

**SAAFoST COUNCIL**

**MINUTES**

**DATE:** 31 MAY 2008    **TIME:** 09:00-15:30    **VENUE:** SAAFoST Offices, Randburg

**MEMBERS:**

Ms Rosie Maguire	President	In Essence	Present
Prof Lucia Anelich	Vice President	CGCSA	Present
Dr Gunnar Sigge	President-Elect	Univ Stellenbosch	Present
Mr David Watson	Imm Past President	Sunspray	Present
Mr Nigel Sunley	Chair, 2010 Comm	Sunley Consulting	Present
Ms Marongwa Themba	Cape Branch Chair	Nampak R&D	Present
Ms Gerda Lombard	N Branch Chair	CSIR Bioscience	Present
Ms Lizette de Fleuriot	KZN Branch Rep	Loders Croklaan	Present
Mr Andrew Murray	N Branch Rep	AM Consulting	Present
Mr Ryan Ponquett	KZN Branch Chair	Flavourcraft	Apology
Ms Moira Byers	Cape Branch Rep	Chill –e Food Cons	Present
Mr Don Kaka	N Branch Rep	Givaudan	Present
Mr Jacques van den Berg	Cape Branch Rep	Appletiser	Present
Dr Jessy van Wyk	Cape Branch Rep	CPUT	Present
Mr Owen Frisby	Executive Director	SAAFoST	Present
Mr Jean Venter	National Secretary	SAAFoST	Present

**1. WELCOME AND APOLOGY**

The President welcomed members present and NOTED the above apology.

**2. READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS**

The Council confirmed the agenda.

**3. READING AND CONFIRMATION OF MINUTES**

The Minutes of the meeting held on 21 January 2008 were confirmed by the committee.

**4. MOTIONS**

- The Council offered their congratulations to Dr Sigge and his wife on the birth of their baby.

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- The Council offered their congratulations to Dr Anelich for being on the **ICMSF** team which won an **(American GMA)** award.

## 5. EXECUTIVE DIRECTOR'S REPORT

The Executive Director tabled a written report on activities. He noted work on the SAAFoST Constitution, participation in the ADSA Conference and involvement in various branch events. The custodian dinner featuring Clem Sunter was attended by some 60 delegates.

Irene is doing well with recruiting members and upgrading members to professional status on the membership role. Updated membership certificates will now be distributed.

## FINANCES OF THE ASSOCIATION

The Secretary tabled audited financial statements for 2007.

- AGREED to add a breakdown of study grant expenditure to the management accounts.

[Action: Secretariat]

The R1565 travel grant figure may need revision or re-allocation, since approximately R10 000 was paid.

The Council NOTED views that the Custodian Membership should be increased to number 65 organisations .

- AGREED to circulate a current list of Custodian Members to Council for; i) recommendations on which other organizations should be approached to become members and ii) the selection of personally known MD's, CEO's or other influential staff members to be approached for IUFoST 2010 sponsorship.

[Action: OJF]

Investments were NOTED to be around R2.9m.

[Action: Secretariat]

- AGREED to increase the amount of funds kept in the Money Market account to fund operations.

[Action: Secretariat: Treasurer]

## 6. MEMBERSHIP

The Secretary tabled membership statistics as at end May 2008.

Ms Claudia Liebenberg of the Secretariat PROPOSED that education institutions be convinced to include SAAFoST membership applications into the final year students' university registration packs. The importance of having a SAAFoST liaison officer at each institution should not be underestimated.

Ms Lombard suggested that a SAAFoST gift pack be donated to each final year student.

Prof Anelich suggested that SAAFoST student liaison should be a dedicated portfolio this is to be investigated and actioned

(Action:RM)

- AGREED to provide the branch leadership with lists of inactive members.

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- AGREED that all event notices must include special student rates.

## **7. BRANCH REPORTS**

### **Northern Branch**

Ms Lombard tabled a formal report which was circulated to members. The Branch Treasurer reported that the financial position of the Branch at the end of April 2008 was R137 000.

The repayment of loans by matriculants who fail their studies was discussed and it was NOTED that such students are unlikely to have the ability to repay such loans.

### **Western Cape Branch**

The financial position of the Western Cape Branch amounts to R180 000 in the bank.

A full programme is being planned for the second half of the year including a sensory symposium in August.

The Metabolic Syndrome event profits amount to approximately R19 000.

It was NOTED that event attendance is declining in all sectors. This was also confirmed by the Sandton Convention Centre.

- AGREED that notices should not contain links but rather a ready image when the email is opened. **[Action: Secretariat]**

### **Kwa-Zulu Natal**

Ms de Fleuriot reported a full event programme for the year. Prof Anelich will address the Branch early in July, Carol Brown in August, Clem Sunter in September and one more event will be held before the end of the year.

It was NOTED that the relationship with the Durban University of Technology has improved, although there is still work to be done.

Branch finances were not available at the meeting due to the treasurer position being vacant.

- AGREED that members check their committee listings on the SAAFoST website. **[Action: Branch Chairs]**

Ms Marongwa Themba outlined that SAAFoST needs to generate R2.5m to support the IU FoST 2010 Congress.

The Cape Branch is donating the profits from the Metabolic Syndrome event to the 2010 Congress fund.

- AGREED to keep the IU FoST support funds with the branches until they are needed. Branch support for 2010 will be by sponsoring delegates rather than by giving money. The money for the Congress is to be reflected separately in the branch accounts.

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Prof Anelich suggested that the branch leaderships regularly meet or communicate on fundraising for 2010 and also on sharing thoughts on event content.

## 8. EDUCATION

The handing over of awards has been an unnecessarily laborious process because of the submission of inappropriate and late submissions and requests from students for refunds of fees already paid. The Aubrey Parsons Study Grant was awarded for the first time. The University of Johannesburg submitted no candidate names.

- AGREED that students must have been members for six months before being eligible for an award and not merely join after the fact. **[Action: Membership Officer]**

General administration of student matters was discussed and it was suggested that the branches will be able to take on this function. The need for central co-ordination of bursaries was also NOTED.

- AGREED that each branch will nominate a volunteer to provide local student and bursary liaison.
- AGREED that the Executive Director co-ordinate the bursaries, together with the local coordinator. **[Action: Branch Chairs & OJF]**

The Council confirmed that membership grading be done by the National Secretariat administratively, except where qualifications are uncertain in terms of the guidelines.

- AGREED to add a feature to the website to encourage members to upgrade to professional members. **[Action: Secretariat]**
- AGREED to dissolve the membership grading committee and to advise the members concerned, Dr Pieter van Twisk, Prof Trevor Britz. **[Action: OJF]**
- AGREED to move members who have not paid subscriptions by the end of June to non-member status. **[Action: Secretariat]**
- AGREED to suspend members after six months in future, and to send a note to the member outlining the consequences of the suspension. **[Action: Secretariat]**
- AGREED to levy a penalty on members who rejoin after having missed the cut-off of their subscription fees. The fee is to be styled as a rejoining fee. **[Action: Secretariat]**

### ESKOM Expo for Young Scientists

Dr Sigge suggested that SAAFoST sponsor the Food Science category of the ESKOM Expo. He motivated that this could create publicity for SAAFoST and give exposure to the food sciences. It was PROPOSED that SAAFoST become involved in two regional events in each branch area. He further suggested R2000 for a winning project and R500 for a second place in the food science category. The total cost will amount to R15 000 per year and R5000 for a national prize. The aim was to get SAAFoST to sponsor the Expo prizes. Prizes can also be linked to the medal status of the competitors.

- AGREED to participate in the Eskom Science Expo process with sponsorships to the value of R20 000. **[Action: Dr Sigge]**

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### **SAAFoST as Facilitator of BEE Bursaries**

It was NOTED that this matter relates to SAAFoST managing bursaries for companies who wish to gain BEE points through social development .

- AGREED that this matter will be revisited at a later stage. [Action: Secretariat]

It was PROPOSED to name a new award after the late Dr Hector de Muelenaere for new product development project by students. The award is to have a substantial monetary value.

- AGREED that Mr Sunley develop the concept of a project award and present at another Council Meeting. [Action: Mr N Sunley]

### **9. PUBLICATIONS AND BULLETINS**

Relationships with Food Review are ongoing. Food Review is keen to publish the "SAAFoST Snippets" publication.

- AGREED to arrange the submission of SAAFoST Snippets to Food Review by Dr Bernard Cole. Thank Food Review for their offer and to allow them publish "Snippets" in printed form. [Action: OJF]

### **10. WEB SERVICES**

The National Secretary advised members that the SAAFoST website will be redesigned in the near future and that the new web based membership and accounting system will be deployed for SAAFoST by the middle of June 2008, in time for the July billing process. The Secretariat has also implemented a new mass emailing system with powerful capabilities.

### **11. ALIGNMENT OF MEMBERSHIP YEAR WITH CALENDAR YEAR**

The Chairperson PROPOSED to change the membership year to January to December and that the July bill represent an 18 month period.

- RESOLVED to change the membership year to be from January to December. The July billings will be for an 18 month period. The rate is to be 1.5 times the 2008/2009 fees. [Action: Secretariat]

### **12. CHANGES TO THE CONSTITUTION**

The President enquired about the process to update the constitution as AGREED at the AGM.

- AGREED to send out a ballot to Corporate members to i) extend the voting rights of members, ii) to enable electronic voting methods and iii) change financial and iv) membership years as per point 11 above. [Action: Secretariat & OJF]

### **13. SACNASP**

The Council NOTED that non-SACNASP registered consultants had been removed from the website.

### **14. Food bev Seta**

Dr van Wyk advised that the Food Sector SGB has been re-registered with SAQA.

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The Food Sector SETA has invited SAAFoST to become an Institute for Sectorial Occupational Excellence (ISOE) and will be making money and expertise available to the Association in order that its capacity to assume this role be investigated. To this end an agreement had already been signed with the FoodBev SETA. **[Action: OJF]**

#### **15. PUBLIC RELATIONS**

The Council NOTED that the President attended two conferences of related institutions and that SAAFoST will be participating in the 2008 ADSA Conference, "Evidence Based Nutrition: Leading the way in innovation", to be held at the University of Pretoria from 28 September to 2 October 2008 .

#### **16. JOURNALISM AWARDS**

AGREED that adjudicating committee members (Watson, Maguire, Anelich, Sigge, Ponquett, van Wyk, Lombard), would make available to Mr Frisby, their choice of Meritorious Award for Journalism winner by mid June

#### **17. LIAISON WITH THE DEPARTMENT OF HEALTH**

Mr Frisby and the President have met with the Department of Health's Mr Dries Pretorius, on media matters and the draft regulations. The matter of Formal South African stances at international conventions was discussed as well as certain misrepresentations.

- AGREED to send a letter signed by the President, to the Department of Health, expressing a lack of confidence in Ms Antoinette Booysen to represent South African positions at CODEX meetings. **[Action: N Sunley RM]**
- AGREED that SAAFoST can play a role in a national forum dealing with health claims in the media but that a leading role in such a forum may not be achievable from a manpower point of view.
- NOTED that food packaging that make health claims, may need to be registered as medical products in the future.

#### **18. INTERNATIONAL RELATIONS**

The Council NOTED that SAAFoST , the CGCSA, HPA, ILSI and ADSA were being approached to fund a dinner/cocktail for an unspecified number of Codex delegates attending a Codex meeting at the Cape Sun Hotel in Cape Town in November 2008.

AGREED that sponsoring the Codex event is outside of the scope of SAAFoST, unless it can be turned into a branch event for members or be valuable to members in some form. DW will attend forthcoming meeting in Jhb to discuss with HPA And GMA **[Action: Mr Watson]**

#### **IFT**

Dr Sigge and the President will attend the 2008 IFT Conference, to represent SAAFoST, present papers, promote IUFoST 2010 and renew important acquaintances.

- AGREED to fund the S+T of the President from the travel grant, to attend the IFT event. It amounts to approximately R25 000. The expense is to be allocated to the President Expense Budget line. **[Action: Secretariat]**

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## **IUFoST**

The distance education programme for Africa is still a work in progress. Problems with finding the correct level for the curricula were identified. Finding local partners and sponsors remain problematic.

### **19. THE FOOD ADVISORY CONSUMER SERVICES (FACS)**

It was NOTED that FACS had decided to make R30,000 available to publish a SANCU booklet titled, "Fighting the Obesity Pandemic". It would include the FACS Media Snippets prepared by Mr Frisby in March for International Consumer Rights Day.

- NOTED that Mr Sunley had resigned from the FACS committee.
- AGREED to appoint Ms Lombard as the new representative on the FACS committee.
- ADSA was in the process of appointing a new representative to replace Lauren Wyper.

## **IUFoST 2010**

Five Council local members will attend the Shanghai congress of IUFoST this year.

Sponsorship raising documents are ready for use in Shanghai, to raise funds for the 2010 event in South Africa.

NOTED that Professor David King will do the opening address for the 2010 conference.

### **20. ACCREDITATION FOR CEU's FOR DIETICIANS (CEU's)**

CEU's were applied for and allocated to dieticians attending the SAAFoST Seminar, "Functional Ingredients for the Metabolic Syndrome" held in Johannesburg and Cape Town on 21 and 22 May respectively. It was agreed that national accreditation would be investigated for 2009.

[Action: OJF]

### **21. MEDIA**

- AGREED to consolidate media type agenda items for future meetings. [Action: Secretariat]

### **22. PARTICIPATION IN NUTRITION CONFERENCE 2008**

The President will address the conference on flavours. Colours will be addressed by a visiting specialist, Mr Vince Martin, from Sensient. Other topics such as water in SA, food packaging and nanotechnology will also be considered for a "SAAFoST Session", on Wednesday 1 October.

### **23. SAAFoST EVENTS 2008/9**

The President enquired about having a large SAAFoST event for early 2009.

- AGREED to host an Expo in March 2009 event early in 2009. Mr Frisby is to draft an event plan for finalization by September 2008. [Action: OJF]

### **24. SENSORY FORUM**

The Council NOTED a request for SAAFoST to help promote Sensory Forum events.

- AGREED that the SAAFoST mailing list can be used to publicize Sensory Forum as well as sending notices on their behalf. The notices are first to be checked by Mr Frisby before they are sent out. [Action: OJF]

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## 25. STUDENT INITIATIVES

Mr van den Berg suggested holding an open day for students, at each institution. SAAFoST marketing goods were also suggested as well as using senior students to present their work to junior students. The Student newsletter and other information are to be published on the SAAFoST website. SMS' could also prove to be an excellent communication medium with students.

Mr Watson suggested that SAAFoST sponsor a T-shirt for TUKSFoST at Pretoria University. This was rejected in favour of a national SAAFoST student T shirt

- AGREED to produce a national T-shirt for students enrolling for the 2009 year. Mr van den Berg is to propose designs to the Council at the September 2008 meeting.

[Action: Mr J van den Berg]

Dr van Wyk suggested that SAAFoST target popular magazines to promote food science issues and food technology.

- AGREED to market food science by using popular magazines and initiatives from the Cape University of Technology.

[Action: Dr J van Wyk]

## 26. NEWS FROM SAAFFI

SAAFFI has invited SAAFoST to help support a new SAAFFI course and to help promote these courses.

- AGREED to pursue closer relationships with SAAFFI and their programmes.

[Action: Mr Kaka]

## 27. SAAFoST ENDORSEMENT OF CHOICES PROGRAMME

The Council NOTED that Unilever has requested that SAAFoST endorse their choices programme.

- AGREED that SAAFoST should not endorse the choices programme, as this would create a problematic precedent. SAAFoST do however support healthy eating and habits in general. Mr Fribsy is to reply to Unilever, informing them of the Council's decision. [Action: OJF]

## 28. HISTORY OF SAAFoST

The President suggested that the history of SAAFoST needs to be recorded for the 50<sup>th</sup> birthday of the Association. [Action: OJF]

The Council NOTED that an evening at the IUFoST 2010 event has been set aside for the birthday of SAAFoST.

## 29. PRESIDENTIAL SHIELD

Mr Watson PROPOSED that a new presidential shield be manufactured, as well as shields for branch chairpersons.

- AGREED to manufacture a supply of new presidential and branch chair shields.



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[Action: Mr Watson]

**30. CHARGING FOR MAILSHOTS**

Ms Marongwa Themba suggested a standard charge for mailshots using the SAAFoST mailing list. The proceeds of this exercise will go to the 2010 Conference fund.

- AGREED to produce a guideline on sending advertisements to members on behalf of third parties. The price is to be at least R3000 per email transmission. [Action: OJF]

**31. DATE OF NEXT MEETING**

The next round of meetings will be held on 29 & 30 September 2008.

**32. CLOSURE**

The President thanked the members and closed the meeting.

**Thus read and confirmed:**

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PRESIDENT

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DATE