

09 June 2016

SAAFoST COUNCIL MEETING MINUTES

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

MEMBERS PRESENT		
Dr Lucia Anelich	Acting President	Anelich Consulting
Ryan Ponquett	Immediate Past President	Kerry
Anza Bester	Vice President	Swift Silliker
Dr 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
Jacques van den Berg	Cape Br Representative	Appletiser SA
Grant Momplé	Cape Br Representative	Doehler SA.
James McLean	KZN Br Representative	Hilltop
Shobana Naidoo	KZN Br Representative	Imana Foods
Prof Naushad Emmambux	N Br Representative	University of Pretoria
Dr Hannita Swanepoel	N Br Representative	Central University of Technology
Nigel Sunley	Industry/Regulation Liaison	Sunley Consulting
Owen Frisby	Executive Director	SAAFoST
Virosha Basdeo	National Secretary	Turners Conferences
BY INVITATION		
Irene Burke	Membership Development Officer	SAAFoST
Tricia Fitchet	Editor: FST	SAAFoST

No	Item	Action	Date
1	WELCOME AND APOLOGIES		
1.1	Acting President Lucia Anelich welcomed the council members and apologized for the late start of the meeting. It was noted that a full council was in attendance.		
1.2	There were no apologies.		
1.3	LA congratulated GS for receiving his professorship.		
2	READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS		

2.1	LA requested My SAAFoST be added as standing item under point 14.	VB	30/06
3	READING & CONFIRMATION OF MINUTES		
3.1	The minutes of the meeting of the 10 March 2016 were distributed to the Council Members.		
3.2	Council agreed that point 10.2 with regards to the surplus for Congress 2017 be removed from the previous minutes.		
3.3	LA commended the Council Members who decided to change the My SAAFoST session at future congresses to the Amanda Minnaar My SAAFoST Session.		
3.4	The following amendments were requested to be made to the minutes: <ul style="list-style-type: none"> • Page numbers to be inserted • Lucia Anelich Consulting amend to Anelich Consulting • Kerry Ingredients and Flavours amend to Kerry • Actions and action dates should be recorded in minutes 	VB	30/06
3.5	The minutes were approved by GS and seconded by HS.		
3.6	The minutes were signed by GS in his capacity as Past President.		
4	MATTERS ARISING FROM PREVIOUS MINUTES - 10 March 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	The 6% increase in fee adjustment from Turners was discussed at the Exco meeting and was accepted by Council.		
5.2	Document signing		
5.2.1	Two documents needed to be signed: 2015 audited financials and the SAAFoST Congress Contract. RM queried if the venue contract should be signed by SAAFoST or Turners Conferences and it was determined that the previous contract was signed by SAAFoST and will remain the same.	VB	16/07
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	Bank Account Balances as at 31 May 2016 ABSA 92058200197 R291 739.80 Nedbank R1 549 351.00		
6.3	Investment Portfolio Current investments stand at R3 408 540 - a 3.4% increase in value since March. SAAFoST have reduced their holding in the Stanlib Property portfolio. Nedbank did not recommend further changes.		

6.4	The donation of R200 000 to the Foundation agreed at the March Council had not been transferred so the available Nedbank balance would be R1 349 351.00. Exco agreed that the transfer must be made after the Foundation meeting on 10 June.		
6.5	There were still a number of membership fees outstanding for 2016 and RM advised that although there was a need to make an effort to ensure payment, a decision also needed to be made regarding when unpaid members were to be suspended. According to the constitution members who do not pay by the end of June are suspended.		
6.6	RM commended TF for the excellent job as the expenses for FST November and August issues were covered by all the advertisements. It was noted that only the May issue had a shortfall of R200 000 which SAAFoST funded.		
6.7	The current YTD indicated a R129 000 loss Cash flow needed to be monitored as, in addition to usual expenses and FST, a large deposit was required by the Century City Convention Centre by September for Congress 2017.		
7	MEMBERSHIP		
7.1	Membership Update		
7.1.2	Turners membership statistics report as well as the Membership Officers report was circulated to Council members electronically prior to the meeting.		
7.1.3	Council expressed concern regarding the number of members on the pending list as well as the outstanding membership fees list. VB briefly explained to Council the follow ups that were done by the secretariat office: <ul style="list-style-type: none"> • November 2015 - Invoices were sent out • February 2016 - Statement of accounts were emailed, • April 2016 - Phone calls or emails were sent to all outstanding members • May 2016 - Bulk email sent to all outstanding members pending suspension of membership if fees are not paid by 15 June 2016. • Pending members were again currently being emailed, followed up with a phone call at the end of June. • Emails that were undelivered, were followed up with a phone call by the secretariat. 	VB	15/07
7.1.4	IB reported that that emails were a problem at present especially the Mweb subscribers.		
7.1.5	RP asked if the new membership system could somehow have a portal to LinkedIn. VB would check with the developers and advise Council. VB briefly discussed some the of the features that the new membership system would have which included: <ul style="list-style-type: none"> • 3 user platforms - member, user and administrator platforms • Online payment portal • Automated statement of accounts sent out every month • SMS and bulk notices 	VB	15/07
7.1.6	The following suggestions were made regarding the membership system:		

	<ul style="list-style-type: none"> • A second email address made as a mandatory field on the online portal. • Students to connect on the online portal through Facebook /Twitter/ Instagram, etc. Look at multiple platforms to communicate to members, especially students. • Online application forms must have all mandatory fields completed before the application can proceed further and should include a field to upload documents. • VB and IB to look into updating the membership form • Secure membership login section on the website for members to log on and access information that non-members would not be able to view. • Revamp the SAAFoST website once the membership system was in place. • Link to update membership details should appear on the landing page on the website. • Automatic birthday messages to go out to members 	VB	15/07
		IB / VB	31/07
7.1.7	<p>It was suggested that a SAAFoST LinkedIn profile be formed as this could bring in new members via recommendations and could also act as an endorsement. Messages can also be sent via LinkedIn.</p> <p>GS requested VB to forward marketing company contact details to him for further investigation.</p>	VB	30/06
7.1.8	Council requested a copy of the user spec document for Turners membership system.	VB	Once ready
7.1.9	HS emphasized that the face of the website and the linking with the younger people needs to be looked at asap. Some aspects of IFT could be used on the SAAFoST website.		
7.1.10	<p>A working group was formed to look at the general revamp of the website and other issues discussed.</p> <p>The following members volunteered to be part of this group: GS, JM, HS and JvdB.</p>		
7.1.11	<p>Payment via debit orders to be investigated by Turners as another option of payment and provide feedback to Council.</p> <p>Council agreed that if debit orders were feasible it should include a premium.</p> <p>Membership paid via debit order would be activated once the first payment was debited.</p>	Turners	31/07
7.1.12	Council further agreed that if payment via debit order was not feasible from an admin point , pending members should only be given 2 months to pay their membership fees. If payment was not received within 2 months, their names will be taken off the pending list and they will be required to re-apply for membership.		
7.1.13	<p>POPI</p> <p>RM suggested that Council bear in mind the POPI act when requesting personal information from members.</p> <p>A decision was made at Exco that LA would discuss the POPI act with Turners and it would be further discussed at the next Council meeting or early next year.</p>	LA	
8	SAAFoST FOUNDATION		

8.1	The SAAFoST Foundation Meeting was scheduled for the 10 June 2016 and GS was representing SAAFoST at the meeting.		
8.2	It was suggested at the Exco meeting that GS proposes a loan system to Foundation, where students could apply for a loan to be repaid and administered by the banks.	GS	10/06
8.3	OJF made reference to IB report on bursary recipients; out of the 106 people that received bursaries and prizes only 13 were members. IB requested Council to look at the bursary recipient list and advise her if they recognize any of the names so people could be traced and followed up to become members.	ALL	
8.4	RP suggested that My SAAFoST was about strategy and how to recruit younger people who might have been distracted for a while, back into the SAAFoST fold and with the database list of names that was already at hand, SAAFoST should campaign around that and get in contact with those people that had fallen off the radar.		
8.5	Council was in agreement that the branches with the guidance of IB needed to be more involved in speaking with current members and following up with memberships that had lapsed.		
8.6	The following suggestions were discussed and would be taken to the Foundation for further discussion. <ul style="list-style-type: none"> GS suggested the Aubrey Parsons Study Grant and Academic Achievement Awards criteria should be revised and applied differently by looking at students who have been actively following SAAFoST and this would incentivise people to take part in SAAFoST before they can qualify for the grant. Interviews with Aubrey Parsons Award applicants with the intention of also informing them what their responsibility would be towards SAAFoST once they were granted the bursary. Interviews could be held electronically or face to face. Bursaries should have a payback time, where the recipient must be a SAAFoST member for 5 years and if they do not become a member then they would need to pay back the bursary. Academic Achievement Award – don't pay any money and give the recipient free membership or pay the recipient one thousand and keep one thousand to go towards 2 years of membership. 		
8.7	GS suggested that more advertising should be done on social media, Twitter etc, advertising the number of bursaries that SAAFoST gave out every year. LA informed Council that with regards to the marketing aspect Council also needed to keep in mind that the Foundation would also need to be marketed to gain more commitment from companies to put forward bursaries for students.		
9	INTERNATIONAL RELATIONS / LIAISON		
9.1	IUFoST		
9.1.1	Young Scientists to Dublin Two names were submitted for the Young Scientists Award but were not successful. No reason was given as to why the candidates were unsuccessful.		

	It was suggested that nominations in future should be checked to see their involvement with SAAFoST.		
9.1.2	<p>New Product Development Competition for Students</p> <p>There were two groups that were successful – University of Stellenbosch consisting of 6 students and University of Pretoria consisting of 3 students.</p> <ul style="list-style-type: none"> • NE reported that the students from UP had applied for funding to the Deputy Dean of Research and it was under consideration. Costs were also forwarded to OJF and Council requested that the costs needed to be recalculated as some costs seemed to be very low for Dublin. • NE informed Council that from previous experience if the student could bring in 50% then the University would pay the other 50%. • GS reported that the Stellenbosch group had received R90 000 from the Chief Operating Officer of the IP division. One student was receiving funding from the NRF for accommodation and flights. R15 000 would be allocated from the Department, and hopefully another R15 000 from the Dean. Each student has committed to putting in R10 000 each to cover any shortfall. <p>Exco had proposed to give each group R10 000 with the option of asking Foundation to match it or better it. This motion was agreed by Council.</p>	NE	
9.1.3	<p>Food Waste Competition</p> <p>Nothing to report.</p>		
9.1.4	<p>Video Competition</p> <p>Video competition closing date is the 05 July and it was discussed at Exco. A 5 minute video is required and it could be recorded using a cellphone.</p> <p>OJF to circulate information to all universities to enter.</p>	OJF	ASAP
9.2	IFT	GS	
9.2.1	<p>Membership Software</p> <p>Discussed under point 7</p>		
9.2.2	<p>Joint Membership</p> <p>GS will be at IFT in July and SAAFoST will be sending Petra Muller to Emerging Leaders Network, starting on Sat 16 July 2016.</p>		
10	CONGRESSES & EVENTS		
10.1	<p>Event updates</p> <ul style="list-style-type: none"> • Science behind Food Regulations - 29 February 2016. It was well attended and was video recorded. OJF said permission to publish the videos was proving difficult to secure so would probably have to be forwarded to IUFoST, who had agreed to pay for the video. Two people requested that their presentations not be made available and a third person has not replied despite numerous attempts. Links to the rest of the workshop could be circulated to members and placed on the website once the go-ahead had been received from IUFoST. • GS briefly discussed the Cape Branch one day symposium on the 28 June 	OJF	

	<p>2016, called Food myths, media hype and communicating science workshop .</p> <p>IB asked if organisers at the different events could hand out membership applications and forward names to IB to follow up with an email.</p> <p>OJF commented that the site visits were very popular and were frequently fully booked.</p>		
10.2	<p>World Public Health Nutrition Congress (WPHNC) in CPT during September 2016.</p> <p>Proposals were put forward and 2 speakers were accepted on the main programme. A proposal for 2 workshops was also put forward and one had been accepted to date .</p> <p>A decision on speakers needs to be finalized as soon as it was known how much speaking time would ultimately be made available.</p> <p>The Nutrition Congress (3-5 Sept), immediately following the above and taking place over the weekend was a much scaled down affair and only one 30 min slot was made available for a SAAFoST speaker. This would be Dr Sahar Nikouie Adl (Buhler) who would talk on food processing along the lines of a presentation to the Northern Branch in 2014.</p>	NS / NE	17/06
10.3	SAAFoST Congress 2017		
	<p>An electronic update report was circulated to the Council before the meeting. RM gave the following update:</p> <ul style="list-style-type: none"> • Congress logo has been decided upon • Century City Conference Centre has been selected as the venue. • Registration fees have been set, the early bird fees are slightly higher than 2015 but the student fee was lower. • A surplus of R300 000 was proposed • Sponsorship prospectus was being completed and plan to target potential sponsors was drawn up. • Bidvest Food Ingredients is the first Platinum Sponsor for R200 000. • Exhibition floorplan is almost complete and 45 stands are planned. • A number of potential venues have been identified for the Gala Banquet and were in the process of getting quotes. There will be an opening cocktail on the Sunday but no closing cocktail due to high cost of events. <p>GS gave a brief outline of the Congress programme which will consist of a plenary session followed by a parallel session and probably end with a plenary session to get everyone back into one venue. Invitations to potential speakers will start to go out.</p> <p>GS asked Council to forward him any names and ideas of speakers.</p> <p>OJF suggested that Food Fraud be considered as a potential topic for the Congress programme. Potential speaker name and additional info to be sent to GS.</p>	OJF	15/07
11	PUBLICATIONS AND EVENTS		
11.1	<p>FST Magazine</p> <p>GS summarized discussions that took place at Exco and highlighted the following points:</p> <ul style="list-style-type: none"> • FST was struggling to fill in the ad sales position and to bring in finances to 	GS	

	<p>fund the magazine.</p> <ul style="list-style-type: none"> FST started to look at minimizing costs without abandoning its brand and content. <p>GS informed Council of the 3 options that FST had:</p> <ul style="list-style-type: none"> Move to an electronic format to cut down on costs of printing, postage and design and move away from an advertising driven funding model. Partner with Food and Beverage Reporter to go out as a hard copy magazine which would save on postage but would have a higher print run. Approach corporates to sponsor the magazine or the NRF to sponsor the costs. Cancel FST completely <p>GS, RM and TF proposed that they should still carry on looking at the content of FST, decouple the advertising and look at a different funding model.</p> <p>A proposal would be circulated to Council via email before the end of July.</p>	GS, RM, TF	Before the of July
12	FOOD ADVISORY CONSUMER SERVICE (FACS)		
	<p>OJF reported that there are about 45 authors updating every article on the website and this will be done on a yearly basis.</p> <p>FACS committee is run by David Watson, and there was a move to increase the size of the committee.</p>	OJF	
13	REGULATIONS		
	<p>NS reported that Penny Campbell has been made the Director of Food Control.</p> <p>Working Groups for R429 were being formed.</p> <p>An official letter was sent to DoH, and a reply was received that the wrong procedure had been followed and that the letter should have been written to the Director General. Due to time constraints that was not followed up. Instead there was an agreement at the FLAG meeting in February that there was a need for a working group on the enforcement of R146. There have been a few well-attended enforcement group meetings held and progress was being made.</p>	NS	
14	SAAFoST MAJOR OBJECTIVES 2016		
14.1	<p>Some of SAAFoST's major objectives for 2016 have been discussed under various Agenda items, they are as follows:</p> <ul style="list-style-type: none"> Marketing SAAFoST Electronic Membership Software 		
14.2	<p>MY SAAFoST</p> <p>RP briefly discussed the objectives around My SAAFoST which is to try and get ownership from young professional people who have benefitted from SAAFoST to take an active interest and involvement in SAAFoST and to start bringing them into the ranks. It is about the future of SAAFoST and how SAAFoST reaches out to those young people and changes to become more relevant.</p> <p>RP confirmed that he would be willing to take a leading role in this project.</p>		

14.2.1	<p>The following ideas / comments were suggested:</p> <ul style="list-style-type: none"> • Website – change the website to appeal to the younger generation and to include chatrooms, etc. • Mentorship – in SA mentorship is limited. Look at what IFT and IUFoST are doing and link the mentorship programme with them. • Add a whole section on the students' activities in the FST Magazine • The Weblink document on 44 Ways to Encourage Young Millennials was circulated to Council by GS. • RM suggested to run a competition at Congress next year. • Video competition or a social event and start building a brand, the My SAAFoST brand where young people can engage with each other. • Invite PEPSICO marketing team to do a presentation and give SAAFoST some vision. • Most undergrad students do not attend congress, there should also be a branch strategy to include more fun things for undergrads. • Look at what Mike Gristwood is doing in SAAFFI as their events seem to be attracting more of the younger people . • SAAFoST should get involved in the end of year student functions at the universities. • MY SAAFoST needs to have a fun element <p>It was suggested that SAAFoST needs to find someone that knows how to engage and create excitement . RP asked Council to provide some names of people so that they could be approached.</p> <p>RP suggested that the major focus should be on the transitional people from student to young professional.</p> <p>RP proposed that in the next 6 weeks SAAFoST recruits the co-operation of a couple of young people.</p> <p>RM advised that the Congress committee already has 4 young people that will suitable to engage with the younger generation for the congress.</p> <p>Branches could be challenged to identify younger people as well.</p>		
15	TASK TEAM, BRANCH, ED & MDO REPORTS		
15.1	<p>Task Team</p> <p>Council agreed that Task Team would be taken off the agenda.</p>		
15.2	<p>Brief Updates</p> <p>All task team and branch reports were circulated via email except GS, RH and OJF's report.</p>		
16	ADDITIONAL ITEMS & GENERAL		
16.1	<p>SACNASP</p> <p>SACNASP had requested a report from SAAFoST on what assistance the Association required from it and from the DST in order to promote professionalism and the status of</p>		

	<p>registered natural scientists in SA. A meeting of LA and OJF with SACNASP President, Gerda Botha was held at which a list of items, drawn up from responses from members was discussed, namely:</p> <ul style="list-style-type: none"> i) Reg Nat Food Scientists to be appointed/available to all food manufacturers ii) Reg Nat Food Sci's to be involved in developing any and all food regulations iii) A Food Inspector class of EHP to be created iv) Reg Nat Food Sci's to be involved in scientific healthier food option guidelines for the public, v) Reg Nat Sci's /FACS authors to present their articles on video for easier access by consumers, vi) Reg Nat Food Sci's to start a healthy lifestyle campaign with sister organisations and vii) Govt financial assistance to be provided in sustaining FST as a food science magazine of value to the food industry and country. <p>OJF to respond to SACNASP accordingly.</p>		
		OJF	
16.2	<p>SARS tax exemption certificate</p> <p>Certificate received. Constitution needs to be changed according to wording provided by the auditors, BDO who had been tasked with this undertaking. SAAFoST constitutional experts to be consulted before end July and ballot organised to effect the necessary changes. (OJF).</p>	OJF Turners	
16.4	<p>General</p> <p>Food Safety and Food Security – UJ 16-18 May</p> <p>This meeting was appropriately addressed by Petra Muller of the Northern Branch. It was reportedly not very well attended although the number of foreign African delegates was higher than expected.</p>		
17	Date of Next Council Meeting and Subsequent Meetings		
17.1	<p>The following meeting dates have been set:</p> <p>Exco Wednesday 19 October 14h00 – 18h00</p> <p>Council Thursday 20 October 09h00 – 15h30</p> <p>Foundation Friday 21 October time and venue to be finalized</p>		
17.2	RP thanked the council for attending the meeting and the meeting closed at 14h50.		