

SAAFoST COUNCIL MEETING MINUTES

Minutes of the SAAFoST Council Meeting held at City Lodge OR Tambo International Airport on Thursday, 10 March 2016 at 09h00

MEMBERS PRESENT		
Dr Lucia Anelich	Acting President	Lucia Anelich Consulting
Anza Bester	Vice President	Swift Silliker
Dr Gunnar Sigge	Chair: Cape Branch	Dept. Food Science, SU
Denise Metcalfe	Chair: Northern Branch	University of Johannesburg
Russell Hove	Chair: KZN Branch	Pakco
Jacques van den Berg	Cape Br Representative	Appletiser SA
Nigel Sunley	Industry/Regulation Liaison	Sunley Consulting
Dr Hanita Swanepoel	N Br Representative	Central University of Technology
Owen Frisby	Executive Director	SAAFoST
Gill Slaughter	National Secretary	Turners Conferences
APOLOGIES		
Ryan Ponquett	Immediate Past President	Kerry Ingredients & Flavours
Rosie Maguire	Treasurer & IUFOST Liaison	In Essence
Grant Mompilé	Cape Br Representative	Doehler SA.
James McLean	KZN Vice- Chair	Hilltop
Prof Naushad Emmambux	N Br Representative	University of Pretoria
BY INVITATION		
Irene Burke	Membership Development Officer	SAAFoST
Tricia Fitchet Y	Editor: FST	SAAFoST

No	Item	Action	Date
1	WELCOME AND APOLOGIES		
1.1	Acting President Lucia Anelich welcomed the council members to the meeting. A special welcome was made to Anza Bester as the newly appointed Vice President.		
1.2	The apologies of RP, RM, GM, JM and NE were recorded.		
1.3	On SAAFoST's behalf Lucia expressed her condolences to Turners and Mrs. Carol Randall on the loss of Dudley Randall in December. Gill Slaughter will attend future SAAFoST Council Meetings and Virosha Basdeo will attend if Gill is not able to.		
2	READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS		
	The meeting notice and Agenda was circulated to all council members and accepted with the following new items, which were added to Agenda Item 10: Congresses and Events <ul style="list-style-type: none"> Food Safety and Food Security at UJ in on the 16th – 18th of May Nutrition Congress in Cape Town in September. 		
3	READING & CONFIRMATION OF MINUTES: APPENDIX A		
3.1	The minutes of the meeting of the 29 th of October 2015 were distributed to the Council Members		
3.2	The minutes were approved by OJF and seconded by IB.		
3.3	The minutes were signed by GS in his capacity as Previous Immediate Past President.		
4	MATTERS ARISING FROM PREVIOUS MINUTES 29 October 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	No motions were proposed.		
5.2	OJF confirmed that he has received the BDO Engagement letter and terms and conditions documents and the council agreed that it will be fine for OJF to sign them off.	OJF	
6	FINANCES OF THE ASSOCIATION: APPENDIX B		
6.1	Financial Statements were circulated to all council members.		
6.2	Report (State of Finances) The Treasurers Report was circulated to all council members.		
6.2.1	Bank Account Balances as at 29 February 2016 ABSA 92058200197 R322 180.05 Nedbank R1 795 782.00		
6.3	Investment Portfolio Current Investments stand at R3,295 428.00, a 4.3% increase in value since October 2015. Most of the portfolio has shown limited growth. The Nedbank investment flexible feeder fund has performed well in Rand terms with a 14% growth primarily due to the weakness of the rand.		
6.4	R300 000.00 has been donated to the Foundation from central reserves.		
6.5	Congress 2015 generated a surplus of R865 669.00. These funds are currently invested in the Nedbank call account, generating a 6.2% interest per annum. RM proposed that a further R200,000.00 be donated to the Foundation and the balance of the surplus be retained by Central to cover losses that are expected from FST and to fund the marketing initiative to raise awareness of SAAFoST. The Council accepted this motion.		
6.6	FST is battling to raise advertising revenue to cover expenses. At this stage a shortfall of R390 000.00 is expected for 2016. A decision needs to be made regarding the future of FST and the level of continuing financial support. Other less financially onerous options should be investigated. TF advised that the new ad lady is very active and the council agreed that she should be contracted until the 31 st of May and then considered for a further 2 month period. GS reported that an e-newsletter company has been approached for a proposal. Bruce Cohen from Food and Beverage Reporter did not arrive to do his presentation to the Executive Committee. The council agreed that Tricia will remain an integral part of the process. LA suggested that a new more electronic magazine/newsletter is required and SAAFoST need to become more active on social media. An article depository should be developed for the website.		
6.7	Budget Nothing to report.		
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 the Membership		
7.1.3	IB reported that her main focus has been to convert student members to full members. There are 155 members on the pending list. Turners are in the process of following up with these members.		
7.2	Turners Conferences Membership Report		
	Turners Membership statistics report was circulated to Council members. There are a total of 1978 SAAFoST members. Branch statistics are as follows: Cape Branch 700 KZN Branch 262 Northern Branch 966 International 50 Turners are in the process of following up on outstanding payments by telephone at present.		
7.2.1	Membership Software GvS also advised that Turners are in the process of interviewing companies to provide new membership software. The shortlisted companies, E2 and VM Consulting, presented to the Exco yesterday.		

7.3	Membership Marketing		
7.3.1	<p>IB reported that the best recruitment method is through branch meetings. IB requested that all of the branches send her a list of attendees after their meetings.</p> <p>IB also reported that Food Science is on the Scarce Skills list and foreigners often become members of SAAFoST to get a letter confirming this. The council agreed that SAAFoST should stop providing this confirmation. Applicants should be referred to DAFF and DST for confirmation. Denise to send Irene her list of food and beverage technicians.</p> <p>LA thanked IB for her efforts.</p> <p>GS confirmed that marketing of SAAFoST was discussed during the Exco meeting and that consideration is being given to employing a company for assistance with marketing.</p>	DM	
8	SAAFoST FOUNDATION		
	<p>LA proposed that a donation section be added to membership invoices giving them the option to donate an amount to the Foundation. The council agreed and logistics will be sorted out between LA and Turners.</p> <p>LA to talk to DW re: marketing aspects of the foundation i.e. update website, student photo's, letters from students, a statement to members etc.</p>	LA TC LA	
9	INTERNATIONAL RELATIONS / LIAISON		
9.1	International Relations Update		
9.1.1	<p>IUFoST</p> <p>Young Scientists to Dublin</p> <p>GS confirmed that Young Scientists from South Africa have been supported in the past. Two nominations have been submitted one from Tuks and one from Stellenbosch, both have been submitted to IUFoST. A response is expected soon.</p> <p>New Product Development Competition for Students</p> <p>One Stellenbosch undergraduate team is preparing a submission. A Red speckled bean and sweet potato sandwich spread that tastes like chocolate.</p> <p>OJF will send a follow up email to the other universities to find out if any other teams will be submitting entries.</p> <p>Food Waste Competition</p> <p>No submissions received.</p> <p>IUFoST Congress – Dublin</p> <p>GS, RM, NS and LA are planning on attending.</p>	OJF	
9.1.2	<p>ICMSF Workshop</p> <p>OJF reported that SAAFoST will earn USD5,000.00 for organising and hosting the ICMSF Workshop. 40 people were sponsored to attend. LA congratulated OJF on getting the workshop together at such short notice.</p>		
9.1.3	<p>IFT</p> <p>Membership Software</p> <p>GS and DR started working on new software in 2015. Two companies presented to the Exco yesterday. GS provided the following feedback:</p> <p>VM Consulting</p> <ul style="list-style-type: none"> • Young vibrant dynamic approach. • Tailor-made software. • Midlands Meander App created by them. • Modular approach – link to pastel. • Available over all platforms i.e. phones, tablets and computers. • Program distribution of invoices, newsletters etc. • Fine to add donations. • Very flexible. • Appealing. <p>E2 Solutions</p> <ul style="list-style-type: none"> • Existing product. • Medical professionals. • CPD • Impressive product. 	GS	

	<ul style="list-style-type: none"> • Donation facility not possible. • Rigid product. • Clean presentation. <p>GvS confirmed that Turners will purchase the new software and a monthly fee will be charged to SAAFoST.</p> <p>Joint Membership</p> <p>GS reported that discussion has taken place with IFT. They are currently running tests with English and Canadian associations. If positive outcomes. IFT/SAAFoST joint membership will be discussed further.</p>		
10	CONGRESSES & EVENTS		
10.1	<p>The following congresses and events are coming up:</p> <ul style="list-style-type: none"> • Food Safety and Food Security at UJ in May • Nutrition Congress in Cape Town in September 		
10.2	SAAFoST Congress 2017		
	<p>An electronic update report was circulated to the Council before the meeting. GS gave the following update:</p> <p>The Local Organising Committee is in place and is made up of the following members:</p> <p>Congress Chair: Rosie Maguire Scientific Chair: Gunnar Sigge Entertainment: Grant Momple Sponsorship: Paul Vet Exhibition: Jacques van den Berg Media: Tricia Fitchet PCO: Turners Conferences Date: 3 – 6 September 2017 Venue: Century City Convention Centre is been investigated as it can accommodate 600 delegates and an Exhibition. Theme: “ A hunger for change: innovation, solutions and emerging technologies” Surplus: A R1 million rand surplus is proposed.</p> <p>The Lord Charles and Spier are both too small and will limit the number of parallel sessions and exhibition stands.</p> <p>ADSA, SASDT, IPSA, CST-SA will be approached.</p> <p>The draft program will be developed in the next couple of weeks. GS asked all to pass on any ideas to Rosie. LA suggested Denis Dimmick, the Executive Environmental Editor of National Geographic. LA to send his CV to GS.</p>	LA	
10.3	Events		
10.3.1	<p>Cape Branch</p> <p>One day symposium on 21 June. GS is in the process of contacting speakers Possible Theme: Food Myths, Media Hype and communicating science. / Debunk food myths.</p>		
10.3.2	<p>Northern Branch</p> <p>The following activities are planned:</p> <p>Sensory Workshop Seven Point WHO Plan Workshop Abattoir Tour Coca Cola Tour</p>		
10.3.3	<p>KZN Branch</p> <p>The following activities are planned:</p> <p>Food Safety Food Control Presentation – 16 March Beer Brewery Tour</p>		

	Whisky Tasting. IB suggested KZN approach Thirsti as a water sponsor for this event.		
11	PUBLICATIONS AND EVENTS		
11.1	FST Magazine IUFoST, IFT and FAO will be highlighted in the Presidents report in the May issue of FST. IB suggested left over magazines be sent to rural high schools. IB will ask the student who made this suggestion to provide a list of schools.	IB	
11.2	Food and Beverage Reporter Bruce Cohen has purchased the magazine.		
11.3	Food Review Nothing to report.		
12	FOOD ADVISORY CONSUMER SERVICE (FACS)		
	OJF reminded the Council that World Consumer Rights day is on the 15 th of March. It was agreed that a blog, consumer awareness, should be set up. It was also agreed that all FACS articles on the SAAFoST website are to be updated by the 16 th of June. Dave Watson has taken over as Chairman of FACS and will be putting a press release out to members.	OJF	
13	REGULATIONS		
	Meat and Fish Canning and Pouch Packaging RH reported that compulsory meat and fish canning specifications are almost finalized and that another regulation will be coming in for pouch packaging. RH to send these updates through to OJF. Miscellaneous Additives OJF reported that miscellaneous additives specifications came through in December. Website OJF asked all council members to check the legislation section of the website. Working Group on 429 NS reported that there are technical and scientific deficiencies in Working Group 429. Good feedback has been received from ADSA and a list of members has been put together to sit on the working group. The working group will continue but the fear is that DOH will push forward with legislation without input from SAAFoST. NS will draft a letter recommending that SAAFoST should use the draft nutrient profiling scheme that already forms part of 429 and circulate it to the council for comment. Once the council agree LA will sign the letter on SAAFoST's behalf as SAAFoST President. Labeling DOA have stopped offering a labeling service from their Pretoria office.	RH ALL NS LA	
14	SAAFoST MAJOR OBJECTIVES 2016		
	All of SAAFoST's major objectives for 2016 have been discussed under various Agenda items, they are as follow: <ul style="list-style-type: none"> • Workshops and Events • Marketing Consultant • New Membership Software • FST Way Forward 		
15	TASK TEAM, BRANCH, ED & MDO REPORTS		
15.1	Brief Updates All task team and branch reports were circulated via email except RH's report.		
	A verbal report was presented by RH. RH reported that events in outer areas may be the reason for low attendance numbers. KZN will be hosting events at DUT this year so that students can attend and have planned a 'fun' event in April, a Brewery Tour. Once the dates are set for all of the functions RH will circulate to council. IB commented that the Northern Branch have found that events during the day are more popular than events in the evening. RH responded that unfortunately most of the KZN members are from industry and are not able to attend events during the day.	RH	
	Northern Branch		

	Nothing further to report		
	Cape Branch Report Nothing further to report.		
	Congress 2017 Report Nothing further to report.		
	FST Report Nothing further to report		
	<p>Bursaries A Bursary update report was circulated electronically to council members. Nominations were received from all academic institutions except for TUT. The following bursaries were awarded for 2016.</p> <p>CPUT Academic Achievement – Dalene Marshall Aubrey Parsons Study Grant – Dalene Marshall</p> <p>DUT Matric/Under Grad Johannesburg Aubrey Parson Study Grant – Katlego Masebe Pretoria Academic Achievement – Sibongile Mndebele Aubrey Parsons Study Grant – Sibongile Mndebele Stellenbosch Academic Achievement – Megan Twentyman-Jones Aubrey Parsons Study Grant – Kate Jacqueline Turner Venda Aubrey Parsons Study Grant – Khudtadzo Ngoma</p> <p>IB circulated the 2015 student results to council. IB also reported that students are applying for funding from NESFAS and SAAFoST and they sometimes end up with a surplus. It was agreed that the 2017 application forms will be amended with a question asking if other funding has been requested. IB is requesting statements from the Universities to check and is in control of the situation. R445 000.00 will be paid out in March and a second payment will be made in July.</p>		
	SAAFoST Membership Report Nothing further to report.		
16	ADDITIONAL ITEMS & GENERAL		
16.1	<p>Succession & Legacy Amanda Minnaar (My SAAFoST, Food Processing, Co-operation with sister organizations) The council agreed to change the My SAAFoST session at future congresses to: The Amanda Minnaar My SAAFoST Session. Mentorship Program HS and JvdB will look at the input from students at the 2015 My SAAFoST session and put a suggestion forward to the council. DM suggested the sections on the website for students be updated with you tube video's, student competitions, Facebook and instgram and access to the FST Magazine. A separate section can then be developed " My SAAFoST for Young Professionals", Young Professionals would have to be paid up members and be able to access information on job opportunities, twitter, linkedin, cv's, dress codes for interviews, access to FST and recruitment agencies specializing in the food industry could be approached to advertise on the page.</p>	HS JvdB	
16.2	<p>SACNASP SACNASP have requested a report from SAAFoST on what SAAFoST feel about the profession and the way forward. A notice was sent to council, feedback to be sent to OJF. All members of SAAFoST should be registered with SACNASP. GS suggested Gerda Botha be approached to do a Q&A session with SAAFoST to get clarity on the risks to companies if they do not have a SACNASP certified employee. LA and OJF to approach Gerda and invite her to the next Council meeting.</p>	ALL LA OJF	
16.3	SARS tax exemption certificate		

	Certificate received. Constitution needs to be changed. BDO to come back with correct wording for constitution.	OJF Turners	
16.4	<p>General</p> <p>SA Society for Dairy Technology – Umhlanga 9 – 12 May 2016</p> <p>LA has been invited to speak as the SAAFoST President on the New Food Safety Metrics.</p> <p>Food Safety and Food Security – UJ</p> <p>16-18 May.</p> <p>Patrick Ngobe is organising this event. Denise to send contact details to OJF and LA. Email discussion to take place with council to decide who will attend.</p> <p>DM found announcement: request a plenary speaker from SAAFoST relating to food safety and security. DM will send 2 emails to OJF to circulate to council.</p> <p>Suggestions to then be made on who should speak.</p> <p>Nutrition Congress</p> <p>OJF - SAAFoST thinking of doing a food processing session (nutrition, waste etc.) at the congress. Chair requested more details. She feels food processing or bio fortification is topical. Could be considered for update, only one afternoon allocated in congress for updates.</p> <p>Rina Swart – Public Health Congress</p> <p>NS feels this is an opportunity to break the mold that food industry is bad.</p> <p>NS suggested:</p> <ol style="list-style-type: none"> 1. Workshop driven by SAAFoST 2. Food Industry Debate <p>No response yet.</p> <p>OJF to circulate NS suggestions to council.</p> <p>IUFoST Governing Council Meeting in Athens</p> <p>NS to check notes and see if there is anything of interest for SAAFoST and report back to council meeting in June.</p>	OJF	NS
17	Date of Next Council Meeting and Subsequent Meetings		
17.1	<p>The following meeting dates have been set:</p> <p>Exco Wednesday 8 June 14h00 – 18h00</p> <p>Council Thursday 9 June 09h00 – 15h30</p> <p>Foundation Friday 10 June time and venue to be finalized.</p> <p>Exco Wednesday 19 October</p> <p>Council Thursday 20 October</p> <p>Foundation Friday 21 October</p>		
17.2	GS thanked the council for attending the meeting and the meeting closed at 14h30.		