

20 October 2016

SAAFoST COUNCIL MEETING MINUTES

Minutes of the SAAFoST Council Meeting held at City Lodge OR Tambo International Airport on Thursday, 20 October 2016 at 09h00

MEMBERS PRESENT		
Dr Lucia Anelich	Acting President	Anelich Consulting
Anza Bester	Vice President	Merieux NutriSciences
Prof Gunnar Sigge	Chair: Cape Branch	University of Stellenbosch
Denise Metcalfe	Chair: Northern Branch	University of Johannesburg
Russell Hove	Chair: KZN Branch	Pakco
Rosie Maguire	Treasurer & IUFOST Liaison	In Essence
Grant Momplé	Cape Br Representative	Consultant
James McLean	KZN Br Representative	Hilltop
Nigel Sunley	Industry/Regulation Liaison	Sunley Consulting
Owen Frisby	Executive Director	SAAFoST
Gill Slaughter	National Secretary	Turners Conferences
BY INVITATION		
Irene Burke	Membership Development Officer	SAAFoST
APOLOGIES		
Ryan Ponquett	Immediate Past President	Kerry
Jacques van den Berg	Cape Br Representative	Appletiser SA
Shobana Naidoo	KZN Br Representative	Imana Foods
Prof Naushad Emmambux	N Br Representative	University of Pretoria
Dr Hanita Swanepoel	N Br Representative	Central University of Technology
Tricia Fitchet	Editor: FST	SAAFoST

No	Item	Action	Date
1	WELCOME AND APOLOGIES		
1.1	Acting President Lucia Anelich welcomed the council members to the meeting and apologies were noted. Condolences were expressed on the death of Pieter van Twisk and IUFOST would like to dedicate an award in his name, SAAFoST to make some suggestions on the type of award.		

2	READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS		
2.1	<p>LA requested that Membership Software be removed from point 9.</p> <p>Under point 16 Additional Items & General the following items were added for this meeting:</p> <p>Payment Portal</p> <p>Sugar Tax Correspondence</p> <p>Choices</p> <p>Bodies Certification</p> <p>PBO Changes</p>	VB	30/11
3	READING & CONFIRMATION OF MINUTES		
3.1	The minutes of the meeting of the 9 th of June 2016 were distributed to the Council Members.		
3.2	The minutes were approved by OJF and seconded by RH.		
4	MATTERS ARISING FROM PREVIOUS MINUTES - 9 June 2016		
4.1	There were no matters arising as all items for discussion were tabled in the agenda.		
5	MOTIONS & PRESENTATIONS & DOCUMENT SIGNING		
5.1	Motion		
5.1.1	LA proposed increasing the Dreosti and Ginsburg Awards from R5,000.00 to R7,500.00. The council agreed with LA's proposal and the motion was passed.		
5.1.3	LA proposed allocating seed money to the KZN branch. The council agreed with LA's proposal and the motion was passed. KZN to submit a proposal of the events that will be running with the request for R5000.00 seed money.	RH JM	
5.1.2	LA and RM proposed an increase of 7% to the Consultants membership fees. The council agreed with this proposal and the motion was passed.		
5.1.2	RM proposed a special voluntary levy of R2,000.00 be requested from Custodian members. This levy will be used to assist with the costs of running FST. The council agreed with this proposal and the motion was passed. OJF to write a letter to all Custodian members.	OJF	
5.2	Document signing		
5.2.1	<p>One document needed to be signed:</p> <p>A BDO Management Representation Letter. OJF signed the documents on SAAFoST's behalf and GvS countersigned on Turners behalf.</p>		
6	FINANCES OF THE ASSOCIATION: APPENDIX B		
6.1	The Treasurer's Report was circulated to all Council members.		
6.2	Report (State of Finances)		
6.2.1	<p>Bank Account Balances as at 31 May 2016</p> <p>ABSA 92058200197 R 148 847.00</p>		

	<p>Nedbank R1 168 583.00</p> <p>The Branches currently have the following balances in central accounts:</p> <p>KZN – R1465.00</p> <p>NB - R28059.00</p> <p>CPT – R30932.00</p>		
6.2.2	<p>RM reported that Central are running at a loss of R530,659.00 due partly to the transfers of R200,000.00 to the foundation, FST costs of R78,799.00 and expenses from the IUFoST workshop of R64,000.00. The IUFoST payment of R75,000.00 has been received since RM's report was circulated.</p>		
6.2.3	<p>Membership invoices will be sent out in Mid-November using the new membership system which will result in an inflow of income before year end.</p>	VB	15/11
6.3	<p>Investment Portfolio</p> <p>Current investments stand at R3 333 835 - a 2.2% decrease in value since June, but a 7% increase YTD.</p> <p>Nedbank did not recommend any changes to the SAAFoST Investment portfolio.</p>		
6.4	<p>Budget</p> <p>RM has prepared a budget for 2017 and reported that the main aspects are as follows: the income has been based on paid up members at the end of September, workshop income and R300,000.00 from the congress.</p> <p>Expenditure includes the new software, the increase in the Dreosti and Ginsburg Awards and a substantial increase in the Marketing budget.</p> <p>The result is that a deficit of R291,083.00 is expected. The deficit will need to be covered by the retained income.</p> <p>Concern was expressed that a deficit is predicted in a congress year as the deficit will be higher in a non-congress year.</p> <p>The budget was accepted by Council.</p>		
7	MEMBERSHIP		
7.1	Membership Update		
7.1.1	<p>Turner's membership statistics report as well as the Membership Officers report was circulated to Council members electronically prior to the meeting.</p> <p>LA and RM requested that Turners amend their report by detailing those who have been invoiced and those who have paid.</p> <p>IB reported that she is still getting a number of membership enquiries from Zimbabwe and Nigeria which relate to scarce skills visas. The individuals use SAAFoST to get their visas and never renew their memberships and this contributes to the high number of suspensions due to non-payment each year. IB suggested that a special membership fee be considered at a premium for these types of applications.</p> <p>Converting students to full members also poses a problem and contributes to suspensions.</p>	TC	30/11
8	SAAFoST FOUNDATION		

8.1	A SAAFoST Foundation Meeting took place on the 19 th of October. Nedbank met with the committee and they recommended the investments are left as they are for now. R4.2 million is invested. The foundation donated R20, 000.00 to the Student groups who presented at IUFoST.		
8.2	The SAAFoST Foundation Committee agreed to increase the Academic Achievement award from R1, 000.00 to R2, 000.00		
8.3	Bursary Recipients Council would like the Bursary agreement to include a clause that students need to be paying members of SAAFoST for 5 years if they are awarded a bursary. IB to discuss with David.	IB	
9	INTERNATIONAL RELATIONS / LIAISON		
9.1	IUFoST		
9.1.1	RM, NS, LA and GS attended IUFoST2016 in Dublin. SAAFoST were well represented and the students did SAAFoST and South Africa proud. LA has been appointed as the IUFoST Scientific Council Chair and Nigel for another term as Ambassador Extraordinaire. The IUFoST Scientific Council have published an information bulletin on Food Fraud and are planning an information bulletin on food processing/ mycotoxins?		
9.1.2	Video Competition South Africa was ranked 3 rd and received a special mention.		
9.1.3	Global Food Awards South Africa did well.		
9.2	IFT	GS	
9.2.1	IFTSA GS reported that IFT have an excellent Student Model, the IFT Student Association and he suggested the President and Past President of the IFTSA are invited to SAAFoST2017 for the My SAAFoST session. The President and Past President of IFTSA sit on the IFT Board.		
9.2.2	Joint Membership GS reported that IFT are currently running a joint membership test with the Canadian and United Kingdom Institutes. South Africa is on their radar for the future.		
10	CONGRESSES & EVENTS		
10.1	SAAFoST Congress 2017		
	An electronic update report was circulated to the Council before the meeting. RM gave the following update: <ul style="list-style-type: none"> The Congress Budget has been finalized but will be scrutinized on a regular basis to optimize control. The contract with Century City Conference Centre has been signed and a deposit paid from the congress account. 		

	<ul style="list-style-type: none"> • Sponsorship efforts are progressing well and two platinum sponsors have been signed up and a silver sponsor is due to sign up. The total committed sponsorship to date is R585, 000.00. • The Exhibition is selling well with 20 of the 45 stands already taken. A product theatre will be organized for advertorials and demonstrations. Exhibitors will be given a beneficial rate for the product theatre. • A surplus of R300 000 is proposed. • After extensive research Smugglers at Ratanga Junction has been booked for the conference dinner. The theme for the dinner will be Cape Floral Kingdom. Tickets will be on sale at R550.00. • The Welcome Cocktail Party will take place at the CCCC. • A separate 'My SAAFoST' function will be organized. • GS gave a brief outline of the Congress programme which will consist of a plenary session followed by a parallel session and end with a plenary session to get everyone back into one venue. • A call for Abstracts will be sent out shortly. All abstract will be managed through Oxford abstracts. • Workshops are been considered for Thursday, post conference. • Invitations to potential speakers will start to go out. • The website is updated on an ongoing basis. 		
11	PUBLICATIONS AND MEDIA		
11.1	<p>FST Magazine</p> <p>An electronic copy of TF's report was circulated to the council before the meeting and included the following:</p> <p>The August issue of the FST has been sent out to members and the November issue is in the printing process.</p> <p>Articles for the first issue of 2017 have been scheduled.</p> <p>FST made a surplus of R18, 803.00 in August due to Advert sales and a surplus is forecast for the November issue as well.</p> <p>RM reported that Cheryl has resigned and that some of Tricia's functions will change. Three issues of FST will be published in 2017, April, July and November.</p>		
12	FOOD ADVISORY CONSUMER SERVICE (FACS)		
	<p>FACS committee is run by David Watson, and there is a move to increase the size of the committee. FACS will be producing a new leaflet in 2017 and they have an article in the November issue of the FST.</p> <p>Authors have been found to update all of the articles on the website and links to you tube videos are under consideration. OJF asked the council to let him have any videos that may be of interest.</p> <p>TC to request a refund from Globeflight for the leaflets that were never delivered to the Lord Charles Hotel.</p>	VB	
13	REGULATIONS		

	The council agreed that a meeting needs to be setup with Penny Campbell to ensure that DOH decisions are based on good science. LA to send Penny Campbell a formal letter of request for a meeting. NS, LA and OJF will strategise on the Agenda for this meeting.	LA	
14	SAAFoST MAJOR OBJECTIVES 2016		
14.1	Some of SAAFoST's major objectives for 2017 have been discussed under various Agenda items, they are as follows: <ul style="list-style-type: none"> • Growing the SAAFoST Membership • Meeting with Penny Campbell. 		
14.2	MY SAAFoST No feedback has been received from the My SAAFoST subcommittee. LA will engage with RP and RM will engage with the Western Cape Young Committee members at the next branch meeting. AB suggested having a 'selfie' competition at the congress and publishing the pictures on the SAAFoST website. A student chapter page should also be developed for the SAAFoST website. AB also suggested engaging Media Science students for ideas.	LA RM	
14.3	Marketing SAAFoST GS reported that a marketing budget of R72, 000.00 has been included in the SAAFoST budget for 2017. GS has met with Hippo Communications and briefed them. GS is impressed with Hippo's quick response with the following ideas: Traditional Media : Opinion pieces. Social Media : Facebook and Twitter Both could be used initially to boost delegates for the 2017 Congress. Once setup the Facebook page and twitter handle need to be added to the website.		
14.4	Electronic Membership System GvS reported that the electronic membership system has been demonstrated to Gunnar, Owen and Irene and that it is being tested by Turners at present. GvS will keep SAAFoST informed on the progress of the new system.	GvS	
15	BRANCH, ED & MDO REPORTS		
15.1	Brief Updates All branch, ED and MDO reports were circulated via email except GS, RH and OJF's report. Northern Branch LA requested that the Northern Branch become more independent of OJF and work on recruiting committee members from the members who attend their events. DM submitted a budget for the branch and confirmed that the ring fenced funds should cover all event costs for the year. Western Cape GS reported that the branch have run 4 events since March and that the ring fenced		

	<p>funds will cover event costs for the year.</p> <p>KZN</p> <p>RH reported that KZN have run 3 branch events this year and a year-end function is planned. A budget for seed money will be submitted for 2017.</p> <p>Executive Director</p> <p>OJF's report is attached as an annexure to the meeting minutes.</p>	RH	
16	ADDITIONAL ITEMS & GENERAL		
16.1	<p>SACNASP</p> <p>OJF reported that the CPD system is not running yet. OJF to set up a follow up meeting with Gerdha Botha.</p> <p>Consideration is also to be given to approaching SACNASP members to become SAAFoST Consultants.</p>	OJF IB OJF	
16.2	<p>SARS tax exemption certificate</p> <p>Certificate received.</p>		
16.3	<p>Payment Portal</p> <p>The council agreed to go with the basic package. The payment portal will be set up with the new membership system.</p>	TC	
16.4	<p>Sugar Tax</p> <p>LA feels the Sugar Tax is not about science but rather about political policy and SAAFoST should not publish a stance on the matter but rather offer assistance with scientific guidance. OJF will write a letter to Treasury in this regard.</p>	OJF	
16.5	<p>Choices</p> <p>OJF has sent the council members links to the research pertaining to Choices and would like to recommend that SAAFoST endorse it. The following feedback was given at the meeting by the council members.</p> <p>NS confirmed that it is a very good scheme based on WHO criteria and good science. GS is skeptical about endorsing anything nutrition related.</p> <p>LA agreed with GS and suggested it be added as an Agenda item for the meeting with Penny.</p> <p>OJF requested that the council consider the matter and it was agreed that it would be discussed in the future.</p>		
17	Date of Next Council Meeting and Subsequent Meetings		
17.1	<p>The next meeting will take place as follows:</p> <p>Exco Wednesday 1 March 14h00 – 18h00, 1 September, 1 November</p> <p>Council Thursday 2 March 09h00 – 15h30, 2 September, 2 November</p>		
17.2	LA thanked the council for attending the meeting and the meeting closed at 15h40.		