

The South African Association for Food Science and Technology



SAAFoST COUNCIL MINUTES

Minutes of the meeting of the SAAFoST Council held at City Lodge Lynnwood Pretoria on 6 October 2013 at 12h00

Sunday 6th October 2013	12h00 – 15h00	Lynnwood City Lodge, Pretoria
MEMBERS PRESENT		
Dr Gunnar Sigge	President	Dept. Food Science, SU
Mr Ryan Ponquett	President-Elect	Flavourcraft: Kerry Ingredients & Flavours
Mr Johan Visser	Vice President	Nampak R&D
Mr Jacques van den Berg	Cape Branch Chair	Appletiser SA
Ms Kareline Masterson	Cape Branch Rep	Savannah
Madelein Jansen	KZN Branch Chair	Flavourcraft: Kerry Ingredients & Flavours
Prof Amanda Minnaar	N Branch Chair	Dept. Food Science, U.P.
Dr Gerda Botha	N Branch Rep	CSIR
Ms Romy Hochfeld	N Branch Rep	Yum Restaurants International
Mr Nigel Sunley	IUFoST Liaison	Sunley Consulting
Mr Owen Frisby	Executive Director	SAAFoST
Mr Dudley Randall	National Secretary	Turners Conferences
BY INVITATION		
Ms Irene Burke	Membership Development Officer	SAAFoST
Ms Trica Fitchet	Editor: FST	SAAFoST

No	Item	Action	Date
1	WELCOME AND APOLOGIES		
	Gunnar welcomed Council Members to his last meeting as President.		
	Apologies: Rosie Maguire.		
2	READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS		
	The agenda has been circulated.		
	Additional item: Bulk Email system.		
3	READING & CONFIRMATION OF MINUTES		
	Proposed by Prof Minnar. Seconded by Jacque van den Berg.		
4	MATTERS ARISING FROM PREVIOUS MINUTES		
	5.2.3: Ryan Ponquet needs to be set up as a signatory on the SAAFoST savings account at Nedbank. A resolution was passed to amend the signatories to Ryan Ponquet (President), Owen Frisby (Executive Director), Gunnar Sigge(Immediate Past President) and the new President Elect when confirmed.	RP	

	Congress surplus.																										
6.1.3	<p>Foundation Bursary Payouts: R2, 320,000.00 has been transferred to the Foundation (capital sum and interest accrued since February 2012).</p> <p>R1, 708,500(R1.5M+ interest from last October) is in the process of being to be transferred from Central investments held with Fairburn.</p> <p>Foundation and Bursary payouts (amount from Owen). The official handover of funds will be presented at the BGM and Gala Dinner and a cheque for R4 028 500 is to be handed over to Foundation.</p>																										
6.1.4	<p>Recommendation Regarding Fees for 2014: SAAFoST has significant monthly running expenses that ideally should be covered by membership fees. With inflation currently approaching 6% one can expect expenses to increase by at least this percentage year on year. The fees have not been increased since 2009 so in my RM's opinion the minimum increase that should be considered is 12% with a 15% increase preferable.</p>																										
6.1.4.1	<p>Membership Fees: The following fees were proposed by Council for approval at the BGM:</p> <table border="1"> <thead> <tr> <th>Current</th> <th>2014</th> <th>2015</th> </tr> </thead> <tbody> <tr> <td>*Custodians</td> <td>R 9200 15% (*Discount members) Ex Vat</td> <td>6.5%</td> </tr> <tr> <td>Institution</td> <td>R 2000 ex vat</td> <td>6.5%</td> </tr> <tr> <td>Member</td> <td>R 400 ex Vat</td> <td>R 450 ex vat</td> </tr> <tr> <td>Professional</td> <td>R 400 ex Vat</td> <td>R 450 ex vat</td> </tr> <tr> <td>Post Graduates</td> <td>R 150 ex vat</td> <td>6.5%</td> </tr> <tr> <td>Students</td> <td>R no charge</td> <td></td> </tr> <tr> <td></td> <td>%</td> <td>%</td> </tr> </tbody> </table> <p>*Subject to the company administering the payment all on one invoice.</p>	Current	2014	2015	*Custodians	R 9200 15% (*Discount members) Ex Vat	6.5%	Institution	R 2000 ex vat	6.5%	Member	R 400 ex Vat	R 450 ex vat	Professional	R 400 ex Vat	R 450 ex vat	Post Graduates	R 150 ex vat	6.5%	Students	R no charge			%	%	GS	
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6.1.4.2	Provision should be made for annual increases in membership fees at prevailing CPI rates rather than one large increase in BGM years.																										
6.1.4.3	Expect 6.4% CPI as a basis for establishing future fees.																										
6.1.4.4	Custodians are to be encouraged to support their staff as members of SAAFoST but there is a resistance to pay both custodian and individual member's fees. A discounted rate for individuals from Custodians will be allowed that the company administers the payment process as a single transaction.																										
6.1.5	<p>Investment Portfolio moving forward: SAAFoST needs to look at which investment company to use going forward. Howard Fletcher or perhaps similar investment company. In GS opinion, responses were slow from HF. It is preferable for the investments be managed by a company rather than by an individual.</p>	GS																									
6.1.6	<p>Branch Finances Reports: Branch Finances reports have been circulated and will be presented and discussed at BGM on 7 October 2013.</p>																										
7	MEMBERSHIP																										
7.1	<p>Relationships: SAAFoST needs to stay to their customers with more interaction to keep them mindful of the organization and its importance in their lives. This should be discussed in a strategy meeting early in the new year. SAAFoST must look at its value proposition so it can convey the message</p>																										

	appropriately for different member categories and markets. There are many issues to review and discuss with regards to membership.		
7.1.2	Reports: Turners submitted a report on the membership statistics IB advised that membership totaled 1687 with 75 of them being Custodian.		
7.1.3	GS mentioned that membership will be reasonably strong, it could do with improvement.		
8	SUCCESSION PLANNING & BGM 2013		
8.1	Succession Planning/New Council Members 2013 - 2015	GS	
	Cape Branch 507 2 Representatives		
	Northern 834 2 Representatives		
	KZN 307 2 Representatives & Ryan		
8.1.1	Succession planning should be on all the branch agendas in the run up to the next BGM so that there is a consistent process and progression.		
8.1.2	A list of names of the nominated branch members is to be submitted to the secretariat		
8.1.3	Council was cautioned to beware of costs for Council meetings as these can be expensive.		
8.2	BGM procedures, timelines and protocol:	OJF	
8.2.1	<ul style="list-style-type: none"> o GS will chair the meeting. Gill Slaughter will take minutes. o Apologies from Dudley Randall. o The format was discussed and agreed upon. o The BGM Agenda was circulated. o Financial statements are to be circulated to Members. o Branch Reports have been circulated to Council. o Subscription Fees are to be proposed and approved o Election of Office Bearers o Obituaries 		
8.3	Banquet protocol: <ul style="list-style-type: none"> o Order of Events: o Pre-dinner drinks will be served on the deck. o Seated by plan in the dining room o Starters will be on the table o Welcome, introduction (OJF is the MC), followed by toasts. o David Watson, sponsor and chair of SAAFoST Foundation to address. o Cheque handover from SAAFoST to the Foundation. o Awards presentations. o Main course. o Presidential handover and address by Ryan. o Announce new President and President-Elect. 	GS	
8.4	Closing Ceremony: RP, as new president is to chair the official closing and the handover of the banners. Prizes will be presented to the winners of SAAFoST projects.		
9	INTERNATIONAL RELATIONS		
9.1	IUFoST	NS	
9.1.1	Nigel reported that he attended the IUFoST Governing Council meeting in Singapore in September. SAAFoST is still highly regarded as having presented an exceptional		

	<p>Congress in 2010.</p> <p>IUFoST have received World Bank funding to implement some standardisation of the food safety component of curricula in food science globally.</p> <p>It is a difficult task for IUFoST to coordinate the affairs of all the adhering bodies.</p> <p>NS is promoting the relationship between IUFoST and IUNS and it is pleasing to see food science entering into IUNS.</p>		
9.2	IFT:		
	<p>GS is travelling to USA from 2-5 November to the IFT retreat in California by invitation.</p> <p>The partnership and involvement through the magazine has gone very well. SAAFoST are well recognized.</p> <p>IFT is a strategically important relationship for SAAFoST in its endeavors to foster outreach and influence.</p> <p>GS is standing for the Board of IFT with the best wishes of Council</p>		
9.2.1	<p>IFT LEAD 360 Programme:</p> <p>RH presented feedback and started with thanks for the support she received from SAAFoST. The event was held in Chicago and delegates were treated very well and made to feel special.</p> <p>There were substantial discussions about developing countries and suggestions on how the LEAD 60 people could make a difference with global food issues.</p> <p>RH will look at establishing some workshops and inviting young people to participate going forward. The audience is encouraged to talk about leadership in food science and this is a dialogue rather than a lecture.</p>	RH	
9.3	<p>Food Info Organisation:</p> <p>OJF mentioned that Food Info Organisations via IFFIC had asked SAAFoST to organize their next congress in Bermuda. A compliment indeed.</p>		
10	CONGRESSES & EVENTS		
10.1	IUFoST 2014:	NS/GS	
10.1.1	<p>IUFoST 2014 will be held in Montreal, Canada starting on 20th August 2014. GS and NS were being consulted for ideas for the programme content as the Canadians regard the SAAFoST Congress 2010 as a benchmark for future congresses.</p> <p>NS mentioned that it should be a very good event.</p>		
10.1.2	SAAFoST 2013:	AM/GS /OJF	
	<p>AM gave feedback on the state of the Congress to Council.</p> <ul style="list-style-type: none"> ○ AM is very excited about the event. The 37 Exhibitors are expected to be happy. The exhibition was fully subscribed. ○ There will be trade visitor's opportunities for the first time, including some of the companies' customers. ○ Sponsorship is unlikely to reach the budgeted target mainly due to the lower than expected volume of delegates attending. ○ NRF were not forthcoming with the amount requested for funding for speakers. ○ 430 participants plus approx. 110 exhibitors. 66 workshop participants. ○ AM will let Council know what the financial results are as soon as they are available. ○ AM has many suggestions and recommendations for the next conveners. ○ NS conveyed congratulations to AM on the quality of the programme. ○ Live streaming can be considered for future events. Unfortunately funds were not available for this project at short notice. 		

	<ul style="list-style-type: none"> o AM conveyed her thanks to Turners as PCO for their support, especially during the last month. o OJF has done a particularly outstanding job regarding Congress. o There is a cocktail function for Council and LOC to meet Congress speakers this evening, 6 October 2013 at 17h00. 		
10.1.3	EVENTS in 2014	OJF/G S/RP	
	<p>Any ideas for events in 2014 will be appreciated. Suggestions should be directed to OJF, RP or GS.</p> <p>Events are important for SAAFoST in its relationships and interactions with Members.</p> <p>The next national Congress will be held in Durban.</p>		
11	PUBLICATIONS AND MEDIA	GS/OJF/TF/GS	
11.1	<p>Media have been invited to attend the Congress as there is perceived to be consumer's interest in certain presentations. Eve Vosloo.</p> <p>AM is to prepare a short snappy press release for public consumption</p>		
11.2	<p>SAAFoST's South African Food Science & Technology (FST)</p> <p>FST is still going strong, self-funding. A surplus of R360 K exists currently. People are very complimentary about the publication.</p> <p>It is a unique offering in the local market as it aims at a different segment, being a scientific publication.</p> <p>Congratulations were extended to TF for an outstanding job.</p> <p>TF reported that the website was up and running and that a blog page has been added.</p> <p>Enquiries have been received from advertisers who want exposure on the website.</p> <p>Advertising is now being sought for the February issue. This aspect is always challenging.</p> <p>FST has brought a Gauteng based sales person (Judy Lopez), on board the team as well as an administration person.</p> <p>Congress will be covered in the February issue of FST.</p>		
11.3	<p>Social Media:</p> <p>An iPad competition is being run during Congress and it will be awarded to the person who uses Twitter the most or who creates the most interesting tweet using existing pages for followers of SAAFoST. This to promote and drive our social media campaign and to get people to interact online.</p> <p>#saafost2013 on twitter.</p> <p>There are currently 486 followers on Facebook.</p>		
12	ADDITIONAL ITEMS & GENERAL		
12.1	<p>Events in KZN:</p> <p>The KZN Branch is to look at events in KZN and draw up synergistic list with the objective of trying to form partnerships with other Organisations. There is a considerable competition for time and competing is not practical.</p>	RP	
12.2	NPO Status:		
	The process of trying to maintain NPO status is hard work. SAAFoST's status has been renewed for the current year. We will submit our financials this year and see if they require additional information.	OJF	
12.3	<p>Bulk Mail Service Challenges:</p> <p>University mail servers are blocking the newsletters being send from the Secretariat. Turners are to investigate options to release blocked mail.</p> <p>Turners are to prepare a report on the blocked mails.</p>	TC	

12.4	IB mentioned that Turners has a programme which makes it easy for people to book online and pay online, as mentioned by Virosha.		
12.4	NS on behalf of Council congratulated GS on his successful term as President and thanked him for leading SAAFoST so well. The achievements are outstanding.		
13	DATE OF NEXT MEETING	RP	
	The next meeting is to be held on Wednesday, 29 th January 2014. The venue has yet to be decided.		
	The meeting concluded at 15h01		