

# 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 8<sup>th</sup> September 2011 at 09h30.

| <b>MEMBERS</b>            |                                |                          |      |
|---------------------------|--------------------------------|--------------------------|------|
| Dr Gunnar Sigge           | President                      | Dept. Food Science, SU   | 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            | JVDB |
| Ms Karelina van der Spoel | Cape Branch Representative     | Savannah                 | KVDS |
| Madelein Jansen           | KZN Branch Chair               | Flavourcraft             | MJ   |
| Prof. Amanda Minnaar      | Northern Branch Chair          | Dept. Food Science, U.P. | AM   |
| Dr Gerda Botha            | Northern Branch Representative | CSIR                     | GB   |
| Mr Dieter Nelles          | Northern Branch Representative | 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   |
| <b>BY INVITATION</b>      |                                |                          |      |
| Ms Irene Burke            | Membership Development Officer | SAAFoST                  | IB   |
| Ms Tricia Fitchet         | Editor: FST                    | SAAFoST                  | TF   |
| Ms Tracy Elloit           | KZN Branch Representative      |                          | TE   |

| No    | Item  | Action    | Date |
|-------|---|-----------|------|
| 1     | <b>WELCOME AND APOLOGIES</b>  |           |      |
| 1.1   | The President, GS welcomed Council Members to the meeting which opened at 09h30 and asked Council to try to adhere to nominated timelines.  |           |      |
| 1.2   | GS mentioned that it was great to see OJF looking so well.  |           |      |
| 1.3   | Congratulations were extended to GB on the imminent birth of her first child.<br>TF was welcomed as a guest.<br>TE was welcomed to her first Council meeting.   |           |      |
| 1.4   | Apologies were received from RP and MJ.   |           |      |
| 2     | <b>READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS</b>  |           |      |
| 2.1   | The agenda was approved and additional items were added under items 22.   |           |      |
| 3     | <b>READING AND CONFIRMATION OF MINUTES: APPENDIX A</b>  |           |      |
| 3.1   | The minutes of the 24 <sup>th</sup> March were read and the following items require correction:   |           |      |
| 3.1.1 | Item 6.2.2 should read one free entry to the dinner per Custodian is permitted and not two free entries.  |           |      |
| 3.2   | Approval of Minutes: Proposed by RM and seconded by DN.   |           |      |
| 4     | <b>MOTIONS</b>  |           |      |
| 4.1   | o <b>Frequency of Council Meetings</b>  | <b>GS</b> |      |
| 4.1.1 | GS proposed that, with effect from 2012, Council increase the frequency of the Council Meetings from two meetings per year to three meetings per year. The motivation being that with only two meetings per year, many important initiatives were not able to receive the quality of attention they needed. Consequently the additional meeting would make Council more productive. |           |      |

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|        | The proposal was seconded by JVDB. The proposal was accepted by Council. The venue could vary between Cape Town and Johannesburg.   |       |  |
| 4.1.2  | Meeting venues and logistics are to be considered and factored into the budget.   |       |  |
| 4.1.3  | It was recommended that the meetings be held in the second week of February, the second week in June and the second week October 2012.  |       |  |
| 5      | <b>FINANCES OF THE ASSOCIATION: APPENDIX B</b>  | RM/DR |  |
| 5.1    | o <b>Bank Accounts:</b>   | RM    |  |
| 5.1.1  | SAAFoST cannot change the current account from ABSA bank to another bank due to vendors registering this bank account's details in their approved debtor's lists.   |       |  |
| 5.1.2  | SAAFoST will change the current Moneymaker account to a BOE interest bearing account due to the additional benefits, lower fees and higher interest rates.  |       |  |
| 5.1.3  | The IUFoST surplus and R 350 000 will be transferred to the BOE account once it has been opened.  |       |  |
| 5.2    | o <b>Financial Statements</b>   | RM/DR |  |
| 5.2.1  | Financial statements have been circulated by RM.  |       |  |
| 5.3    | o <b>Budget 2012</b>  | RM    |  |
| 5.3.1  | RM has distributed the budget for 2012 to all Council Members.  |       |  |
| 5.3.2  | RM reported that according to present indications, SAAFoST will make a loss of R 79 000 in the current year but that this includes all awards and bursaries taken from accumulated funds. In future the awards and bursaries will not be paid from working capital.<br>RM commented that SAAFoST was living beyond its means and that the organisation needs to start generating income for its operations.   |       |  |
| 5.3.3  | Over R 250 000 was paid out for bursaries.  |       |  |
| 5.3.4  | RM mentioned that Northern Branch should take note that the Biennial Congress should aim to make an excess of R 600 000 to R 900 000.   |       |  |
| 5.3.5  | GS asked that R10 000 be included in the budget for travel expenses for the President to IUFoST 2012 as this may be required if no alternative funding sources are forthcoming. NS said that his expenses will probably be covered by NRF.  |       |  |
| 5.3.6  | RM advised that she had analysed the membership statistics. If people have not paid by August then it is not likely that they are going to pay. On reflection of the numbers from the last 3 years, year to date revenue for current year of R 588 000K is worrying. Workshops should bring in R 100 000 but attendance at each of the previous five events was approximately 100 and this is significantly down on attendance figures in previous years. |       |  |
| 5.3.7  | FoodBevSeta contributed R25 000 to be used for training but their custodian fee came out of that. OJF mentioned that the amount should have been R 50 000 and he will check with them.  | OJF   |  |
| 5.3.8  | Expenses: Turners secretariat fee adjustments have been factored into budget.   |       |  |
| 5.3.9  | OJF will be doing more travelling during the coming year and this has been taken into account in the budget.  |       |  |
| 5.3.10 | FACS. An amount of R 25 000 was proposed for the 2012 budget for printing of leaflets. It was agreed that all FACS expenses over and above general running expenses need to be approved by Council. OJF is to check whether it is necessary to print the leaflets again at this stage as there is a good supply in stock.   | OJF   |  |
| 5.4    | o <b>Matric/Undergrad Bursaries 2012</b>  | RM    |  |
| 5.4.1  | RM pointed out that If SAAFoST added 2 new bursaries in the coming year, this would bring the total to 13 and, at a value of R 25 000 each the total for bursaries will amount to R 312 000.  |       |  |
| 5.4.2  | Students expect payouts of R 160 000 from the Aubrey Parsons study grants for the full term. The total grants will amount to R 472 500<br>If five Aubrey Parsons study grants are awarded and if there is no increase in the bursary value, then the amount for next year will amount to R 362 500 .  |       |  |
| 5.4.3  | Council agreed that four travel grants of R25 000 should be taken from accumulated income for Student travel to IUFoST 2012.  |       |  |

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| <b>5.5</b> | <b>Finance Considerations</b>  |                  |          |
| 5.5.1      | The following views were expressed relating to SAAFoST's finances in the future:   |                  |          |
| 5.5.2      | NS: We should put some money back into the system but only in the short term, for example up to next national Congress. We can then assess the way that costs are going after that period and review the position that time.<br><br>NS: It requires a leap of faith to set new bursaries but there is comfort in knowing that Council can pull the horns in if we need to. NS suggested that, as alternative in poor economic times, we do not pay out additional new bursaries next year but instead SAAFoST should support some students to the IUFOST Congress next year. |                  |          |
| 5.5.3      | AM: SAAFoST should not be providing the full amount of the bursaries from their own funds but should look to industry to provide bulk of bursaries for students.<br><br>GS: The purpose of the foundation is to be a vehicle for companies to provide funds to SAAFoST for bursaries or alternatively they can provide their own bursary and the Foundation will administer it for a small fee.  |                  |          |
| 5.5.4      | GS: We should be seen to be giving back to the membership. We should accept the challenge to ourselves and raise the required funds and support an increase in bursaries. Central should be cash neutral and we should raise funds for example from membership and from projects.<br><br>We should not stop providing mechanisms for encouraging matriculants to come into the Food Science industry.  |                  |          |
| 5.5.6      | OJF: Suggested that each of the universities is entitled to a specific number of bursaries to ensure equitable distribution and Council must ensure that SAAFoST's money is properly spent.<br><br>RM SAAFoST should try and spread the bursaries amongst all the learning institutions rather than just a few universities. It should aim to increase the number of bursaries and we should increase the values.  |                  |          |
| 5.5.7      | RM The travel grant should also come out of SAAFoST's accumulated income. Council should be aware of the current unfavourable economic climate which could potentially erode SAAFoST's investments.  |                  |          |
| 5.5.8      | AM: Suggested that we could support tuition fees for people in 4 <sup>th</sup> year and later year levels. Some students applying for medical courses only decide on Food Science as a career later in their studies as a consequence of uncertainty with Matric symbols and basic entry exam discrepancies.<br><br>AM: CST-SA - Cereal Science and Technology-SA gives annual travel grants to students. She will look into their requirements and criteria and report back.  | AM               | 31 Oct   |
| 5.5.9      | Proposal:<br><br>RM proposed that SAAFoST implement the budget with two new bursaries and four Students should be sent to the IUFOST Congress. If however there are two good candidates for Matric then SAAFoST should award bursaries to them. If there are no worthy Matric applicants, then the funds are to be utilised for Undergraduate bursaries. The proposal was seconded by JVDB and accepted by Council.  | RM               | 31 Oct   |
| <b>5.6</b> | <b>Investments</b>   | <b>RM</b>        |          |
| 5.6.1      | R2 857 000 is invested with through Howard Fletcher. The current performance is not great and the portfolio is underperforming year on year. A return of 4% this year will be considered fortunate.  | RM               | 31 Oct   |
| <b>6</b>   | <b>MEMBERSHIP</b>  | DR/OJF/<br>GS/IB |          |
| <b>6.1</b> | <b>Matters arising from the previous Minutes:</b>  |                  |          |
| 6.1.1      | GS pointed out that SAAFoST needs to clearly set out membership benefits per category as they are used when promoting new membership. RS and IB did meet to define the current membership benefits.  |                  |          |
| <b>6.2</b> | <b>Custodian Membership</b>  | <b>OJF</b>       |          |
| 6.2.1      | Custodian Membership Drive   | OJF/GS           |          |
| 6.2.2      | OJF reported that he has a list of 130 companies who are potential Custodian members. A drive is to be made to get these people to join. OJF is to circulate the list to Council Members.<br><br>He stated that of previous list of which comprised of 40 prospective organizations, five had come on board.   | OJF              | 30 Sep   |
| 6.2.3      | GS proposed a challenge to Council that each Council Member sign up at least one new Custodian Member by the next Council meeting in February with the help of their branch committees. OJF is challenged to sign up three new Custodian Members before the next   | All              | Feb 2012 |

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|            | <p>Council meeting. OJF seconded the proposal and it was approved by Council.</p> <p>Councillors are required to commit to this challenge. It was stressed that all approaches to companies be liaised with OJF to determine if anyone else has approached the company in question or whether it is a company that has already been a Custodian Member and resigned. Once the initial contact and groundwork has been done, OJF may be asked to take over further processing.</p>   |              |                                |
| 6.2.4      | GS, OJF, IB, and RM are to meet to finalise benefits to members. RM mentioned that due to commitments she was not available to meet.  | GS OJF<br>IB | 31 Oct                         |
| 6.2.5      | <p>The Branches are to check the current list of Custodians and they are to make suggestions for prospective new Custodian members to Council.</p> <p>Council Members should be mindful of possibly duplicating approaches to the same company and should coordinate their strategy through OJF.</p>  | All          | TBA                            |
| 6.2.6      | RM was asked to include eleven new Custodian members in the budget.   |              |                                |
| <b>6.3</b> | <ul style="list-style-type: none"> <li>o <b>New Memberships/Terminations/ Suspensions</b></li> </ul>  |              |                                |
| 6.3.1      | DR reported on the membership statistics in the secretariat database and presented comparative figures since 2009.  |              |                                |
| 6.3.2      | <p>RS asked why Members who had not paid by April were not suspended. IB explained that this was due to attempts to try to retain members and to bring the outstanding fees in.</p> <p>All unpaid members are to be suspended immediately and they must be informed of their suspension by email. Turners are to provide IB with a list of these people and IB will phone them.</p>   |              |                                |
| 6.3.3      | <p>AM reported that some people who had paid by bank transfer were not reflected as paid and kept getting invoices. These people were required to present proof of their payment. Where funds are received by bank transfer and no references or details are supplied, these funds are assigned to the unallocated income account. Sometimes organizations or institutions make bulk payments with no member details and these are difficult to trace.</p> <p>Some companies only pay their membership fee invoices in their current financial year which may be at a date later than that on which the invoices are issued in October.</p> |              |                                |
| 6.3.4      | <p>GS proposed that the secretariat should make the period of the membership clear on the invoice and inform people that if the fees are not paid by 30 April then they will be suspended. All benefits will cease upon suspension. The proposal was seconded by AM.</p> <p>KVDS presented a counter-proposal that the suspension date should be 31<sup>st</sup> March. This was seconded by RM. This proposal was carried by a vote of six in favor and five against.</p>  |              |                                |
| 6.3.5      | GS felt that there was a compelling need to publish succinct bullet points on the SAAFoST website clearly setting out various benefits applicable to each membership category.  | GS OJF<br>IB | 15 Nov                         |
| <b>6.4</b> | <ul style="list-style-type: none"> <li>o <b>Custodian Dinner</b></li> </ul>   |              |                                |
| 6.4.1      | <p>An amount of R 20 000 has been allowed for the Custodian dinner in the budget and this equated to R400 per head. This amount can be split proportionately in accordance with the number of Custodian Members in each Branch for the purposes of complimentary attendance.</p> <p>GS confirmed that Central is to fund Custodians who are entitled to attend on a complimentary basis. A fair and equitable distribution of the R20 000 budgeted for payment of Custodians is to be considered.</p>   |              | Report by next council meeting |
| 6.4.2      | OJF advised that some guests attend and pay for themselves so not all were complimentary.   |              |                                |
| 6.4.3      | <p>GS advised that the dinner is an excellent opportunity to impart information about SAAFoST to the Custodians, however he questioned whether the current format was still appropriate or whether the Custodian Dinner needs a revamp.</p> <p>GS asked whether the Dinner should be opened to a wider audience and used as a mechanism to attract new members.</p>   |              |                                |
| 6.4.3      | NS felt it is essential to continue with dinner as a payback to Custodians and the organizers should try to get the top people in companies to attend.  |              |                                |
| 6.4.5      | <p>JVDB proposed that Custodian Dinners be held in the three provinces in conjunction with a half day or full day symposium or workshop or other SAAFoST event. GS cautioned the dates for these dinners will have to be set well in advance.</p> <p>The proposal was seconded by GS and approved by Council.</p>   |              | Report by next Council Meeting |
| 6.4.6      | OJF suggested that academic institutions are invited on a pay basis. It was also  |              |                                |

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|            | suggested that companies on the list of prospective members be invited but cognizance should be taken of the size of the venues.  |                 |                                |
| 6.4.7      | Branch committees are to fund their Members themselves. It was suggested that Council consider additional budget funding for the Custodian Dinner venues in the branches. Good prospective members are to be invited to the Dinner and Branches are to decide if they will be sponsored or if they are to pay their own way.  |                 |                                |
| <b>6.5</b> | o <b>Student membership</b>   |                 |                                |
| 6.5.1      | There has been a substantial increase in Student membership. IB mentioned that it was important that SAAFoST encouraged Student Members to go on and become full paying members when they graduated.  |                 |                                |
| <b>7</b>   | <b>QUESTION AND ANSWER SESSION ED Report / Branch Reports: APPENDIX C</b>   | OJF/AM /MJ/JvdB |                                |
|            | Executive Director: As tabled   |                 |                                |
|            | Cape Branch: As tabled  |                 |                                |
|            | Northern Branch: As tabled  |                 |                                |
|            | KZN Branch: As tabled   |                 |                                |
| <b>8</b>   | <b>BURSARIES AND AWARDS</b>   | GS/Edu& Aw Com  |                                |
| <b>8.1</b> | o <b>FoodBevSeta bursaries</b>  | <b>IB</b>       |                                |
| 8.1.1      | IB reported that the funds were to be paid within the next five days. Twenty four bursaries have been awarded but one person had withdrawn and therefore R 15 000 has not been allocated.   |                 |                                |
| <b>8.2</b> | o <b>Matric &amp; SAAFoST bursaries</b>   | <b>IB</b>       |                                |
| 8.2.1      | This item was covered under the finances report. The Education Committee is to look at the requirements, criteria and dates.  |                 |                                |
| 8.2.2      | Landi Pelser paid back her bursary in full during August  |                 |                                |
| <b>8.3</b> | o <b>ESKOM Expo</b>   | <b>GS</b>       |                                |
| 8.3.1      | Participation in events has been frustrating. SAAFoST has had representative presence at the events in Cape Town, Stellenbosch and Northern Gauteng. GS questioned whether SAAFoST was reaching the intended audience and whether SAAFoST should continue with this initiative or possibly investigate alternative channels for imparting information to school leavers.                                      |                 |                                |
| 8.3.2      | JVDB reported that he was not impressed with the quality of Students that he has seen at the events and agreed that money could be better spent. He suggested that SAAFoST look at attracting more senior levels rather than the juniors that attended the Expos.   |                 |                                |
| 8.3.3      | NS suggested that SAAFoST look at Grahamstown Science Week as a possibility for recruiting Students as it attracts a fine caliber of participant and it focuses on scientific excellence.   | GS              | 30 Nov                         |
| 8.3.4      | JVDB suggested that SAAFoST should promote at schools directly as an avenue for creating awareness of the Food Science Industry   |                 |                                |
| 8.3.5      | SAAFoST should have the promotional DVD published on the official websites  |                 |                                |
| 8.3.6      | OJF Proposed that a committee should review and update the content and information on the SAAFoST CDs and that once this had been done; the CDs should be converted to a format suitable for publication on the website.<br>The proposal was seconded by JVDB and passed by Council.<br>The Committee will comprise AM, JVDB, GS and KVDS and they were mandated to complete this task by 30th November 2011. | OJF             | 30 Nov                         |
| 8.3.7      | GS proposed that SAAFoST end their association with the ESKOM Expo Awards and promote Food Science and Technology as a career through other avenues especially at school level. The proposal was seconded by GB and passed by Council.  |                 |                                |
| <b>8.4</b> | o <b>Award &amp; Bursary Criteria &amp; dates (incl. Koeppen)</b>   | <b>GS</b>       |                                |
| 8.4.1      | These will be updated as required   |                 |                                |
| <b>8.5</b> | o <b>Meritorious Award for Journalism</b>   | <b>OJF</b>      |                                |
| 8.5.1      | Entries for the 2012 Award have been received.<br>The Award for 2011 was presented to Ivo Vegter from the Daily Maverick<br>GS said that SAAFoST needed to review the criteria for the Award and that all   | OJF             | Report by next Council Meeting |

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|             | applications need to be passed through Council for consideration and approval.   | GS            |          |
| <b>9</b>    | <b>STUDENTS INITIATIVE</b>   | GS/JvdB       |          |
| 9.1         | Student involvement in SAAFoST – the way forward??   |               |          |
| 9.2         | JVDB reported that the following initiatives were under consideration:<br>1 To get Student Members involved with Branch Committees to stay relevant.<br>2 To take Branch Events to Students or alternatively bring Student to the events.<br>3 Student Day: Look at creating a workshop at which Students would be able to submit an abstract.<br>JVDB will be developing these initiatives over the next three months.        | JVDB          | Feb 2012 |
| 9.3         | AM will be happy to send themes for a Student Day to JVDB for consideration.   | AM            |          |
| 9.4         | AM would like to involve student s in the SAAFoST2013 National Congress and perhaps organise a special Student Programme on the day prior to the Congress.   | AM            |          |
| 9.5         | OJF mentioned that the IFT Leadership course was held last year and was well received by all those who participated.   |               |          |
| <b>10</b>   | <b>SAAFoST FOUNDATION</b>  | GS            |          |
| 10.1        | The Committee comprising RM, JV, JVBD, OJF, David Watson and GS had met yesterday afternoon.   |               |          |
| 10.2        | The aims and objectives of the Foundation have been spelled out already.<br>The focus now was on taking the Foundation project to the next stage and exploring options to take it forward. The Foundation needs to be properly registered with the appropriate authorities.  |               |          |
| 10.3        | The Committee will look at forming a Board of Trustees from the food industry comprising of people who have the requisite financial and business acumen.   |               |          |
| 10.4        | RM proposed that Council appoint David Watson to head up the Board of Trustees of the Foundation. The proposal was seconded by NS and approved by Council  |               |          |
| 10.5        | Companies will be able to make tax free donations to the Foundation and they will accrue tangible benefits through bursaries.  |               |          |
| <b>11</b>   | <b>SAAFOST 50<sup>TH</sup> BIRTHDAY BOOK</b>   | GS/OJF        |          |
| 11.1        | OJF reported on the progress of the SAAFoST 50 <sup>th</sup> Birthday Book. The original concept document has been compiled by Bernard Cole. Ron Timm will be Editor in Chief. All Honorary Life Members have received a copy and have been asked for their input. All is in hand and moving along slowly.<br>NS felt SAAFoST has an obligation to produce the Book but we need some sort of commitments to take this forward. | OJF           | Feb 2012 |
| 11.2        | A budget will be needed when the decision has been taken on how many copies need to be printed and bound. The cost of production will depend on the volume and is estimated to be R200 per copy.   |               |          |
| 11.3        | Timeline:<br>GS proposed that Editors of the script be tasked to finalise the content for factual correctness by the next Council Meeting in February 2012. The Book will only be printed to order.<br>The proposal was seconded by OJF and approved by Council.   |               | Feb 2012 |
| 11.4        | The final title of the Book is to be decided at a later stage and it should be relevant to the occasion as SAAFoST's birthday had already passed.  |               |          |
| <b>12</b>   | <b>DEPARTMENT OF HEALTH</b>  | OJF           |          |
| 12.1        | OJF reported that he is on the Salt Reduction Committee.<br>OJF to contact MJ as she has some questions in this regard.<br>Relations with the Department of Health are good.   | OJF           |          |
| <b>13</b>   | <b>FOODBEV SETA ISOE STATUS 1340 1345</b>  | GS/OJF<br>OJF |          |
| <b>13.1</b> | o <b>Nomination to FoodBev SETA Board</b>  |               |          |
| 13.1.1      | FoodBevSETA had moved away from ISOEs towards closer co-operation with organizations like SAAFoST.   |               |          |
| <b>14</b>   | <b>THE FOOD ADVISORY CONSUMER SERVICES (FACS) 1400 1410</b>  | OJF           |          |
| 14.1        | NS is to give a presentation in New York and would ask OJF for input.  |               |          |

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|             | FACS is Moving along well.   |         |  |
| <b>15</b>   | <b>SACNASP 1410 1420</b>   | GB      |  |
| 15.1        | There will be a council meeting next week at which a vote will be taken for a new logo. SACNASP is in the process of rebranding. It is creating new flyers and marketing material to position SACNASP appropriately in the industry and to create information regarding its benefits.  |         |  |
| 15.2        | SACNASP accredits professionals in different categories and recognises diplomas for sub categories.  |         |  |
| 15.3        | Government is going to legislate that persons and organizations must be registered as Professional Members in order to qualify for tenders.  |         |  |
| 15.4        | Professional insurance is being considered for members and consultants.  |         |  |
| 15.5        | Registration is to go online for easier access and to speed up processes.  |         |  |
| 15.6        | Environmental groups are to be driven to become Professional Scientist Members, for example ecologists and geologists.<br>NS expressed concern that the status of membership should not be reduced by the drive to have people recognised as a Professional Scientist and that qualification standards should always apply. GB said standards are being upheld through rigorous screening and certain qualifications are not being recognized, for example home economics, and consumer science. |         |  |
| 15.7        | CPD points are going to be introduced in time to come.   |         |  |
| 15.8        | In response to GS question, GB advised that the R 900 membership fees go towards administration and to pay the staff compliment.   |         |  |
| <b>16</b>   | <b>RELATED SOCIETIES &amp; ASSOCIATIONS</b>  | JV/KvdS |  |
| <b>16.1</b> | o <b>IPSA</b>  | JV/GS   |  |
|             | JVDB reiterated that IPSA is willing to incorporate information on SAAFoST events in their circulation.<br>SAAFoST is sponsoring the IPSA Gold Pack awards this year. GS will be attending IPSA Gold Pack Awards Banquet in Cape Town on 25 <sup>th</sup> October at the Cape Sun to present gold medals and SAAFoST will receive consequential recognition.   |         |  |
| <b>16.2</b> | o <b>ADSA</b>  | KvdS    |  |
|             | GS requested that Branch Chairs try to involve ADSA in SAAFoST Branch Events   |         |  |
| <b>17</b>   | <b>INTERNATIONAL RELATIONS</b>   |         |  |
| <b>17.1</b> | o <b>IUFoST</b>  | GS/NS   |  |
| 17.1.1      | NS reported that he has gained good insight into how IUFoST operates and that he now has a better understanding of the magnitude, complexity and challenges of the tasks they face.  |         |  |
| 17.1.2      | Judith Meech is preparing a questionnaire on what the Adhering Bodies want from IUFoST but NS is not sure of what the timing is.   |         |  |
| 17.1.3      | IUFoST has spent time on a strategic plan to ascertain how much they, as an organization they can do for their members.  |         |  |
| 17.1.4      | SAAFoST is the blue eyed boy at the moment and our contribution to their funds was very welcome. Money is always a challenge.  |         |  |
| 17.1.5      | The final figure from the IUFoST 2010 Congress is R 3 612 793  |         |  |
| 17.1.6      | NS portfolio within IUFoST is to build the relationship with the International Food Information Council (IFIC).<br>NS is going to a meeting with IFIC in New York on 19 -20 September and will talk on FACS including how SAAFoST put it together on a modest budget.  |         |  |
| 17.1.7      | RM Mentioned that an IUFoST award will be made at FIE and that she intends attending the Awards Ceremony   |         |  |
| <b>17.2</b> | o <b>IFT</b>   | RM/GS   |  |
| 17.2.1      | RM was invited to attend their strategy meeting in New York but had to decline due to commitments.   |         |  |
| 17.2.2      | SAAFoST has received an invitation from Barbara Byrd Keenan for Student members to attend the IFT meeting 2012 in Las Vegas and offered free registration. IFT 2013 will be in Chicago.  |         |  |

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| <b>18</b>   | <b>CONGRESSES &amp; EVENTS 1440 1500</b>  |              |                        |
| <b>18.1</b> | o <b>IUFoST 2012</b>  | NS           |                        |
| 18.1.1      | NS reported that the organisers were having an extremely bumpy ride with the logistics of the Congress for 2012.<br>They have some good really items for their programme and they can rely on good South American support and attendance.<br>It should be a great congress.   |              |                        |
| <b>18.2</b> | o <b>Travel Package to Brazil</b>   | GS/DR        |                        |
| 18.2.1      | DR has investigated travel packages to IUFoST 2012 based on the limited information available. Turners have circulated details to Council Members but have cautioned that these are estimates as the official prices will only be released in November. The package including air travel, transfers, accommodation and registration is expected to be in the region of R 25 000 per person.<br>NS is to try and establish transport arrangements from Judith Meech as this could mean selecting an alternative hotel to the Congress venue.<br>Turners are to revisit the package options at the end of November when more information is available aim towards finalising matters by February next year. | DR<br><br>NS | Feb 2012<br><br>15 Oct |
| <b>18.3</b> | o <b>SAAFoST 2013</b>   | AM           |                        |
| 18.3.1      | AM reported that the Northern Branch has just initiated planning with its Congress Committee and that they are meeting next week to discuss plans and ideas.  |              |                        |
| 18.3.2      | They welcome any suggestions and are willing to learn from lessons and the experiences from previous events.  |              |                        |
| 18.3.3      | OJF is looking at venue facilities at CSIR Conference Centre and AM suggested that the University could also be an option if costs were high.   |              |                        |
| 18.3.4      | Themes for the Congress programme are going to be considered. The plan is to involve individuals in SA more broadly to contribute to the programme.<br>Workshops related to specific industries are going to being considered.  |              |                        |
| 18.3.5      | GS asked people to contact Amanda with ideas or suggestions.  |              |                        |
| 18.3.6      | NS felt that SAAFoST can attract in top notch international speakers based on the success IUFoST 2010.  |              |                        |
| <b>18.4</b> | o <b>Additional Events</b>  |              |                        |
| 18.4.1      | o CPA/Labeling Workshop<br>As per the Executive Director's report. An income of R100 000 is anticipated.  | OJF          |                        |
| 18.4.2      | o Managing Sweetness Roadshow<br>OJF is trying to get UFS students involved in the Bloemfontein event.  | OJF          |                        |
| <b>19</b>   | <b>PUBLICATIONS AND MEDIA 1500 1515</b>   | GS/OJF       |                        |
| <b>19.1</b> | o <b>Food Review</b>  |              |                        |
| 19.1.1      | GS reported that notice given to Food Review of SAAFoST's termination of service. A letter has been circulated in the Food Review publication offering a special subscription of R380.  |              |                        |
| 19.1.2      | AM to ask Romy to remove Roxanne Rolando from Administrators on the SAAFoST Facebook page.  |              |                        |
| <b>19.2</b> | o <b>Food &amp; Beverage Reporter</b>   |              |                        |
| 19.2.1      | F&B Reporter is now going out to all SAAFoST Members, the first issue to be received in September 2011  |              |                        |
| <b>19.3</b> | o <b>Farmlink Magazine</b>  |              |                        |
| 19.3.1      | Farmlink Magazine is going to all members.<br>Lynette Louw mentioned that Farmlink is keen to serve as SAAFoST's official mouthpiece but GS informed her that SAAFoST is not considering an official magazine.<br>Farmlink wants to publish a calendar of events for 2012 including SAAFoST Events. GS is to send OJF an email informing him to update Lynette Louw on SAAFoST's future events.   | GS           | 15 Sep                 |
| <b>19.4</b> | o <b>Packaging &amp; Print Media</b>  |              |                        |
| 19.4.1      | 177 SAAFoST Members have responded that they would like to receive the P&PM   |              |                        |



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|-------------|--|---------------|----------|
|             | publication.   |               |          |
| <b>19.5</b> | o <b>SAAFoST's South African Food Science &amp; Technology (FST) magazine</b>  | TF            |          |
| 19.5.1      | Tricia Fitchet is working very hard on editorial content and contributions are being received from respected organizations.  |               |          |
| 19.5.2      | RM is very active in selling the advertising to make the publication cash neutral and has sold over R 100 000 worth of advertisements already. Council congratulated RM.   |               |          |
| 19.5.3      | The magazine will be published quarterly and will be launched in February 2012.  |               |          |
| 19.5.4      | Tricia welcomed input for content from Council and Members.  |               |          |
| 19.5.5      | Tricia thanked Council for their confidence in her and for the opportunity to create the publication. GS thanked TF for her input thus far.  |               |          |
| 19.5.6      | NS asked for copy deadlines for next year to be circulated.  | TF            | 30 Sep   |
| 19.5.7      | A mock- up of the cover of the publication has been created for presentation at Custodian Dinner tonight.  |               |          |
| 19.5.8      | The publication will be made available on subscription to non-members.   |               |          |
| <b>20</b>   | <b>WEBSITE 1515 1520</b>   | GS/OJF/I<br>B |          |
| 20.1        | IB has updated all application forms.<br>If any Council Member sees anything amiss on the website, please send it to IB or GS  |               |          |
| 20.2        | Highlights from the new SAAFoST magazine are to be published on the website in the future.   |               |          |
| <b>21</b>   | <b>SENSORY FORUM 1520 1525</b>   | RM            |          |
| 20.1        | All is quiet at the moment but something is being planned for the end of the year, time permitting.<br>AM reported that the Forum is hugely popular and there is a need for it. At the previous Council Meeting, it was agreed that SAAFoST would back this initiative through RM.                                 |               |          |
| <b>22</b>   | <b>ADDITIONAL ITEMS 1525</b>   |               |          |
| <b>22.1</b> | <b>A: Trademarks. (SAAFoST logo's new [wheat] and old [fish]).</b>   |               |          |
| 22.1.1      | These trademarks have been registered in the name of Hahn & Hahn as SAAFoST are not a registered legal entity.<br>There needs to be an agreement in writing that the trademark belongs to SAAFoST.   | OJF           | Feb 2012 |
| <b>22.2</b> | <b>B: ICMSF</b>  |               |          |
| 22.2.1      | A two day (one-day symposium, one-day training workshop) event is being planned for both Gauteng and Cape Town, by Lucia Anelich with support from SAAFoST - to take place end March 2012.   |               |          |
| <b>22.3</b> | <b>C: Archives</b>   |               |          |
| 22.3.1      | An amount of R 5 000 has been budgeted for this year and a further R 5 000 has been budgeted for next year.<br>OJF pointed out that decisions need to be made as to what material is to be kept in the archives.   | OJF           |          |
| <b>22.4</b> | <b>D: Turners Thank You</b>  |               |          |
| 22.4.1      | AM thanked Turners for their assistance and efficiency with the administration on finances for the Northern Branch.  |               |          |
| <b>22.5</b> | <b>E: Marketing</b>  |               |          |
| 22.5.1      | The need for calendars and other branded material was discussed.<br>TE mentioned that SAAFoST needs to have some item to hand out to promote the organisation at events, especially in the smaller provinces.  |               |          |
| 22.5.2      | GS proposed SAAFoST get a quote from TF for the production of calendars which are to be distributed to the full membership. The quote is to be circulated to RM, RP, GS and JVDB by email. Council Member will be contacted by email for a decision.<br>The proposal was seconded by JVDB and approved by Council. | RM/TF         | 31 Oct   |
| 22.5.3      | R6000 has been allocated in budget for marketing.  |               |          |
| <b>23</b>   | <b>Closure</b>   |               |          |
| 23.1        | The meeting closed at 15h24  |               |          |

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|-----------|-----------------------------------|----|--|
| <b>24</b> | <b>DATE OF NEXT MEETING</b>       |    |  |
| 24.1      | To be finalised for February 2012 | GS |  |
|           |                                   |    |  |