

# The South African Association for Food Science and Technology



## SAAFOST COUNCIL MINUTES

Minutes of the meeting of SAAFoST Council held at Nampak R&D boardroom, Cape Town on 15<sup>th</sup> October 2010 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
1	<b>WELCOME AND APOLOGIES</b>	
	<ul style="list-style-type: none"> <li>o The President Gunnar Sigge welcomed the members to the meeting.</li> <li>o An apology has been received from MJ.</li> <li>o The President extended a special welcome to first time council attendees, KvdS, DN and JV.</li> <li>o A special welcome was extended to the Vice-President, JV with thanks for the use of the Nampak R&amp;D venue.</li> </ul>	
2	<b>READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS</b>	
	The agenda was circulated and received by all members.	
3	<b>READING AND CONFIRMATION OF MINUTES: APPENDIX A</b>	
	The minutes of the meeting of 22 <sup>nd</sup> August 2010 were read. The adoption of the minutes was proposed by RM and seconded by GB.	
4	<b>MOTIONS</b>	
4.1	Congratulations to RP on being selected as a finalist for the SABS President's Award for quality systems.	

4.2	Congratulations to OJF on being awarded Honorary Life Membership of SAAFoST.	
4.3	Best wishes will be sent to MJ for her husband's speedy recovery.	
4.4	Congratulations to Pieter van Twisk on becoming a great grandfather.	
4.5	Congratulations to MJ, JvdB and AM on their election as SAAFoST Branch Chairs.	
4.6	Congratulations to NS on his appointment to IUFOST Governing Council.	
5	<b>FINANCES OF THE ASSOCIATION: APPENDIX B</b>	DR/RM/GS
	The President thanked RM for agreeing to take over the financial portfolio.	
5.1	<b>Financial Statements</b>	DR/RM
	The financial statements were presented to the meeting	
5.2	<b>Investments</b>	RM
	<p>SAAFoST's investments grew very nicely during 2009 and indications are there will also be growth in 2010. Investment income should be sufficient to cover Matric bursaries. Academic achievement awards/ Koeppen/ Aubrey Parsons study grants should be covered by annual income.</p> <p>The investment portfolios have been consolidated. DW and LDF met with Howard Fletcher and have taken out non-performing portfolios and have consolidated funds into the best performing.</p>	
5.3	<b>Budget 2011</b>	RM/GS
5.3.1	RM has put a budget together for next year having reviewed the finances for the current year to date.	RM
5.3.2	All indications are that the IUFOST 2010 Congress was extremely successful and should deliver a surplus.	
5.3.3	<p>Expenses to date reveal a large loss but this is due mainly to significant 2010 membership income that was received Nov/December 2009. An inflow of 2011 membership money is expected in next two months.</p> <p>A substantial number of members were lost when unpaid members were suspended in June. SAAFoST needs to grow its membership to increase its income.</p> <p>SAAFoST should aim to increase the number of Custodian Members by 10 to a total of 75 during 2011. A pro-rated membership fee is to be applied for Custodian members <b>only</b>, depending on date of joining.</p> <p>Normal members who join during or after October are to pay fees for next year and will get the balance of the current year to 31 December included at no extra cost.</p> <p>A membership referral incentive for nominating companies to come on board may need to be considered. To be successful in signing on new companies, it is important to talk to the right person within the organization.</p>	
5.3.4	The expenses are in line with budget apart from FACS and this was because of the large number of leaflets that were printed for IUFOST and distribution to the various education institutions. This extra expense was cleared with Council	
5.3.5	<p>During 2011 additional income of R100 000 needs to be generated from other sources such as a symposium or congress.</p> <p>Waiting until 2013 for the next congress to generate income will be a drag on finances so measures should be taken in the interim.</p>	

	Having the Congress in 2013 is important to get back into cycle and thereby avoid competing with other industry related events.	
	<p>It was suggested that SAAFoST look at holding a 1 ½ day Congress in 2011 in but AM expressed concern that the NB may not be ready to deliver so soon and it was noted that sponsors may be fatigued from 2010.</p> <p>With the objective of holding a full congress in 2013, it was decided to have 2 or 3 high quality one day symposiums in different centres during 2011 and 2012. Expo and talk shops don't rely heavily on sponsors because venue costs are not high.</p>	
5.3.6	RM has budgeted for more interest to be accrued to SAAFoST during the next year as the interest from branch money will reflect in central account and not in the branch balance	
5.3.7	Expenses of R6000 have been budgeted for advertising and promotion in the next year.	
5.3.8	Eskom Awards have budgeted for an amount of R17 000 for next year.	
5.3.9	SAAFoST has budgeted for 4 Aubrey Parson study grants for this year and from next year the number has increased to 8 in the budget as we expect an increase in student membership numbers (free membership). 4 are budgeted for 2011 due to the lack of qualifying students. Many institutions (UJ/ TUT) currently have a very limited number of student members	
5.3.10	11 SAAFoST/Matric Bursaries have been budgeted for in 2011	
5.3.11	The Custodian dinner has been budgeted at R 20 000	
5.3.12	Membership development officer's budgets are to include an amount for training and to attend events in KZN, the Cape and Free State to help Branches put Membership recruitment systems in place at events. R112 000 has been allowed for this.	IB
5.3.13	SAAFOST Travel grants for members to be taken from accumulated funds	
5.3.14	NS mentioned that he may require some funding to attend General Council meetings next year.	NS
5.3.15	GS called for proposals for the budget as presented and it was proposed by OJF and seconded by RP	
5.4	<b>Branch Bank Accounts</b>	DR/RM/GS
5.4.1	<p>GS would like to see some changes in planning from Branches going forward. It is recommended that Branches set up dates for the events well in advance (i.e. a year in advance) and these should be set in the calendar, which should be posted on the SAAFoST website.</p> <p>Branches should set up budgets identifying how much money they require to host events and bursaries for the year. They should identify which of the events are aimed at fundraising and how much income they would generate from those events. Branch Chairs should come forward with proposals for what is needed for the year and how funds will be used.</p> <p>All branches are to send budgets for January to December 2011 to RM as soon as possible but by no later than the end of this year.</p> <p>The objective of this exercise is to create more effective money management including amounts to go into investments and to allow SAAFoST to plan for what it needs to spend on members.</p>	<p>Branch Chairs</p> <p>Branch Chairs</p> <p>Branch Chairs</p>
5.4.2	Leonie de Lange from Turners Conferences is to send detailed ledger reports for branches on a monthly basis based on the Branch account	LDL

	numbers	
	The total assets for SAAFoST as at the end of 2009 were R 3.6 Million	
6	<b>MEMBERSHIP</b>	DR/OJF/GS/IB
6.1	DR presented the membership statistics report to 13 October 2010.	DR
6.2	GS mentioned that membership was a key issue for the coming three years.	
6.3	Custodian Membership Ten more Custodians need to be sought and brought on board as members There is a need to differentiate between and quantify the benefits of custodian members and ordinary members. OJF is to prepare a schedule.	OJF
6.4	Branches should establish a dedicated group of people to champion and promote membership.	Branch Chairs
6.5	An effort should be made to get several or all people in a company to become members rather than just one. This will assist considerably with the dissemination of information within that organization.	
6.6	Terminations/ Suspensions A concerted effort needs to be made to rescue suspended members.	
7	<b>QUESTION AND ANSWER SESSION ED Report / Branch Reports: APPENDIX C</b>	OJF/AM /MJ/JvdB
7.1	The Executive Director's report was circulated to all committee members The Students On Site web facility has created jobs for some students who have registered for the service. GS asked that notification of the facility be sent to all students by OJF at end of March 2011.	OJF
7.2	The Northern Branch report was circulated to all committee members.	
7.3	The KZN Branch report remained unchanged from the BGM report	
7.4	The Cape Branch report remained unchanged from the BGA report	
7.5	The IUFoST Congress presentations have been published on DVD. OJF is to make sure that each tertiary institution receives a copy It will be appropriate for Branches to screen some of the lectures from the DVD at their events.	OJF Branch Chairs
8	<b>BURSARIES AND AWARDS</b>	GS
8.1	FoodBevSETA bursaries	
8.1.1	SAAFoST will be administering 20 bursaries valued at R 25 000 each and totaling R 500 000 on behalf of GS is in the process of following up on the criteria and dates for applications with FoodBevSETA Payments are to be made by end of March which is their financial year end. Applications will go out earlier and submissions will come in earlier in the coming year.	GS
8.2	Matric & SAAFoST bursaries	
8.2.1	SAAFoST has budgeted for 11 bursaries for next year RM reported on bursary recipients to date There will be 4 additional bursaries, bringing the value next year to up to R 275 000	

	<p>The Education and Bursary awards Committee, consists of the President, Vice-President, President Elect, Past President and OJF and IB (administration )</p> <p>The Committee must look at ways to spread the awards so as to support not only people coming in from schools but also people who are doing well.</p> <p>Companies are getting involved in supporting students to obtain BEE points SAAFoST needs to look at “when is a student a student” and also at non-South African resident students. Branches are to send any challenges and suggestions relating to criteria, and how to differentiate to GS. SAAFoST should perhaps ask the learning Institutions to put together a list of permutations that they have in this regard.</p>	
8.3	<p><b>Non-South African Citizens</b></p> <p>It was mentioned that sometimes the best student in the group is a non-South African. AM feels that they should not be discriminated against in respect of SAAFoST awards as there is no guarantee that any student, South African or other, will stay in the country once they have qualified.</p> <p>The rules require that the person must be a SAAFoST member to qualify for the Academic Achievement Awards and the Aubrey Parsons Award for least one year preceding the application. The Koeppen Award requires that the recipient be a SAAFoST member for at least 2 years preceding the application.</p> <p>The best student should qualify for the award.</p> <p>To be awarded a SAAFoST/Matric bursary, the recipient must be a South African,</p> <p>however non-South Africans can be awarded the Academic Achievement Award, Aubrey Parsons Study Grant and Koeppen Memorial Scholarship (i.e. those awards that are nominated by the Tertiary Institutions).</p> <p>RM says that Branches should pay for Academic Achievement Awards ( R1000 ) in their regions from branch funds</p>	
8.4	ESKOM Expo Award	
8.4.1	OJF to be supplied with details of recipients by GS for the archives.	GS
8.5	Dreosti & Ginsburg	
	Criteria for judging and awarding to be updated while “fresh” in memory in preparation for the next SAAFoST Biennial Congress	Education & Awards Committee
8.6	Award & Bursary Criteria for 2011 (incl. Dreosti & Ginsburg) to be updated for the 2011 academic year	GS/OJF/IB Education & Awards Committee
9	<b>STUDENTS</b>	GS
9.1	Sponsored Students to IUFOST	
9.1.1	<p>IB had drawn up and submitted to GS a summary of reports that students had to submit on their views of the IUFOST 2010 Congress. GS to distribute to Council</p> <p>Students were amazed by the size of the event.</p> <p>Interest in the sessions was varied. Meeting IFT students was mentioned as a highlight.</p>	GS

	The general feedback was that they enjoyed it immensely and saw Food Science in a new perspective.	
9.2	Students enrolled for their first tertiary qualification will qualify for free SAAFoST membership. They will however still need to fill in the membership application forms to qualify for prizes.	
10	<b>SAAFoST FOUNDATION</b>	GS
10.1	GS mentioned that this was an idea that was still in its infancy. GS has looked at what IFT foundation does for education and at what SAAFoST as an organization does.	
10.2	GS idea to be tabled to take forward is that the SAAFoST Foundation comprises 3 aspects, all relating specifically to education initiatives 1 Recruitment: ESKOM Expo, Career Days etc 2 Supporting the student in tertiary careers: awards bursaries, prizes, reduced registration fees, free membership etc 3 Further knowledge: Roadshows, Ingredients Days, workshop's career days' conferences', magazines' web info, etc.	
10.3	There should be a process to streamline and formalize student initiatives so that SAAFoST will know how much we are spending on students. Everything that targets students should be put into a separate entity.	
10.4	The initiative gives value to all categories of SAAFoST members because a portion of their fee will go to the Foundation for education purposes. The Foundation Board Of Trustees can attract industry participation and create additional funding into the SAAFoST Foundation. Companies could contribute to meaningful specific bursaries. The Board should approach more than industry e.g. philanthropists. The Foundation could consider tax benefits to industry and prepare an appropriate information leaflet.	
10.5	Perhaps someone will need to be employed by SAAFoST to coordinate the Foundation's activities. It may need a separate Board of Trustees that reports in to Council.	
10.6	SAAFoST is to liaise with the Nutrition Society to engage with the Department of Education on the school curriculum.	GS via KvdS
10.7	It was suggested that SAAFoST talk to IFT as they have processes in place for curriculum initiatives and there is no need to reinvent the wheel if a good model is in place.	RM/GS
10.8	The NRF want to get closer to SAAFoST and consider projects with joint funding initiatives and this may be an opportunity to look at the Foundation as a vehicle for this venture.	
10.9	The Foundation objectives should not conflict with current Custodian concepts and practices as the additional donation is to be allocated specifically for education.	
10.10	All of Council agreed that the concept of the SAAFoST Foundation was a project to be looked at. Council Members were encouraged to send ideas to GS.	

11	<b>SAAFOST 50TH BIRTHDAY CELEBRATIONS</b>	GS/OJF
11.1	The question was asked, "Is there a need for further celebrations or functions" Branches are encouraged to celebrate the SAAFoST 50 <sup>th</sup> birthday internally.	
11.2	The Northern Branch turns 50 in 2 years time and should be celebrated appropriately.	AM
11.3	SAAFoST should buy the rights to the commemorative book from Bernard Cole for R10 000 and this amount should come from the Congress budget	OJF
11.4	Memorabilia and give-aways relating to 50 <sup>th</sup> birthday to be investigated by OJF	OJF
12	<b>DEPARTMENT OF HEALTH</b>	OJF
12.1	The DOH had appointed a member to the Northern Branch committee, but this needed to be confirmed.	
13	<b>FOODBEV SETA ISOE STATUS</b>	GS/OJF
13.1	Bernard Cole has looked at SAAFoST members who were giving courses with a view of building a network of existing providers. There has been very little response to a questionnaire and where there has been, it was not very encouraging. Mike Davies, one of the foremost training providers in the food industry will be addressing SAAFoST Northern Branch in Jhb on 26 <sup>th</sup> October and will be approached in this regards.	
14	<b>THE FOOD ADVISORY CONSUMER SERVICES (FACS)</b>	OJF
14.1	<b>BUDGET</b> RM advised that the budget for FACS has been set at R 27 600 for the coming year. This takes into consideration that last years amount of R 45 000 included a large amount of printing done last year which is not likely to be repeated.	
14.2	DW will probably not stay on the FACS committee but he should be encouraged to consider staying on.	
15	<b>INTERNATIONAL RELATIONSHIPS</b>	
15.1	IUFoST	GS/NS
	NS will keep us informed on happenings in the Council. It is early days yet. Judith has asked for articles from SAAFoST	NS/OJF
15.2	IFT	RM
	RM has been nominated to the leadership of IFT 2 Students potentially will travel to IFT next year and a reciprocal waiving of registration fees as was done at IUFoST, will be asked of IFT.	
16	<b>CONGRESSES</b>	
16.1	IUFoST 2010	NS
	NS reported back on the IUFoST 2010 Congress. A wrap-up meeting has been planned for 16 <sup>th</sup> October 2010. The Congress was a great success and very well attended and well organized. Many compliments have been received from various sources.	

	IUFoST very happy with SAAFoST in this regard.	
16.2	<b>SAAFoST CONGRESS</b>	AM
	<p>The next full SAAFoST Congress will be held in 2013 which will bring it back into cycle with related organizations.</p> <p>SAAFoST would however look at 3, maybe 4 events comprising of one day symposia between now and 2013 and these are to be held in the Branches.</p> <p>SAAFoST Central is tasked to raise R100 000 and must arrange these symposia.</p> <p>Food Labeling and the Consumer Protection Act are to be considered as possible topics for the symposia.</p>	
17	<b>PUBLICATIONS AND MEDIA</b>	GS
17.1	<p>Publications in Food Review are not up to an acceptable standard.</p> <p>All academic institutions to be contacted about Food Reviews' plan to organise a national student Product Development competition – tertiary institutions should be informed that SAAFoST will be looking to provide members with other food industry magazines also, as part of their membership. Partnering with a specific magazine or company could prove problematic.</p>	OJF  GS
17.2	Council agreed that there would be more of an incentive if SAAFoST members received two or three magazines as opposed to just one as part of the benefits of their membership fee. GS to investigate further.	GS
17.3	See the Executive Director's report for his feedback on Publications and Media.	
17.4	RM commended Food & Beverage Reporter on their comprehensive cover of the IUFoST Congress. A letter of thanks to be sent by GS.	GS
18	<b>WEBSITE</b>	GS
18.1	<p>The portfolio committee OJF and IB needs to check that the site is updated on a regular basis.</p> <p>Issues are to be copied to OJF and IB and they are to take the initiative to see the site remains relevant.</p> <p>Instructions to Joanne to make changes are to go through OJF &amp; IB</p>	OJF IB
18.2	Branches are encouraged to check that their latest notices and news are published on the site and that outdated material is removed.	Branch Chairs
19	<b>SENSORY FORUM</b>	
19.1	OJF is to request a report from Lorraine Geel and Jessy van Wyk	OJF
20	<b>PORTFOLIOS</b>	GS
20.1	Student Initiative: JvdB	
20.2	Website: OJF IB	
20.3	SAAFoST Foundation GS initially	
20.4	Publications & Media OJF	
20.5	ESKOM Expo Awards - Branches	
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	
21	<b>WARMTH &amp; OTHER CHARITIES</b>	GS
21.1	<p>SAAFoST could get involved through the branches with charities they deem worthwhile.</p> <p>WARMTH is a Cape based charity and JvdB indicated that the Cape Branch intends furthering involvement with them.</p> <p>A decision will be reached on the amount of the contribution to be made to the WARMTH project from the IUFoST Congress at the coming LOC committee meeting.</p>	<p>Branches</p> <p>Cape Branch</p> <p>NS</p>
22	<b>ADDITIONAL ITEMS</b>	
23	<b>DATE OF NEXT MEETING</b>	
23.1	Thursday 24 <sup>th</sup> March 2011	
23.2	Johannesburg is to be considered as the venue as this will require fewer people to travel. Turners are to Investigate prices of rooms and the cost of a boardroom at the OR Tambo City Lodge.	DR
23.3	The meeting closed at 15h30	