

# The South African Association for Food Science and Technology



## SAAFOST COUNCIL MINUTES

Minutes of the meeting of SAAFoST Council held at City Lodge OR Tambo boardroom, Johannesburg on 24<sup>th</sup> March 2011 at 10h30.

<b>MEMBERS</b>			
Dr Gunnar Sigge	President	University of Stellenbosch	GS
Mr Ryan Ponquett	President-Elect	Flavourcraft	RP
Mr Johan Visser	Vice-President	Nampak R&D	JV
Ms Rosie Maguire	Past President	In Essence	RM
Mr Jacques van den Berg	Cape Branch Chair	Appletiser SA PTY LTD	JvdB
Ms Karelina van der Spoel	Cape Branch Rep	Savannah	KvdS
Madelein Jansen	KZN Branch Chair	Flavourcraft	MJ
Prof Amanda Minnaar	N Branch Chair	Dept. Food & Science : U.P.	AM
Dr Gerda Botha	N Branch Rep	CSIR	GB
Mr Dieter Nelles	N Branch Rep	Gelita	DN
Mr Nigel Sunley	IUFoST Liaison	Sunley Consulting	NS
Mr Owen Frisby	Executive Director	SAAFoST	OJF
Mr Dudley Randall	National Secretary	Turners Conferences	DR

No	Item	Action	Date
1	<b>WELCOME AND APOLOGIES</b>		
	The President, Gunnar Sigge welcomed the members to the meeting.		
	Apologies were received from. OJF, JvdB, RP		
2	<b>READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS</b>		
	The agenda was circulated and received by all members and no additional items were tabled for discussion.		
3	<b>READING AND CONFIRMATION OF MINUTES: APPENDIX A</b>		
	The minutes of the meeting of 15 <sup>th</sup> October 2010 were read. The adoption of the minutes was proposed by AM and seconded by MJ		
	Matters Arising from the Minutes Page 3 Paragraph 5.3.6. Correct to "It was suggested" Page 4 Paragraph 8.1.1 Remove "on behalf of" Page 6 Paragraph 8.2.1. Correct to "there is a possibility of companies becoming involved in supporting students, to obtain BBBEE points"		

4	<b>MOTIONS</b>		
4.1	No motions were presented for consideration		
5	<b>FINANCES OF THE ASSOCIATION: APPENDIX B</b>	RM/GS	
5.1	<b>Financial Statements</b>	RM	
5.1.1	RM Presented the finance report to the meeting.		
5.1.2	RM reported that a loss had been incurred last year of R 286 000, before any money was taken into account from investments for bursaries and awards. The actual loss was R 67 000.		
5.1.3	R 512 000 was budgeted for as income from Custodian membership fees but only R 378 000 came in. Income was down on Standard and Institutional membership fees but up on Student member fees. More effort needs to be put into getting new Members and in retaining our existing Members.		
5.1.4	SAAFoST has a current profit of R 170 000 but no awards and grants have been paid out yet. It was suggested that the Matric and Undergraduate Bursaries for 2011 be taken fro IUFoST 2010 Surplus.	GS/RM/ JV/JP	30 June 2011
5.1.5	IUFoST 2010. NS reported on the finalisation of the accounts which are currently being audited. A net surplus of R 3 596 187.92 is expected to be realised of which R 850 000 was generated by the exhibition. R 3 million was brought in through sponsorship. US\$ 165 000 has already been paid to IUFoST and a further amount is due to be paid shortly. NS conveyed his thanks to Leonie at Turners Conferences for work well done. SAAFoST is likely to receive R 1.8 million from the Congress. Presidents to decide on any initiatives that should be funded from the surplus, and how to invest the remainder.	GS/RM/ JV/JP	30 June 2011
5.2	<b>Investments</b>	RM	
	RM reported that the Investments portfolios had been restructured. During the period from 1 March 2010, the investment grew by 9.82% to it current balance of R2 867 248 .61 Howard Fletcher has proposed an alternative investment scheme for SAAFoST to consider but RM feels that it requires more discussion. SAAFoST is to consider the implications of higher returns on risk based earnings against a more conservative but secure investment. Decision to be made by Presidents. The signatories on the Investments accounts have been finalised. They are the President, Vice President, President Elect and Past President.	GS/RM/ JV/JP	30 June 2011
5.3	<b>Budget 2011</b>	RM/GS	
5.3.1	An additional income of R100 000 needs to be generated for Central through Branch and Central events for 2011	OJF	
5.3.2	Branches are to advise Council of their planned events for the coming year and indicate projected values that will be for raised for Central funds and for the Branch account. Planning the events well in advance will be a good initiative for all branches. Planned events should be circulated to other Regions to see if value can be gained from these ideas in other branches.	Branch Chairs  Branch Chairs	30 Apr 11
5.4	<b>Branch Bank Accounts</b>	DR/RM/ GS	
5.4.1	RM stresses that it was important to get the budgets from each of the Branches	Branch	01 May 11

	so that they could be incorporated into the Central budget figures.	Chairs	
5.4.2	AM mentioned that the Northern Branch has a number of discrepancies in their bank account that need to be sorted out. Transaction amounts reflected seem to reflect differently from the amounts deposited and this is to be resolved with Turners.	AM/DR	
	Branch Balances (from Leonie). 1 <sup>st</sup> May 2011 has been identified as the target for Branch Treasurers to be advised of the bank balances from which to move forward. RM and Leonie are to establish these balances and advise the Branches accordingly.		01 May 11
6	<b>MEMBERSHIP</b>	DR/OJF/ GS/IB	
6.1	DR presented the membership statistics report as at 22 March 2011.	DR	
6.2	<b>Custodian Membership.</b> GS stated that companies should feel that by being Custodian Members they are giving something back to the food science industry through SAAFoST. This sentiment should be recognised as the main selling point when considering prospective new Custodian Members. The more Custodian Members that are signed up, the more money there will be available to implement SAAFoST initiatives. These initiatives also need to be clearly defined – once the Foundation is setup, it will be important to highlight what the Foundation's initiatives are what the initiatives are that SAAFoST will still be responsible for. IB mentioned that mergers and acquisitions have resulted in a decrease in the number of Custodian Members.	GS	
6.2.1	GS suggested that a way of acquiring more Custodian Members was to incentivise current members to show their pride in membership by introducing a prospective new member at the next Custodian Dinner. After some discussion, it emerged that most people didn't think it should be necessary to incentivise companies, but it was agreed that more companies should be encouraged to become Custodians.		
6.2.2	Custodian Dinners should be considered not only at Central level, but that Custodian Dinners at each of the three Branches should be organised. This will require someone in each Branch to champion the dinner because OJF has a busy schedule. All the Custodian Dinners should take place at approximately the same time and could piggy-back onto Branch/Central events. Mid to late September was suggested as being an appropriate time. Budgets need to be taken into account in the planning of these dinners which allow two free entries for Custodians. Additional guests attending with Custodian Members will be required to pay.	OJF/ Branch Chairs	30 April 2011
6.2.3	GS said that SAAFoST needs a champion on Council to coordinate the Custodian Dinners. AM agreed to do this	AM	30 April 2011
6.2.4	Council is to aim at enrolling an additional ten new Custodian Members during the coming year. Branches are also tasked to find new Custodian Members. Prospective Custodian Members are to be identified by Branches and approached either directly or through Central. Custodians themselves should also be encouraged to recruit new Custodian Members. Branches should use the list of current Custodian Members to identify companies that are not on the list as prospective new Custodians. These prospective names should be circulated to Council, preferably with an indication of who will contact them. The list will be collated by IB and OJF before instructions are given to contact the companies.	Branch Chairs/ OJF/IB	Ongoing

6.2.5	<p>It was reported that there was a challenge with the distribution and dissemination of information in respect of some Custodian Members. Information was not being shared with all the appropriate or intended people within the organization. It was suggested that Custodian Members be asked to give a list of people in their companies who should receive information on SAAFoST events.</p> <p>IB said that the danger is then that individuals will not join as Professional Members. GS stated that it was important to highlight the benefits of Individual Membership to members.</p>		
6.2.6	IB to send list of Custodian Members to all Council Members and Branches.	IB	15 April 2011
6.3	<p>The levels and benefits of Custodian Members, Institutional members and Individuals members are to be clearly defined so that people understand which category to join and what the benefits are.</p> <p>A task team consisting of GS RM OJF IB AM and DN are to look into the issue of membership.</p> <p>A summary of existing categories and benefits per level is to be prepared by IB and RM as a starting point.</p>		08 Apr 11
6.4	<p>Terminations/ Suspensions</p> <p>A concerted effort needs to be made to rescue suspended members.</p> <p>Statements are in the process of being sent to all members with outstanding subscription fees in an effort to collect the amounts owing.</p> <p>If membership fees are not paid up by the end of April 2011 Members will be suspended.</p> <p>So far in 2011 only five Members have resigned this year.</p>	IB DR	
6.5	IB explained the amendments to the student categories to the meeting. During November and December all students were phoned to ascertain how far they were with their studies. In addition IB has been successful in obtaining detailed student information from most universities.		
6.6	There is no fee for Students for the duration of their studies.		
7	<b>QUESTION AND ANSWER SESSION ED Report / Branch Reports: APPENDIX C</b>	OJF/AM /MJ/Jvd B	
7.1	The Executive Director's report.	OJF	
	<p>OJF is ill and has not been able to submit a report at this stage but will send it later.</p> <p>The event to be organized in the Free State is still pending and OJF is to report on what progress has been made in this regard.</p>	OJF	Mid April
7.2	The Northern Branch report.	AM	
	<p>Circulated</p> <p>Northern Branch sent out a questionnaire to their members to find out what time is best to hold meetings and what issues should be addressed. AM will circulate to other Branches and Council.</p> <p>There is a problem with people who book for dinners and events and then do not show up. This incurs costs to the branch or sponsor. AM asked what should be done about them. Branches can liaise with each other in this regard but each Branch is to manage its own risks.</p>	AM	8 April
7.3	The KZN Branch report	MJ	
	<p>Circulated</p> <p>KZN Branch will arrange feedback survey forms at events to solicit opinions on</p>		

	the content and quality and to find out what is desired at meetings.		
7.4	The Cape Branch report	KvdS	
	Circulated		
7.5	Collaboration with other societies The collaboration with other related societies e.g. ADSA, IPSA and Nutrition with regard to co-hosting events is a win win. Cross pollination is a good idea. It is happening at national level and Council encourages the engagement at regional level.		
8	<b>BURSARIES AND AWARDS</b>	GS	
8.1	FoodBevSeta bursaries		
	SAAFoST will now be administering 24 bursaries valued at R25 000 each, an increase of 4 on the original 20 that were allocated to us.	IB	
8.2	Matric & SAAFoST bursaries		
	IB Reported that there were ten at the moment including post graduate students in their 1 <sup>st</sup> to 4 <sup>th</sup> year. Bursaries were valued at R 20 000 per bursary. Half of the value was paid in advance and the 2 <sup>nd</sup> half was paid on results.		
8.3	ESKOM Expo Award		
	Six regional expos events were to be held and the venues assigned were Johannesburg, Ladysmith, Durban, Cape Town, Stellenbosch and Pretoria. Branches are to become more involved by providing judges at the events thereby adding credibility to the awards. SAAFoST should also encourage post graduate students and teachers to become involved in judging at events. GS to distribute dates and contact details for Regional Events This is seen as an ideal way of involving teachers as well and creating an awareness of SAAFoST.	GS	15 April 2011
8.5	Dreosti & Ginsburg		
	No discussion		
	Koepfen Awards.		
	Selections have been made and sent to the adjudication panel.		
8.6	Award & Bursary Criteria for 2011 (incl. Dreosti & Ginsburg)		
	Award amounts criteria and dates is something that will be looked at again		
	Meritorious Award for Journalism. A list has been given to GS. A copy of the articles is to be sent to GS RP RM JV.	OJF	15 April 2011
9	<b>STUDENTS</b>	GS	
9.1	Council is to review the promotional material and presentations for students which has been prepared by Jacques. The original material is to be circulated in the next two weeks.		
9.2	SAAFoST Branches should seek to involve students on their committees.	Branch Chairs	8 Sept 2011
10	<b>SAAFoST FOUNDATION</b>	GS	
	Meetings have been held and attended by RM GS JV and Dave Watson. RP was not able to attend.		
	It was decided that the entity will be called the SAAFoST Foundation and that it will be registered as a Section 21 company.		

	<p>It was decided that the Foundation will only be responsible for bursaries, excluding the Dreosti and Ginsburg awards. It will not be involved in recruiting and career days. Other initiatives for students such as career days and ingredient days should be seen as educational events that are organised by Council.</p>		
	<p>The financial details have yet to be structured. Funds from SAAFoST Investments and a portion of IUFoST congress surplus are to be used. Council is to consider additional ways of generating funds for the Foundation. Companies will also be invited to contribute to the Foundation funds.</p> <p>Any surplus generated by SAAFoST, after setting aside funds for running costs will be assigned to the Foundation at the end of the financial year.</p> <p>As SAAFoST is a non-profit organization, SARS will be interested in the large bank balance. It would therefore be prudent to transfer the funds into a Section 21 company.</p> <p>David Watson will investigate the legal implications.</p>		
	<p>With its aims and objectives, the Foundation is likely to be a motivating factor for Custodian Members to join SAAFoST, knowing that they will be contributing directly to the foundation.</p>		
	<p>The next steps for Foundation Steering Committee will be to look at how to set up the company, structure, finances, governance, awarding of bursaries and board of trustees etc. it was decided that there would be no university representation on the Board of Executives.</p> <p>By the next Council meeting, the Foundation structure should have progressed significantly.</p>		
	<p>Council will need to vigorously promote the whole concept of a SAAFoST Foundation.</p>		
	<p>IFT Foundation. SAAFoST can learn from the IFT foundation who have offered to assist where they can and not only with foundation issues.</p>		
11	<p><b>SAAFOST 50TH BIRTHDAY CELEBRATIONS</b></p>	GS/OJF	
	<p>50<sup>th</sup> Birthday book.</p> <p>OJF is to ask Ron Timm to edit the commemorative book that has been created by Bernard Cole.</p> <p>It will be necessary to make allowance in the budget for an honorarium for work to be done by Ron.</p>		
12	<p><b>DEPARTMENT OF HEALTH</b></p>	OJF	
	<p>There was no report because OJF was not at the meeting, but interaction with the Department is taking place.</p> <p>NS mentioned that there is an issue relating to information which is exchanged between government and consultants being abused.</p>		
13	<p><b>FOODBEV SETA ISOE STATUS</b></p>	GS/OJF	
	<p>GS is not sure how much progress has been made in this regard and he will ask OJF for an update. It was proposed that SAAFoST keep a low profile at this stage but stay in the process.</p> <p>Lucia Anelich has been nominated to the board.</p>		
14	<p><b>THE FOOD ADVISORY CONSUMER SERVICES (FACS)</b></p>	OJF	
	<p>The FACS committee is still going and there have been some new position statements. David Watson and Gerda on the committee. There is nothing out of the ordinary to report.</p>		

15	<b>INTERNATIONAL RELATIONSHIPS</b>		
15.1	IUFoST	GS/NS	
15.1.1	NS reported that there had not been a lot of contact since the Congress. The first full council teleconference is scheduled for April. NS will most likely be attending the GC meeting the Philippines in July.		
15.1.2	NS was recently in Dubai looking for opportunities for IUFoST to extend its reach into the Middle East		
15.1.3	SAAFoST is currently well recognized in IUFoST especially after the success of the Congress.		
15.1.4	There is a proposal that some of the funds from the 2010 Congress be used to support post graduates including those in SADC and Sub-Saharan countries.		
15.2	IFT	RM	
	RM reported that, through Barbara Byrd-Keenan, IFT had committed to provide funds for two students to attend the IFT Congress next year. The Presidents of IFT Student Associations are to be invited to the next SAAFoST Congress. It is generally recognised that SAAFoST can learn a lot from IFT in relation to food magazines, career initiatives, Foundation etc.		
16	<b>CONGRESSES</b>		
16.1	The IFT Annual Meeting & Food Expo will be held from 11-14 June in New Orleans.	NS	
	IUFoST 2012 NS has not heard a lot from the host country at the moment but it is expected that they will become active in due course. It is anticipated that there will be a large South African delegation going to the 2012 IUFoST Congress in Salvador, Brazil. Turners are looking into complete packages and will present these to Council as soon as rates and programme are published by the organizers of the Congress.	DR	
16.2	SAAFoST CONGRESS 2013	AM	
	The Northern Branch will host the 2013 Congress. Amanda advised that planning will start in due course. Consideration is to be given to the venue, perhaps CSIR. The capacity of the auditorium may be a problem but that should not exclude CSIR which has other good facilities and services		
	CPA LABELLING WORKSHOPS These will take place on 6 May in Johannesburg and 2 June in Cape Town. Notices should be going out in this regard shortly.	OJF/ Branch Chairs	15 April
17	<b>PUBLICATIONS AND MEDIA</b>	GS	
17.1	FOOD REVIEW:		
17.2	There is a lot of unhappiness and disappointment with the low level of the Food Review publication and with the quality of the scientific information published therein. It is not up to the standard of publication that SAAFoST can endorse to its members.		
17.3	Council has an obligation to act in the best interest of its members and to protect its reputation. There is no official mouthpiece and no official journal for SAAFoST at the		

	moment.		
17.4	GS said that the following questions should be addressed and decisions need to be made:		
17.4.1	Should SAAFoST terminate its relationship with Food Review as its preferred publication and how? Council agreed that it should. There needs to be an alternative in place before SAAFoST terminates the arrangement and termination should be effected according to fair business practice. SAAFoST is to take legal advice on the correct processes in the way forward. SAAFoST will need to notify its members of the change in arrangements.	GS	asap
17.4.2	Does SAAFoST take up the Food & Beverage Reporter offer to distribute its publication to members? The meeting agreed that it should. A meeting is to be scheduled with Teigue Payne to discuss this matter.	GS	asap
17.4.3	Does SAAFoST consider Farm Link as a publication that should be distributed to its members? The meeting agreed that it should.	GS	asap
17.4.4	Should SAAFoST consider Packaging and Print Media to be a suitable publication to be sent to all its members? The meeting agreed that it should.	GS	asap
17.5	Does SAAFoST agree to craft a carefully worded recognition endorsement that can be published in journals and magazines as opposed to conveying official status to them? It was agreed that it should.		
17.6	Tricia Fitchet has proposed to SAAFoST that a new quarterly or periodical SAAFoST dedicated magazine/journal be considered. GS is happy that there is plenty of content that could go into it and that it could serve as the organisation's official journal. A detailed feasibility study will need to be done on costs, time content etc and how it would be structured from a financial point of view. Trish is to be told to do a study.	GS	asap
17.7	Members are to be advised of the termination of Food Review as the preferred publication.		
17.8	Discussion was taken on the logistics of allowing multiple publications to be distributed to Members from a single database held by Turners and on the actions to be taken in the event of an individual Member wishing to unsubscribe to specific magazines. DR advised that this would be possible but that it would require significant manual input.		
18	<b>WEBSITE</b>	GS	
	OJF and IB are constantly monitoring the website. Anyone wishing to add or remove content must please send updates to OJF or IB.		
19	<b>SENSORY FORUM</b>		
	AM reported her satisfaction with the Sensory Forum and said that people are really enjoying it. It works very well and there is a definite need for it. RM reports that Lorraine feels that SAAFoST is not supporting the Forum and that the SAAFoST name should be taken off the title "SAAFoST Sensory Forum". If not previously endorsed then Council now gives Lorraine the sanction to head up the project. DR is to scan previous SAAFoST minutes for policy reached in this. The primary SAAFoST contact in future for Lorraine is to be RM. Requests for funding are to go through GS of RM.		



20	<b>PORTFOLIOS</b>	GS	
	Portfolios remain the same as those that were assigned at the previous Council meeting.		
20.1	Student Initiative: JvdB		
20.1.2	GS said that if anyone else was prepared to help JvdB with the student initiative, they would be most welcome. GS and the students on the committees will provide additional help.		
20.2	Website: OJF IB		
20.3	SAAFoST Foundation GS initially. A steering committee is to be established		
20.4	Publications & Media OJF and GS now added		
20.5	ESKOM Expo Awards - Branches with help from Students and GS		
20.6	Education and Awards President, Past President, Vice-President, President Elect and OJF & IB		
20.7	Finance RM		
20.8	Related Societies liaison & collaboration KvdS JV		
20.8.1	JV reported that IPSA Western Cape (WIPSA) bring out a monthly newsletter. They welcome information for inclusion and this must be submitted by the first Friday of every month in PDF format. Branches in the regions are encouraged to make contact directly with IPSA		
20.8.2	Branches are also encouraged to contact other related societies to discuss possible collaboration for functions and events. President GS is to write a draft document which will be as an example.	Branch Chairs GS	30 Jun 11
22	<b>ADDITIONAL ITEMS</b>		
22.1	<b>Travel Grant.</b> An application for a travel grant has been received by the secretariat. This is to be circulated to the Bursary & Awards Committee.		
22.2	<b>SACNASP The South African Council for Natural Scientific Professions</b>		
22.2.1	Dr Roelf Beukes has been appointed to SACNASP with effect from 1 <sup>st</sup> April 2011 and he will be employed on a full time basis to attend to everyday tasks, to be hands on and to help with strategy.		
22.2.2	A new logo is being designed to replace the existing coat-of-arms.		
22.2.3	Certain qualifications relating to food science are no longer recognized for SACNASP registration.		
22.2.4	SACNASP welcomes input from the industry on what they want to see included in registration. Registration ensures proper qualifications and proper expertise.		
22.2.5	3 legal cases are under way relating to people who are consulting on natural science but who are not registered to do so. Only a registered person may practice in a consulting capacity.		
22.2.6	CPD points will be awarded for 12 months service for earth science and animal science.		
22.2.7	SACNASP registered people can be found on the SACNASP website.		
22.2.8	Consultants have to be SACNASP registered to be recognized on the SAAFoST website.		
22.3	<b>Email Distribution</b>		

	There appears to be a proliferation of mail being sent from the secretariat recently and this can cause important notices to erroneously be assigned to junk. Notices of Branch events are to be sent directly to Turners for distribution. Other notices to be sent through to GS who will decide on the distribution thereof.		
23	<b>DATE OF NEXT MEETING</b>		
	Thursday, 8 <sup>th</sup> September 2011 is proposed.		
23.3	The Chairman thanked Council Members for their participation and the meeting closed at 15h26.		