cost and convenient location to the venue.	Turners		Done
26	SAAFoST Congress 2017 is to be placed on next meeting agenda	Turners	25/06/2015	Done
27	Check if Packaging and Print are still getting SAAFoST Database from the secretariat and mailing out their magazine	Turners	27/03/2015	Done. Yes they are
28	Every Branch is to consider having a Facebook administrator Irene is to prepare a template and roll out to branches to use for permission to publish material and photos.	All		Ongoing
29	Collaboration with CST-SA GS, ADSA NS, IPSA GS , SAAFFI GM P?, SASDT RP, SAFJA JVDB, SA Chefs RP, RMAA AM, SASM RL, SAMPA OJF, SACB RP, SARA GM. Contact them regarding Congress and report to the next meeting Too late for inclusion in the programme but they should be encouraged to attend	All on list	25/06/2015	Some done
30	Task Teams are to present reports to future Council meetings	All on List	25/06/2015	Not done
31	Preparation for nominations for SAAFoST Council and the forthcoming BGM are to be put in place	Turners	25/06/2015	Ongoing
32	Assign R7500 for insert into FACS magazine (Not budgeted)	Rosie		Done
33	A link between the SAAFoST website and the FST website is to be created	Turners / Tricia	25/03/2015	Done
34	Diarise next Council meeting 25 June 2015 City Lodge ORT Johannesburg	All	Now	Done

Science and Technology

APPENDIX 2

ACTION POINTS ARISING FROM SAAFoST COUNCIL MEETING: 25 JUNE 2015				
No	Action	Person	Date	Result
1	JvdB is to forward his presentation designed for students to AM who will assist with enhancing the value proposition for students	JvdB	30.6.2015	
2	AM is to have the draft value prospectus for students ready.	AM	31.7.2015	
3	RM please motivate the proposed substantial amount of the increase in Custodian membership fees.	RM	15.7.2015	
4	An SMS and email are to be sent to people who have not paid by 30 June 2015 advising them that they would be suspended as members of SAAFoST.	IB/TC	30.6.2015	
5	RP to approach Lizette de Fleuriot to prepare a presentation from pooled information on the value propositions around members and present this at the next Council Meeting.	RP	25.6.2015	
6	OJF is to send the electronic version of the Custodian membership value proposition to all Council members.	OJF	25.6.2015	
7	Lizette is to have the value prospectus draft ready by 31 st July. Trish will assist with print deadlines, if appropriate.	LdF	31.7.2015	
8	AM will ask Mr. Minnaar to cast an eye over the documents and give his opinion of them.	AM	Once ready	
9	Speakers who are accepted need to be contacted to reconfirm their attendance	JM TC	15.7.2015	
10	Social Media (Facebook). This matter is ongoing. Branches are to try to identify a young person to get involved.	JvA GS JM RH	31.7.2015	
11	The FST Committee is to meet with TF to understand the dynamics of running FST and have an appreciation of the overall situation. RP OJF, RM, GS, JvdB.	TF OJF RP GS	31.7.2015	
12	TF to give a proposal of what resources are required to make FST sustainable including an advertising sales person and the contribution of articles.	TF	31.7.2015	
13	OJF presented a copy of the revised T.O.R. for FACS. He will send DR an electronic copy to circulate to Council for their comments.	OJF	30.6.2015	
14	The Society's legal representative, Janusz Luterek is to be contacted with a view to discussing and addressing constitutional matters.	OJF RP RL	30.6.2015	
15	DR is to send Council the required wording relating to the Constitution	DR	30.6.2015	

