

SAAFoST COUNCIL MINUTES

Minutes of the meeting of the SAAFoST Council held at City Lodge OR Tambo on 16 May 2013 at 09:30

MEMBERS PRESENT			
Dr Gunnar Sigge	President	Dept. Food Science, SU	GS
Mr Johan Visser	Vice President	Nampak R&D	JV
Mr Ryan Ponquett	President-Elect	Flavourcraft: Kerry Ingredients & Flavours	RP
Ms Rosie Maguire	Past President	In Essence	RM
Mr Jacques van den Berg	Cape Branch Chair	Appletiser SA	JvdB
Mr Nigel Sunley	IUFoST Liaison	Sunley Consulting	NS
Mr Owen Frisby	Executive Director	SAAFoST	OJF
Prof Amanda Minnaar	Northern Branch Chair	Dept. Food Science, U.P.	AM
Dr Gerda Botha	Northern Branch Rep	CSIR	GB
Ms Romy Hochfeld	Northern Branch Rep	Anchor Yeast	RH
Ms Karelina Masterson	Cape Branch Rep	Savannah	KM
Ms Virosha Basdeo	National Secretary	Turners Conferences	VB
BY INVITATION			
Ms Irene Burke	Membership Development Officer	SAAFoST	IB
Ms Tricia Fitchet	Editor: FST	SAAFoST	TF
APOLOGIES			
Madelein Jansen	KZN Branch Chair	Flavourcraft: Kerry Ingredients & Flavours	MJ

No	Item	Action	Date
1	WELCOME AND APOLOGIES	GS	
	GS Welcomed the Council Members to the meeting. Apologies were received from MJ.		
2	READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS		
	GS raised three important questions that needed clarity from this meeting : <ul style="list-style-type: none"> - How to increase membership - How to ensure regular meetings and events both at branch and national level - Succession planning going forward There were no additional items for the agenda.		
3	READING & CONFIRMATION OF MINUTES – 10 October 2012		
	Page 2: Item 5.2.1.5 There was an overspend on the Journalism Award of R 4 000.00. The amount for the Journalism Award will increase to R 12 000.00 Page 3: Item 5.3.1 GS Proposed that a further R 1 500 000.00 be ceded to the Foundation giving a total initial capital transfer of R 4 000 000.00. Page 4: Item 6.2.7 NS said that Congress next year needs to resuscitate the feeling of goodwill engendered by IUFoST 2010 and it needs to stimulate interest amongst participants. Page 5: Item 8.7 In response to the question of who will appoint people to the board of the Foundation the response was that SAAFoST Council should do this. The minutes were proposed by OJF and seconded by JVDB.		
4	MOTIONS & INTRODUCTIONS		
4.1.1	On behalf of the council OJF offered their condolences to GS on the loss of his father.		

4.1.2	GS introduced VB to the council and conveyed his thanks to DR for allowing VB to attend in his place.						
4.1.3	Arising from the Exco meeting, a proposal was passed relating to FST and the motion was SAAFoST will sponsor TF to attend congress. SAAFoST will cover TF's travel, accommodation and registration costs.						
5	FINANCES OF THE ASSOCIATION: APPENDIX B	RM					
5.1	Financial Report (State of Finances)	RM					
5.1.1	The Investments current value is R3,344 262.70. Overall the investments are performing well and have showed a 6.3% growth in the first 4 months of 2013. However some funds are underperforming and should be monitored.						
5.2	<p>Bank Accounts: as of the 06th May</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">ABSA 92058200197</td> <td style="text-align: right;">R119,376.71</td> </tr> <tr> <td>BOE</td> <td style="text-align: right;">R990,770.24</td> </tr> </table> <p>Collection of outstanding membership fees has boosted cash reserves YTD. Most of the membership fees have come in therefore the flow of money into the central account in the next few months will be very thin. FST continues to produce a surplus?</p> <p>Current branch funds held in central account stand at - R134,121.00</p> <p>As highlighted in the October council meeting last year some surplus from congress will need to be transferred into central to carry through next year, unless the membership drive is so successful that there is a lot more money coming in.</p> <p>GS advised that after congress, once the finances have been finalised SAAFoST should be conservative with finances until end of May next year to see how successful the membership drive is before a formal decision is made to channel any funds.</p>	ABSA 92058200197	R119,376.71	BOE	R990,770.24		
ABSA 92058200197	R119,376.71						
BOE	R990,770.24						
5.2.1	<p>Foundation and Bursary Pay outs</p> <p>R2,320,000.00 has been transferred to the Foundation (capital sum and interest accrued since February 2012)</p> <p>R1,664,514.50 (R1.5M+ interest from last October) is still to be transferred from Central investments held with Fairburn.</p>						
5.2.2	<p>A proposal for the increase in membership fees needs to be put together to present at the BGM in October.</p> <p>RM suggested looking at other competitive association's membership fees as a bench mark.</p> <p>GB to forward the information of fees structure from last year to GS</p>	GS, RM, RP, OJF, JV	ASAP				
5.2.3	RM and OJF to start process to include RP as a signatory on the BOE account.	RM, OJF	ASAP				
6	MEMBERSHIP	DR/OJF/GS/IB					
6.1	Custodian Membership						
6.1.1	An updated List of potential Custodians is to be sent to all Council members. GS suggested that council also help pursue Custodian members.	OJF	ASAP				
6.1.2	OJF reported that there are about 76 Custodian members and 10 unpaid members who OJF continues to pursue on a regular basis to pay.	OJF	Ongoing				
6.1.3	GS proposed that the Custodian membership fee be looked into with regards to increase in fees.	OJF / RM					
6.1.4	GS pointed that at the end of last year there were 67 paid up Custodians and at present for 2013, 69 Custodian members are paid up. GS congratulated and thanked OJF for his hard work and reaffirmed that Custodian membership remains an objective of council and in future will appear on the agenda as a standing point.						
6.1.5	<p>Custodian Dinner</p> <p>OJF reported that they were two 50th SAAFoST dinners last year, held by the Cape Branch and the Northern Branch. Due to the congress this year OJF suggested that a Custodian Breakfast be held as it will not clash with any evening functions and it is</p>	OJF					

	<p>cheaper and would help pay for the Custodian certificates, which cost R300 per certificate due to the change of the SAAFoST logo.</p> <p>OJF has a few speakers in mind and would prefer to have the breakfast before congress so that the opportunity could be used to promote congress as well. The breakfast will be free for Custodian representatives only and MD's of certain companies could also be invited.</p>		
6.1.5.1	JVDB to look into Cape Branch Custodian Breakfast and liaise with OJF	JvdB	ASAP
6.1.5.2	<p>NS advised that in order to attract the senior level of people to come to the function, it needs to be marketed the right way. Looking at what issues are being thrown around at MD level and make it catchy from that point of view.</p> <p>NS to circulate 2 or 3 hot topics and names of speakers to council</p>	NS	ASAP
6.5.1.3	GS requested that all branches within the next month to have secured dates and venues for a Custodian function. It will be a Custodian as well as a branch event where the rest of the branch members could attend as well.	All Branches	21 June
6.2	SAAFoST Membership		
6.2.1	VB has circulated a membership statistics report to Council Members and this incorporates members who have paid as well as members who have not paid.	VB	
6.2.2	IB submitted a report on membership.		
6.2.3	<p>IB reported that according to the SAAFoST constitution members fees that are in arrears by the 1st March must receive a notification to this effect. This notice has been sent out to all unpaid members. A substantial amount of money came in after the notice was sent out. IB is in the process of calling each member, and remains positive that more money will come in.</p> <p>IB advised that the Custodian, Members and Professional Members categories are main categories as they are the paying members and receive the most attention.</p>	IB / VB	
6.2.4	<p>Student membership</p> <p>There were a 1001 students and IB emailed each student personally and 706 students were suspended.</p> <p>IB suggested that every year the students are sent an email to update their details and it is a lot of work and there is no income.</p> <p>AM advised that many students don't look at emails and suggested maybe sms'ing students instead.</p> <p>GS proposed that tertiary institutions send the undergraduate information on a yearly basis to IB and correspondence from SAAFoST should not go to students by email but rather Turners should look at maybe sending them out via SMS.</p> <p>NS suggested that a SAAFoST presentation be given to first year students by a member of Council.</p> <p>RH volunteered to do the presentation in the JHB and PTA region.</p> <p>IB to contact tertiary institutions and propose that they send a list of undergraduate students with their contact details and also advise them that SAAFoST will like to formalise a presentation during the first year induction to introduce SAAFoST to the students.</p> <p>Institutions should supply IB a list of current students each year.</p> <p>JVDB to circulate the standard SAAFoST presentation to council to see if any changes need to be made.</p> <p>GS also suggested that the presentation be uploaded on the website once finalised.</p>	<p>IB</p> <p>VB</p> <p>IB</p> <p>JvdB</p> <p>GS</p>	ASAP
6.2.5	<p>Members And Professional Members</p> <p>IB reported that many individual members cancelled their membership because their company has stopped paying their fees, or the company is a Custodian Member therefore individual membership is not required.</p> <p>GS suggested that one needs to motivate what the benefits are of being a Custodian membership and what the benefits are of having the staff as individual members. However in the last couple of years SAAFoST has fallen short in that there is not much offered to the members. If the branches are strong, SAAFoST is strong.</p> <p>GS advised that Council need to strategize and decide what Custodian membership and individual membership consist of and what are the benefits of each membership and how they are related to one another and try and condense that into a mission or strategy as to what needs to be promoted going forward. Which is a singular message going out from Council in terms of what Custodian Membership is and why SAAFoST wants companies to be Custodian Members and why those Custodian Members should pay for their staff to be individual members.</p>	<p>IB</p> <p>GS</p>	

	<p>It was suggested that a list of all Custodian Members and their staff that are individual members be created and circulated to Council.</p> <p>It was suggested that a marketing specialist should be invited to address council. IB to forward contacts of appropriate communication speakers to GS and RP. GS, RP and OJF to formulate the strategy / proposal and circulate to council.</p>	<p>DR / VB</p> <p>GS / RP IB</p>	<p>ASAP</p> <p>ASAP</p>
6.2.6	<p>Members field of expertise has been updated in the database. IB and GS to look if the field of expertise appears on the SAAFoST application form.</p>	IB / GS	
6.2.7	GS agreed that there should not be a transitional member category and students that have qualified should be made full members and charged the member rate on a pro rata basis if required.		
6.2.8	GS thanked IB and Turners for the effect that has gone in with outstanding payment and the amount of income received thus far.		
6.2.9	<p>International Membership Category</p> <p>It will be beneficial to have international membership. GS and TF to look into proposing a fee to receive FST and becoming a member.</p> <p>It was suggested that maybe international members be charged in US dollar or Euro where applicable.</p>	GS , TF	
7	SUCCESSION PLANNING & BGM 2013		
7.1	Succession Planning		
7.1.1	<p>Cape Branch</p> <p>JVDB reported that Cape branch has about 20 potential members to approach. Current committee consists of 12 members and will like to grow that to 15 members if possible. However only 3 or 4 members of the 12 members are actively involved. JV suggested that 1 or 2 people in the committee should be allocated specific functions and at each meeting it is those people responsible to report on that specific function.</p>	JvdB	
7.1.2	<p>Northern Branch</p> <p>AM reported that many of the Northern Branch Committee members are currently actively involved with Congress. Currently there are 15 committee members. The younger members are being nurtured and are getting more involved in branch activities. AM would like to later this year step down as chair of the Northern Branch for personal reasons.</p>	AM	
7.2	BGM 2013		
7.2.1	<p>OJF to send branch nomination procedures and information to branch chairs. Nominations for branch must be sent out 4 weeks before the branch BGM and the branch must take place 10 days before the National BGM. Electronic voting will be done for the national vice president and president elect.</p>	OJF	ASAP
7.2.2	<p>Reports needed for the BGM: Presidents report, Treasurer's report and Branch reports. Subscription fees increase, outcome of office bearers election, FST report and report back from Chairman of SAAFoST Foundation. The BGM is scheduled to take place on the 1st day of congress in the afternoon.</p>		
8.	QUESTION AND ANSWER SESSION ED Report / Branch Reports:	OJF/AM /JvdB	
8.1	Executive Director:	OJF	
8.1.1	The Executive Director's Report has been circulated to Council Members. No questions were raised at the meeting.		
8.2	Northern Branch:		
8.2.1	<p>Reports Circulated: There were no questions raised.</p>	North Branch	
8.3	Cape Branch:		
8.3.1	<p>Reports Circulated: There were no questions raised.</p>	Cape Branch	

8.4	KZN Branch:		
8.4.1	2013 marks the 40 th anniversary for SAAFoST in KZN. The event will be combined with a Custodian event. OJF,RP and MJ to work together and confirm a date, venue and speaker. GS suggested the event take place in August and combine the Custodian, 40 th Anniversary and branch BGM.	OJF , MJ	ASAP
8.5	GS suggested that from the branch side it is important to have regular events for members and encouraged all branches to focus on that, especially for years between congresses.	ALL	
8.6	OJF to follow up with KZN and Cape Branch regarding the Career Roadshow. Northern Branch Road show is already organised for the 30 August.	OJF	
	GS suggested that Council members thought of ideas for events in 2014 and this will further be discussed at the next meeting. Agenda point for next council meeting: Events for 2014.	All VB	
9	SAAFoST FOUNDATION		
9.1	A final transfer of funds still needs to be made.		
9.2	A list of requirements and items that need to be put in place and clarified in terms of reference, eg. elections of trustees will be discussed with the Foundation Board of Trustees meeting.	RP/GS	
9.3	GS proposed that a short presentation be given by the Chairman of the trustees at the Congress Banquet. GS asked AM to try and include the handing over of a cheque to the Foundation in the banquet formalities.	GS / AM	
10	BURSARIES AND AWARDS	GS/Edu&A w Com	
10.1	Award and Bursary update	IB	
10.1.1	Bursary payments for 2013 were paid out to students by the Foundation. Koeppen Memorial Scholarship was paid to Melanie Richards from UP – R25 000 There were 4 Academic Achievement Awards – R1000 each 5 Aubrey Parsons Study Grants were awarded and for the first time a student from Venda University has received an Aubrey Parsons Study Grant. Matric Bursary – Maccallum is sponsoring a bursary for the second year. Sunspray and Cliff Samson (Foodcorp) have also sponsored a bursary. R147 000 has been paid out for matric and undergraduate bursaries for the first semester. At the end of June once the results of the students are in then only will the 2 nd payout be made which is approx. R140 000. Total bursaries paid out thus far for 2013 is R286 000.	IB	ongoing
10.1.2	AM advised that Nestle approached UP regarding bursaries for 2 nd and 3 rd year students. GS suggested that AM contact Nestle and refer them to the Foundation.	AM	ASAP
10.2	Dreosti & Ginsburg Awards	GS	
10.2.1	Dreosti & Ginsburg awards need to be looked into as it is a congress year. It has been budgeted for and the values remain the same at R5000 each. AM reported that the Scientific programme committee is coordinating it. GS suggested that the judges for Dreosti and Ginsburg are predominantly local and active research academics. AM to circulate the updated criteria for judging to council.	GS/ AM AM	ASAP
10.3	Meritorious Award for Journalism	OJF	
10.3.1	The Meritorious Award for Journalism has been won by Ivo Vegter. The finder was Madelein Jansen.		
10.3.2	OJF suggested that Ivo Vegter receive his prize at the Congress Banquet and asked AM to see if this was possible.	OJF / AM	
11	STUDENTS INITIATIVE	JvdB	
11.1.1	JvdB will work with RH to generate fresh ideas that would motivate students to become more active and participative.	JvdB RH	October 2013
11.1.2	In the Cape the involvement of students at branch level is mainly from the University	JvdB	

	<p>of Stellenbosch. There are about 10 to 15 students that attend the Cape events on regular basis and JvdB will look at CPUT to grow their involvement as well.</p> <p>The Cape branch is looking into sending some students to Congress and this will be discussed at the next branch meeting with regards to criteria etc.</p>		
12	SAAFOST 50TH ANNIVERSARY BOOK	GS/OJF	
12.1	<p>There is still a lot of information that is needed. A copy of the manuscript will be placed on the website before the SAAFoST Congress in October .</p> <p>OJF requested that any old copies of Food Review that were no longer wanted should please be kept and passed on to him for archival purposes. He was also interested in copies of Branch Minutes from the Cape and KZN.</p> <p>OJF proposed R10 000 be allocated towards archives for printing of hard copies of the first 50 years of SAAFoST history.</p> <p>This was seconded by AM.</p>	OJF	October 2013
13	DEPARTMENT OF HEALTH	OJF	
13.1	Dries Pretorius has retired and the last meeting was chaired by Daniel Matlala and well attended.		
14	THE FOOD ADVISORY CONSUMER SERVICES	GS/OJF	
14.1	<p>OJF commented that FACS is coming along nicely and they are concentrating on putting links on the website rather than writing new articles that the Association does not have the resources to continuously update.</p> <p>FACS is dealing a lot with the FIO (Food Information Organisation) network and maintaining good contacts. China recently became a new member of the group.</p> <p>FACS is looking at having a FACS "Meet the Media" event at the Congress, possibly an extended lunch with the available subject experts meeting the press in a venue dedicated to the event.</p> <p>Nestle has been approached for possible sponsorship.</p>	OJF	October 2013
15	SACNASP	GB	
15.1	GB reported that there have been a lot of activities to increase awareness of the Council. SACNASP is a large scientific organisation and is growing. It has a target of 20 000 members by 2018.	GB	
15.2	A survey was done with 350 people and GB highlighted some important points from the survey.		
15.3	Northern branch is looking at having a SACNASP presentation and OJF suggested Cape and KZN do the same.		
15.4	GS encouraged council to go and look at SACNASP website.		
16	RELATED SOCIETIES & ASSOCIATIONS	GS	
16.1	<p>JvdB to follow up on JV idea on an IPSA joint event.</p> <p>GS has had a lot to do with the SA Society of Dairy Technology (SASDT) lately and JvdB and GS to set up a meeting with Hennie Grobbelaar .</p>	JvdB / GS	
17	INTERNATIONAL RELATIONS		
17.1	IUFoST	NS	
17.1.1	<p>NS reported that preparations for the 2014 congress are running smoothly.</p> <p>NS to attend GC meeting in Singapore in September 2013.</p> <p>IUFoST is involved with the International Congress on Nutrition which takes place in September in Spain.</p> <p>NS has put together two Food Science related sessions for ICN.</p>		
17.2	IFT		
17.2.1	GS was invited to attend the IFT strategic retreat last year November in Washington. IFT is very impressed with what SAAFoST is doing and has done, they are extremely positive about the collaboration and their contribution to FST which is progressing nicely. SAAFoST's Agreement with IFT, in terms of FST, has been renewed.	GS	
17.3	IFT LEAD 360 Programme	OJF	
17.3.1	IFT LEAD 360 Programme is a programme that IFT is running to nurture and engage and develop young up and coming food science professionals that are part of Associations like SAAFoST. They will basically pay for the accommodation, free registration for one individual of SAAFoST's choice, to IFT's annual meeting in Chicago. So all that SAAFoST needs to cover is the airfare and Exco has decided to support RH as a candidate. She has been accepted onto the programme.	GS	

17.3.2	RH thanked council for the opportunity.	RH	
18	CONGRESSES & EVENTS		
18.1	IUFoST 2014	NS	
18.1.1	IUFoST 2014 takes place from 17 to 21 August in Montreal.		
18.2	SAAFoST 2013	AM	
18.2.1	AM reported that they are very pleased to have the president of IFT and their CEO as well as the IUFoST present at SAAFoST Congress 2013.		
18.2.2	<p>Scientific Programme</p> <p>IUFoST is going to be involved in a session on Food Security and Sustainability and the idea is that they will bring a well known speaker for that.</p> <p>ILSI is also sponsoring an international speaker and 3 local speakers for a session on Water Quality and Safety.</p> <p>There is also a Sensory Consumer Science Symposium and in addition to that there is the involvement of ICMSF (International Commission on Microbiological Specifications for Foods) with 2 international speakers.</p> <p>Abstracts are being reviewed and the programme committee is looking inviting prominent and well-known speakers to complement the programme .</p> <p>TC has submitted an updated PCO report, 173 abstracts were received however this does not include some of the invited speakers.</p> <p>Notification of Abstract Acceptance is 31 May 2013.</p> <p>Speaker registration deadline is the 28 June 2013.</p>		
18.2.3	<p>Committee:</p> <p>AM complimented her team who are working extremely well as a team for almost 2 years now.</p>		
18.2.4	<p>Exhibition:</p> <p>27 Stands have been sold, a total of R528 903.00</p> <p>Payments received to date: R297 923.00</p>		
18.2.5	<p>Congress Organisers:</p> <p>AM reported that it is a pleasure working with the Turners Conference Team which is very responsive in terms of providing information whenever needed.</p>		
18.2.6	The Local Organising Committee (LOC) meets once a month in addition to sub-committees meetings.		
18.2.7	<p>Sponsors:</p> <p>RH advised that everything is on track however times are tough and lots of companies are cutting down on budgets and there are challengers.</p> <p>Sunspray Food Ingredients is the platinum sponsor and there are 3 gold sponsors at present. Total sponsorship currently stands at R811 980.00 (incl. VAT).</p> <p>Payments received to date is R344 010.00</p>	RH	
18.2.11	GS congratulated AM and her committee for all their hard work.		
18.3	Council Meeting		
18.3.1	Abbreviated Council meeting to take place on Sunday 6 th October 2013.		
18.4	Additional Events		
18.4.1	No additional events to discuss.		
19	PUBLICATIONS AND MEDIA	GS/OJF TF	
19.1	SAAFoST's Journal: South African Food Science & Technology (FST).		
19.1.1	<p>TF submitted a report on FST.</p> <p>FST has changed printer and designer due to various reasons.</p> <p>The website is still ongoing, TF has seen a brief preview and is happy with the look.</p> <p>There has been an increase in ad sales in May and is unrelated to Congress.</p>	TF	
19.1.2	<p>Copies of the August issue will go into the Congress bags.</p> <p>GS suggested that 700 copies for the Congress bags is an appropriate number to work with.</p>		
19.1.3	TF reported that with regards to membership, it is understandable that the numbers	TF	

	go up and down but unfortunately for FST it is sold of a print run and the May issue was very tricky because it dropped by 500. Advertisers have bought of ex number being printed.		
19.1.4	RM suggested that more copies be given to Custodian Members. GS agreed, and suggested that the Custodian Members be asked to forward names and addresses of the different sites, etc for the distribution of the magazines.		
19.1.5	GS thanked TF for all her hard work with FST. The August issue of FST will be the last issue that GS writes on the president page however GS would like to remain actively involved on FST on the editorial side to assist TF.		
19.2	Food and Beverage, Farmlink and Packaging and Print Media		
19.2.1	Nothing to report. The lists of members are sent out regularly to the publishers.		ongoing
19.3	FOODSTUFF SA		
19.3.1	The proposal from Brenda Neall and Food Stuff SA was discussed at the Exco meeting and that will be taken forward in terms of an agreement between SAAFoST and Brenda's newsletter and website. Liaison with Foodstuff SA will promote SAAFoST's image to a wider audience. GS to send Brenda the final document by mid June.	GS	
19.4	FACEBOOK and Twitter	RH	
19.4.1	SAAFoST sent RH on a Twitter course to learn how it works and how to utilise it. RH does 4 tweets a week and requested Council to share any information that they come across related to Food Science to her. Currently there are 100 followers on Twitter and Facebook there are 428 users. There is an increase in user and active participation. GS advised that Twitter and Facebook are the mediums of choice of exactly the people that needs to be targeted and to get more involved in SAAFoST. RH to look into LinkedIn as well.	RH	ongoing
20	WEBSITE All IFT provided career links have been included on the SAAFoST website.	GS/OJF/IB	
21	SENSORY FORUM	RM	
21.1	Nothing new to report		
22	ADDITIONAL ITEMS		
22.1	No additional items		
23	DATE OF NEXT MEETING		
	The next meeting is on the 06 October 2013 , venue either the CSIR or City Lodge from 12 – 3pm.		
	GS thanked everyone for attending the meeting.		
	The meeting concluded at 15h29		