

29 October 2015

SAAFoST COUNCIL MEETING MINUTES

Minutes of the SAAFoST Council meeting held at City Lodge at OR Tambo International Airport on Thursday,
29th October 2015 at 09h30.

MEMBERS PRESENT			
Lucia Anelich	Acting President	Anelich Consulting	LA
Gunnar Sigge	Chair: Cape Branch	Dept. Food Science, SU	GS
Jacques van den Berg	Cape Branch Representative	Appletiser SA	JvdB
Grant Momplé	Cape Branch Representative	Doehler SA.	GM
Denise Metcalfe	Chair: Northern Branch	University of Johannesburg	DM
Hanita Swanepoel	Northern Branch Representative	Central University of Technology	HS
Naushad Emmambux	Northern Branch Representative	University of Pretoria	NE
Nigel Sunley	Legislation & Industry Liaison	Sunley Consulting	NS
Owen Frisby	Executive Director	SAAFoST	OJF
Virosha Basdeo	Secretary	Turners Conferences	VB
APOLOGIES			
Rosie Maguire	Treasurer	In Essence	RM
Ryan Ponquett	Immediate Past President	Kerry Ingredients & Flavours	RP
Anza Bester	Vice President	Swift Silliker	AB
Russell Hové	Chair: KZN Branch	Pakco	RH
James McLean	KZN Branch Representative	Hilltop	JM
Tricia Fitchet	Editor: FST	SAAFoST	TF
BY INVITATION			
Irene Burke	Membership Development Officer	SAAFoST	IB

No	Item	Action	Date
1	WELCOME AND APOLOGIES		
1.1	Acting President Lucia Anelich welcomed Council members to the meeting.		
1.2	The apologies of, RM, RP, AB, RH, JM and TF were recorded.		
1.3	A moment of silence was observed in memory of Amanda Minnaar.		
2	READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS		
2.1	The notice and agenda had been circulated and received.		
3	READING & CONFIRMATION OF MINUTES		
3.1	The minutes of the meeting of 06 th September 2015 were distributed to the Council		

	Members.		
3.2	The minutes were approved by OJF and seconded by JvdB.		
3.3	The minutes were signed by GS in his capacity as Previous Immediate Past President.		
4	MATTERS ARISING FROM PREVIOUS MINUTES - 06th September 2015		
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 Presidency of SAAFoST was discussed at the Exco Meeting and it was agreed that LA, as current President Elect, would become Acting President for a period of two years and President for the two years following with her presidency ending in 2019. The Years 2015-2017 would be dedicated to the memory of Amanda Minnaar. However, during the period 2015-2019, LA would effectively be President and be referred to as such.		
5.1.2	LA informed Council that she would be relying on Council for support, as she would not be able to take on all the decisions/ actions that came up in meetings and asked if this could be motioned by Council. The motion was proposed by GS and seconded by OJF.		
5.2	Information regarding FICA documents required by the bank was circulated to Council. Copies of certified ID's and municipal statements must be handed to OJF or GS in Cape Town.		
5.3	Email notification to be sent out to members advising them of the Acting President period and would also include a small obituary to Amanda Minnaar.	OJF	Once ready
6	FINANCES OF THE ASSOCIATION		
6.1	Report (State of Finances) The Treasurer's report was circulated to all Council Members.		
6.1.1	Bank Accounts Balances as at 30 th September 2015 ABSA 92058200197 R80 684 Nedbank R980 662		
6.2	Investment Portfolio Current investments - R3, 159 514.58		
6.3	R300, 000 is to be donated to the Foundation from Central reserves as agreed at Council 6 th September	Turners	
6.4	Monthly expenditure exceeds monthly income therefore the Nedbank reserves are being depleted. 2016 invoices should be sent to members in early November so there is an inflow of cash.	Turners	Early Nov.
6.5	Budget	RM	
6.5.1	The first draft of the 2016 budget was circulated to all Council Members. Points for discussion were as follows: <ul style="list-style-type: none">- Turners 6% increase in secretarial fees- Salary increases for the ED and MOD	LA	

	<ul style="list-style-type: none"> - The cost of running FST in 2016, which would cost SAAFoST approx. R900 000 - Increase of editor's fee by 10% for 2016. 		
6.5.2	<p>Provisions were also made in the budget for the following:</p> <ul style="list-style-type: none"> - Membership software initiative - Marketing consultant to help assist with a marketing plan for SAAFoST. 		
6.5.3	<p>There were discussions regarding students paying membership fees and these points were highlighted :</p> <ul style="list-style-type: none"> - Students receive so much information from SAAFoST and they should pay a minimal fee which would help them get used to the idea of paying once they qualify and become members. - Student membership fees were charged previously however it took a lot of time and effort to try to collect the fees, and a lot of students were not able to pay their fees. - Students should receive electronic copies of the FST Magazines. <p>GS advised that the points made were valid and should be relooked once there was a system that can facilitate the membership process and membership payments easily.</p> <p>Council agreed that no student membership fees would be charged.</p>		
6.5.4	<p>Salary increases for the ED and MDO</p> <p>LA informed Council that Exco decided to implement a system of goal setting and performance evaluation which would assist future Council when it comes to increase in salaries.</p>		
6.5.4.1	<p>LA to speak to Ryk Lues to set up a system where goal setting will be done in the beginning of each year and performance would be measured at the end of the year.</p>	LA	
6.5.4.2	<p>LA proposed MDO increase of 6.13% which was inflation and once the evaluation system is set up, next year a more informed decision would then be made.</p> <p>GS proposed the same increase should be implemented for both IB and OJF.</p> <p>Council agreed to the proposed percentage increase of 6.13 for the ED and MDO.</p>		
6.5.3	<p>Congress 2015</p> <p>The SAAFoST Congress surplus was estimated at around R800 000</p> <p>OJF reported that for a Durban Congress it was one of the best congresses for KZN.</p>		
6.5.3.1	<p>GS commented that the registration fees for the Durban congress was higher than normal and more delegates would have attended if the fees were in line with previous years.</p> <p>One of the things that SAAFoST pride themselves on was "value for money for members", and for 2017 they would look at keeping the registration fees low to get more people to attend.</p>		
6.5.3.2	<p>Council asked Turners to circulate a breakdown of the categories of registrations from the congress as well as a review of the budget – actual vs budget.</p>	Turners	Once ready
6.5.4	<p>LA informed Council that the budget is based on assumption that R100 000 excess would be made from events collectively.</p> <p>R800 000 from congress will be kept for the new initiatives that SAAFoST put in place.</p>		

6.5.5	The budget was approved Council with the deficit of R900 000 for FST.		
7	MEMBERSHIP		
7.1	Membership Update:		
7.1.2	Turners membership statistics report was circulated to Council members electronically prior to the meeting and IB presented an update on Membership.	IB	
7.1.3	<p>There are about 100 members on the pending list that have not paid their fees. These are individuals who have been recruited and agreed to be members but who have subsequently not paid membership fees and appear to have no intention of doing so. This is a growing problem.</p> <p>50% of members were suspended in KZN due to none payment of fees.</p> <p>IB advised council that a lot of companies have stopped paying for individual memberships.</p>	IB	
7.1.4	GS requested a Post Graduate student list to be sent to him.	VB	06 Nov
7.1.5	A list of suspended and pending members would be sent to each branch to follow.	IB / VB	06 Nov
7.1.6	<p>It was brought to council's attention that a lot of students were not aware of SAAFoST especially at TUT.</p> <p>The following suggestions were made by Council to increase the awareness of SAAFoST to students:</p> <ul style="list-style-type: none"> - A Roadshow to target students earlier in their university careers. - A double Roadshow with different objectives, one to target final year students and another mini Roadshow for first year students. - Distribute information at Orientation Day for 2nd year students. - Get involved with TUKS FoST and address the 1st year students at TUKS. - Promotional posters about SAAFoST for students to see <p>Council agreed that there was an earlier need of intervention on a more modest level and a general pamphlet on SAAFoST could also be distributed.</p> <p>JvdB volunteered to drive this initiative and council was asked to give any ideas to JvdB.</p>		
7.2	Membership fee and Invoicing 2016		
7.2.1	Invoices will be sent out in the first week in November.	Turners	2 Nov
7.3	Membership Marketing		
7.3.1	<p>There were some concerns about Lizette not having the time to take on the task of marketing.</p> <p>Council felt that a marketing consultant should be approached and GS was tasked to carry out this process.</p>		
8.	SAAFoST FOUNDATION		
8.1	<p>David Watson presented an update on SAAFoST Foundation and hard copies of the report were circulated to Council.</p> <p>DW was concerned that the Foundation report was not circulated prior to the BGM, however VB assured council that the report for the BGM was circulated on the 03 September along with the other documents.</p>		

8.2	OJF asked for the stats from Graphicmail to be forwarded to him.	VB	
9.	INTERNATIONAL RELATIONS		
9.1	IUFoST	LA / GS	
9.1.1	It was decided at Exco that SAAFoST would participate for the first time in the New Product Development Competition for undergraduates in Dublin and possibly also in the new, food waste competition for young scientists, about which more info was awaited. A committee would need to be formed to look at a list of all the Product Development Category winners for 2015 from the different institutions.		
9.1.2	Provision had been made in the budget for the South African winner in the IUFoST Young Scientist Competition to travel to Dublin. This winner, who would have to be a SAAFoST Member, would be selected by a specially appointed SAAFoST committee, appointed to evaluate entries from the relevant local universities.		
9.1.3	RM will be attending the IUFoST Governing Council Meeting, where further discussions would take place, with regard to how and where the food for the New Product competition would be produced as customs control could be a prohibitive hurdle to entries.		
9.1.4	SAAFoST would continue to support young scientists and leaders to attend the annual IFT Lead 360 programme.		
9.1.5	NS, who had recently attended an ICSU meeting, advised Council that NRF confirmed in principle to continue to provide funding at Global Congresses, such as IUFoST, for one voting delegate at the General Assembly and one capacity building delegate.	NS	
9.2	IFT		
9.2.1	Membership Software GS approached IFT with regards to their membership administration system. GS participated in a teleconference with IFT looking at different options available and a 3 page questionnaire was forwarded to GS to be filled out.	GS	
	GS would look at the costs and options in more detail with DR to see how the system would integrate with Turners.	GS/DR	
9.2.2	Joint Membership GS suggested that joint memberships should be looked at, where members could have a joint membership to an international body.	GS	
9.2.2.1	GS, together with IFT were looking at possibilities of having IFT membership at a reduced rate for SAAFoST members. IFT President, Colin Dennis, had become a member of SAAFoST.		
9.2.2.2	GS will be attending the IFT Annual Meeting next year. GS advised council that IFT had taken an FST article which would appear on the web page version.		
9.3	Mobile App NE had a meeting with a local company regarding the mobile app and obtained a quote. NE was requested to circulate the quote and information to Council.	NE	06 Nov
10	CONGRESSES & EVENTS		

10.1	LA reiterated that a minimum of R100 000 income was budgeted for events and asked Council for ideas of events/workshops, etc.		
10.2	OJF suggested a legislative workshop. NS agreed with OJF however he advised council that he doubted that the end result of R429 would be seen in 2016, therefore a regulatory workshop or a refresher workshop would not be ideal, as it had been done before.		
10.3	NS suggested a workshop on the Nutritional Improvement and Alignment with Global and Local Regulatory health Drives. NS had chatted to various people and felt that this was an opportunity for SAAFoST to get involved. LA informed Council that ILSI confirmed they would be holding workshops next year on Nutritional Aspects and suggested that the SAAFoST and ILSI have a discussion to avoid duplication and there was definite room for collaboration.		
10.4	Further suggestions made by council were: <ul style="list-style-type: none"> - Joint venture with the Meat Association and the issue around processed meats. - Workshop on statistics in the flavor industry. - A technical workshop involving training 		
10.5	GS advised council that the Cape branch have discussed a one day workshop to take place probably in June 2016 which would be a combined session looking at Demystifying Food Myths and Consumer Communication.		
10.6	GD informed Council that through a food security initiative, Tom Humphreys who is an expert on Campylobacter might be in SA in March 2016. There might be a possibility of having a half day workshop on Campylobacter in the food industry and could possibly work as a joint event between the University and SAAFoST.		
10.7	LA suggested a workshop on Consumer Education and Consumer Communication, where media representatives would be invited to attend and FACS could possibly be the theme of the workshop.		
10.8	NE suggested to Council to have a SAAFoST session at the World Nutrition congress 2016 in Cape Town. It was decided that if the Centre of Excellence sponsors the Nutrition Conference then only would NE look at SAAFoST session at the conference.	NE	
10.9	Council agreed to have a SAAFoST session on Processing at the Nutrition Congress in Somerset West, 3-5 September 2016. OJF already liaising with organisers.	OJF	
10.10	Council further decided to have the workshop on Demystifying Food Myths and Consumer Communication in CT and JHB, with DM to co-organize the workshop for the Northern Branch.		
10.10.1	NS and LA would look into a joint workshop on Nutrition between ILSI and SAAFoST. Legislation would also be looked at, not only R429 but also the microbiology regulation R692 which is changing.		
	LA to communicate to JM and RH about possible events in KZN for 2016.		

10.11	Congress 2017	GS	
	<p>A skeleton committee has been formed.</p> <p>RM will be Chairing the LOC for 2017 and GS is the chair of the Scientific Programme.</p> <p>Other members in the committee include: Paul Vet, GM and JvdB</p> <p>Michelle Booth from Turners has been assisting the committee with venue options.</p>		
11	PUBLICATIONS AND MEDIA	OJF GS	
	Update		
	OJF reported that Farm Link had closed down, Food review was still struggling, Food and Beverage Reporter was still being distributed.		
	Winner of the Meritorius Award for Journalism was Salomé Delpont . The Certificate had been forwarded to the Cape Br for presentation.		
11.1	SAAFoST's South African Food Science & Technology (FST)		
11.1.1	<p>GS reiterated that the budget was approved with a deficit of R900 000 and the problem was ad sales, as there was no dedicated ad sales person for the last 18 months, which has resulted in a gradual decline of income through ad sales.</p> <p>It had also been a tough economic time, if one looked at the other publications that have closed.</p>		
11.1.2	A full time ad sales person has been employed in JHB, who will be re-evaluated in March 2016 to see if there has been improvement in ad sales. This will then again be looked at after another 6 months to make a final decision.		
11.2.3	There is an initiative to look at FST going to an electronic version.		
	<p>RM, GS and TF were also in discussion regarding an electronic newsletter where members could click and download articles in pdf.</p> <p>GOS advised that the reason behind the newsletter was to ensure that if the print version of FST is discontinued then there was something in its place that can be easily upgraded and sent to members.</p>		
	DM suggested digital Magazines for students rather than hard copies as most students use tablets.		
	TF to look at costs of an electronic newsletter and to determine how many newsletters could be sent out.		
11.2.4	<p>EFFoST (The European Federation of Food Science & Technology) has contacted FST with an intention of collaboration and RM will look into this further.</p> <p>With IFT and EFFoST showing interest in the FST magazine it highlights the quality of magazine that TF is putting together.</p>		
11.2.5	It was decided at Exco that GS and RM would continue to look after and TF and FST.		
12	REGULATIONS		
	Discussed under point 10		
13	SAAFoST MAJOR OBJECTIVES 2016		
13.1	The following objectives were discussed:		

	<ul style="list-style-type: none"> - Workshops / Events for 2016 - Budgeting items, e.g, marketing consultant - Mobile App - Software and membership programme - E-newsletter and FST and how can it become more accessible digitally. 		
13.2	LA reiterated why the R800 000 is needed to be kept from the congress and Council needs to keep in mind that foundation requires a further R200 000 next year from the congress money. This needs to be looked at closer to the time.		
13.3	There was a discussion about students attending Branch meetings / functions and it was brought to council's attention that not many students attend due to transport problems. It was suggested that meetings should be circulated among the different institutions.		
13.4	LA asked for all branches to put a budget together for the year and represent to Council for funding.		
	NS informed Council of an initiative between SAAFoST, ADSA and NSSA who were putting together a formal letter to the Dept. of Health demanding technical working groups on certain key, complex components for R429. If this gets approved, relevant SAAFoST members will be needed to participate in those groups.		
14	TASK TEAM, BRANCH, ED and MDO REPORTS		
14.1	Brief updates		
14.1.1	There was nothing new to report from the branches so no branch reports were circulated. OJF to circulate ED reports to Council.	OJF	
14.2	LA asked for FACS to be a standing item on the agenda. OJF advised that most of the FACS articles written by SAAFoST needed to be updated and that expert authors were being approached to take ownership of an article and update it as necessary but at least once per year.		
14.3	OJF reported that the CPD system was expected to be operational in 2017. In order to fast track the process OJF had met with Johan van Schalkwyk, a SACNASP consultant and had gone through the CPD process, including holding a, "voluntary association" , CPD point, preparatory meeting and having the SAAFoST Congress listed on the SACNASP website.		
	OJF mentioned that the SACNASP President, Gerda Botha, was of the opinion that expert authors and maintainers of FACS articles, might well be considered for CPD points .		
	Everyone that works in any aspect of Food Science and Technology has to be registered with SACNASP, however there was no clarity about academics. OJF advised that there were a lot of details that needed clarification as SAAFoST members are divided into different areas eg. Chemistry, Microbiology, Food Science, etc.		
	As the voluntary association, SAAFoST would allocate CPD points for events, under the auspices of SACNASP.		

	It was suggested that OJF contact ADSA for advice on their CPD system and its processes.		
	OJF will continue to oversee the CPD process and liaise with SACNASP.		
15	ADDITIONAL ITEMS & GENERAL		
	Succession & legacy Amanda Minnaar (My SAAFoST, Food Processing, Co-operation with sister organisations)		
15.1	Exco suggested HS to look into the social media aspect and work with GS to keep the social media updated. Further discussion regarding the social media would also take place once the marketing consultant had been pointed.		
	TF and GS have administrator rights on the SAAFoST Facebook account. GS to contact Romy for access to the Twitter account.		
	Mentorship programme: HS suggested an email notice to be sent out advertising the programme and asking members to volunteer to be mentors. Mentors will need to advise their areas of expertise so students are aware of whom to approach and for what. LA suggested the best mentors would be retired members as they have all the expertise and there would also be no conflict of interest as opposed to people working in industry. LA asked HS to look into the mentorship programme further and put a short proposal together of the specific areas already raised by the students.		
15.2	Food Processing		
	OJF advised council that there are links to food processing articles by IFIC and IFT on the FACS website.		
15.3	Co-Operation with Sister Organisations		
	There was already collaboration with the NSSA, ADSA and SANCU on FACS and SAAFoST would be investigating a joint stand with them at the Good Food and Wine Show in 2016. Together with the invitations to the SASDT and SAAFFI to participate in the SAAFoST Congress in September, much had already been achieved. NS suggested having a couple of SAAFFI style events at Branch level on an experimental basis.		
15.4	SARS Tax Exemption Certificate		
	The TAX Exemption needs to be issued before the TAX clearance certificate can be issued. SARS has accepted the letter from SAAFoST advising that their constitution will be amended and await information from BDO regarding the wording related to the regulations as set by SARS. VB will follow up with BDO.		
15.4.1	NPO Status		
	SAAFoST has an NPO status which is current. VB has submitted the 2013 and 2014 reports to the Dept. of Social Development and only the 2013 reports were accepted without discrepancy.		

	VB has queried the 2014 reports and await an answer from the Department.		
15.5	Congress 2017		
	LA asked GS and RM to liaise with HS to highlight MY SAAFoST at the Congress in 2017.		
	NS informed Council that NRF have a new web driven application system for any NRF travel funding and conference funding. Anyone that is looking for funding should look at the online system and apply.		
	NRF also have funding for future big events and NS suggested that Congress 2017 investigate this option for funding.		
	A suggestion was made for one of the two Koeppen Bursaries to be named after Amanda Minnaar. It was decided to consider this again after a period of six months or so.		
	HS advised Council that she had made a suggestion to RM to have an Amanda Minnaar - My SAAFoST session at Congress 2017.		
16	DATE OF NEXT COUNCIL MEETING & SUBSEQUENT MEETINGS		
	The next Council meeting was diarised for 02 March 2016, Exco on the 02nd March, and the Foundation 04 th March. (This was changed afterwards to 9, 10, 11 March after consultation with all Council members, for Exco, Council and Foundation respectively). The June Council meeting was proposed for 09 th June 2016, Exco on the 08 th June, and the Foundation 10 th June.		
	The meeting ended at 15h15.		