

The South African Association for Food Science and Technology



20 June 2018

SAAFoST COUNCIL MEETING MINUTES		
Minutes of the SAAFoST Council Meeting held at Garden Court OR Tambo on Wednesday, 20 th June 2018 at 09h00		
MEMBERS PRESENT		
Lucia Anelich (Exco)	President	Anelich Consulting
Gunnar Sigge (Exco)	President (2010-2013) ex officio	Dept. Food Science, SU
Anza Bester (Exco)	Vice President	Merieux NutriSciences
James McLean (Exco)	Treasurer & President Elect	Hilltop Food Ingredients
Owen Frisby (Exco)	Executive Director	SAAFoST
Melanie Naidoo	Cape Br Representative	Doehler SA
Gerda Botha	SACNASP Representative	SACNASP
Silnia Badenhorst	Northern Branch Representative	Massmart
Gill Slaughter (GvS)	National Secretary	Turners Conferences
BY INVITATION		
Irene Burke	Membership Development Officer	SAAFoST
Tricia Fitchet	Editor: FST	SAAFoST
APOLOGIES		
Ingrid Woodrow	Chair: Northern Branch	IMCD South Africa
Catherine Chisindi	Northern Branch Representative	Novozymes SA (Pty) Ltd
Madelein Jansen	KZN Br Representative	Kerry Ingredients
Thapelo Mashego	Chair: KZN Branch	Kerry Ingredients
Jessica Kemp	Chair: Cape Branch	Deli Spices

No	Item	Action	Date
1	WELCOME AND APOLOGIES		
1.1	<p>Lucia welcomed the Council Members to the SAAFoST Council Meeting especially Silnia Badenhorst who will be representing the Northern Branch and apologies were noted.</p> <p>It was further noted that:</p> <ul style="list-style-type: none"> Gerda, Tricia and Melanie would need to leave the meeting at 13h15 and 14h00 respectively. 		

2	READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS		
2.1	<p>The agenda was accepted with the following additional items.</p> <ul style="list-style-type: none"> • Student Membership – under membership point 7 • Aubrey Parsons Award Student • Lucia – Publications and Media – discuss Website. • SACNASP to be moved up after point 5. • Travel Grants • David Watson SAAFoST 2019 will present between 12h00 and 12h30 • Break 12h30 for lunch. 		
3	READING & CONFIRMATION OF MINUTES		
3.1	<p>Lucia thanked Gunnar for chairing the last meeting in her absence. The minutes of the meeting of the 14th of March were distributed to the Council Member before the meeting. The following corrections were noted:</p> <p>Page 4 – 6.2 Biannual should be Biennial</p> <p>Page 5 – 8.1 For the first time a journalist bursary has been awarded of R10 000.00</p> <p>Page 10 – Anelich Consulting not LA.</p>		
3.2	The minutes were approved by Gunnar Sigge and seconded by Anza Bester.		
4	MATTERS ARISING FROM PREVIOUS MINUTES - 14th March 2018		
	<p>Lucia under finances:</p> <p><i>6.2.3 It was noted that at the next council meeting there would be discussion about SAAFoST being an NPO and having a very healthy bank balance. What was the issue; Gunnar confirmed that he had made the point and it was agreed that this matter should be discussed under finances.</i></p> <p>Lucia under membership:</p> <p><i>7.1.1 Membership figures increased due to Listeriosis workshop – Irene confirmed that the workshops caused a lot of activity and were good for SAAFoST. There was an increase of 33 members directly linked to the Listeriosis Workshops. Not all are paid as yet.</i></p> <p>Further down under 7.1.1:</p> <p><i>Gunnar asked that the online membership form link be sent to all members on the different social media platforms asking them to forward to their colleagues; Irene planned to do a notice and circulate it; this item has been carried forward. The link will be tweeted, put up on Facebook and LinkedIn.</i></p> <p>A share button is to be added to the membership form.</p> <p>Gunnar asked that an action person be allocated to all action points.</p> <p><i>14.2 – Gunnar to find the generic SAAFoST presentation and forward it to the Council and Branches. Ongoing.</i></p> <p><i>17.1 – SARS Tax Exemption Certificate – to be kept under finances.</i></p>	<p>IB</p> <p>TC</p> <p>TC</p> <p>TC</p>	
5	MOTIONS & PRESENTATIONS & DOCUMENT SIGNING		

5.1	Motions		
	<p>The following motions were raised during the Council Meeting.</p> <ul style="list-style-type: none"> Lucia put forward a motion that was raised at the Executive committee meeting on the 19th of March. The motion was as follows: <p>A SAAFoST advisory committee put together oversight/advisory handbook for all congress organizing committees to ensure continuity for all future SAAFoST Congresses. A member of this advisory committee would sit with the congress organizing committee and run through the document in detail. The motion was accepted.</p> <p>Proposer: Gerda Seconder: Irene</p> <ul style="list-style-type: none"> Further to David's suggestion that the Congress is not audited separately Lucia put forward a motion that the SAAFoST Congress will not be audited in future. TC prepare a congress trial balance which will be reviewed by the SAAFoST Council. <p>Proposer: Gunnar Seconder: Irene</p> <p>Lucia put forward a motion that Gunnar's request for additional funding for himself of R12 000.00 for attendance at IUFoST be considered.</p> <p>Proposer: Gunnar Seconder: James</p> <ul style="list-style-type: none"> Owen put forward a motion to increase the value of the Dreosti and Ginsburg awards to R6000.00. Discussion took place on this matter and it was agreed to increase the award value to R7500.00 from 2019 onwards. (note after the meeting: Owen advised that this motion was passed in the council meeting on the 20th of October 2017.) <p>Proposer: Gunnar Seconder: Anza</p>		
6	FINANCES OF THE ASSOCIATION		
6.1	Financial Statements		
	Nothing to report.		
6.2	Report - State of the Finances		
	<p>James presented a PowerPoint to the council as follows:</p> <p>Finances broken into two sections:</p> <p>Absa Current Account and Investment Accounts</p> <p>The Absa account balance is R182,000.00 which is enough for running expenses for 1.5 months.</p>		
6.3	Investment Portfolio		
	Nedbank R1.19 million and earns between R6,500.00 and R8,000.00 in interest per month.		

	<p>5.75 % interest is being earned from the Money Market account.</p> <p>The Old Mutual Investment account has a balance of R3.5 million, generating earnings of R8,000 – R9,000 per month in interest.</p> <p>An income of R1.6 million is expected from the 2017 congress and once this is paid the council will need to discuss the way forward with the investment portfolio.</p>		
6.4	Budget		
	<p>Income</p> <p>Currently in surplus of +R700,000.00 due to additional income from the 2017 congress of R500,000.00. The income from membership fees has been good and income from workshops excellent. A surplus of R241,000.00 is projected from the Listeriosis and Sodium reduction workshops. James congratulated all concerned for the success of the workshops.</p> <p>Expenditure</p> <p>32% of the total budget has been spent to date but there are still some big-ticket expenses that need to be paid including Melanie's trip to IFT, the new website and the second payment of R300,000.00 to the SAAFoST Foundation. James confirmed that a total of R600,000.00 will be donated to the Foundation this year.</p> <p>Melanie thanked SAAFoST for the sponsorship and will send her claim through to Virosha at Turners for payment.</p> <p>Owen asked if the Students who are given Global Challenge grants can also submit claims in advance of their trip. The council agreed that they and other SAAFoST members can submit a spreadsheet detailing their budgeted expenses and that 80% of the R18,500.00 could be paid out in advance. The balance will then be paid out once the students have submitted reconciliations of their expenses with receipts after their trip.</p> <p>Gunnar expressed concern that the SAAFoST bank account will have a balance of between R5.5 – R6 million and asked if this should be of concern as an NPO. Owen responded that van der Walt had advised that the bank balance doesn't matter, the way the money is put to use is of more concern. SAAFoST add value and give back to their members.</p> <p>Additional Expenses for 2018 will include:</p> <ul style="list-style-type: none"> • The cost of a Marketing Person – Full time person required. A job description is in the process of being finalized. Develop the marketing strategy, Input and oversight of the Website, design of notices, social media management, press releases etc. Most importantly raise the profile of SAAFoST. The marketing person will also work for FACS, the SAAFoST Foundation and My SAAFoST. • The cost of the New membership system once it is up and running. 		
7	MEMBERSHIP		
7.1	Membership Update		
	Irene reported that her focus has been converting student members to full members.		

<p>254 have been converted so far and 28 Student have been converted to Post Grad members.</p> <p>1037 emails were sent out to Students and only 40% answered the email.</p> <p>Turners sent out two reminders and a bulk SMS.</p> <p>The student member lists have also been sent out to the universities and posted on Facebook.</p> <p>The database has been updated, approval is required from Council of the sample registration form stating that students need to provide proof of registration as a student by the end of March, on a yearly basis. Irene will amend the form further to discussion during the meeting and post it on the website.</p> <p>James advised that DUT forgot to hand out the SAAFoST membership forms but will do so after the June break.</p> <p>174 students will be suspended at the end of June.</p>	IB	
<p>Irene prepared a document analyzing how long students take to finish their degrees at CPUT. It takes approximately 8 years for students to qualify. SAAFoST offer membership on a complimentary basis for 4 years. A suggestion was made to charge students a nominal fee of R50.00 per year. To be discussed further at a later date.</p> <p>Travel Grants</p> <p>Lucia advised that two travel grants applications have been received from TUT post grad students and two from Stellenbosch, at present there are no travel grant applications for students only professional members. One student is looking for support of R21 504.00 and the second has asked for R23 450.00. TUT have paid registration fees.</p> <p>The council agreed that the student travel grant applications need to be open to all students with a limited number of grants being available. All students need to be made aware of this opportunity.</p> <p>Lucia requested that for this round, to avoid unnecessary delays, that SAAFoST support these two students. Discussion took place on the amount that should be funded, and it was agreed that a maximum of R25 000.00 would be provided to each student. The total budget for 4 students will be R100000.00.</p>	TC	
<p>It was agreed that Irene will make contact with the four students discussed.</p> <p>A proper call will be sent out for IUFoST2020, criteria will need to be decided and a review process put in place.</p> <p>Irene advised that the Aubrey Parsons Award winner from 2016 still has R20,000.00 available at the University of Venda and would like to use these funds towards her current studies in pharmaceuticals or towards her attendance at the IUFoST congress. The SAAFoST Council did not approve this request as the student is no longer studying food science. Irene will correspond with the student and request a refund from the university.</p>	IB	

7.2	Turners Conferences Membership Report		
	<p>Membership Stats</p> <p>Gill reported that as at the 19th of June, SAAFoST have 2411 members, the breakdown is included in the report circulated but the biggest contribution is students at 841 members.</p> <p>Tuners have invoiced R2.319 million, R1.218 million has been paid and R1.026 million is outstanding, 254 of the unpaid members are student converted members.</p> <p>Suspensions will take place by the end of June. Suspended members do not receive any perks but are invited to branch events.</p> <p>Lucia would like the council to consider charging suspended members an additional percentage to become a member again. Owen advised that a re-instatement fee is already in the constitution. This matter will be discussed at a future meeting.</p> <p>Lucia requested that all documents for the council meetings are circulated at least one week before the meeting date in future. Gill confirmed that all documents that have been received one week before will be circulated.</p>	TC	TC
7.3	Membership Marketing		
	Discussed under Marketing.		
8	SAAFoST FOUNDATION		
8.1	<p>Update</p> <p>Irene is waiting for 1st semester results so that the 2nd set of bursary payments can be made.</p>		
9	INTERNATIONAL RELATIONS / LIAISON		
9.1	IUFoST		
	<p>Update</p> <p>Nigel, Rosie and Lucia have applied for funding through NRF and have received a telephonic response that funding has been approved as per their requests for their attendance at the IUFoST 2018 congress.</p> <p>Lucia is doing a talk for the ICMSF Session and a Special Lecture on Listeriosis and is standing for President Elect.</p> <p>Three subject related IUFoST committees: Food Safety, Food Security and Education. Food Safety and Food Security committees are up and running and Gunnar will chair the Food Education committee.</p> <p>Financial support for IUFoST World Congress</p> <p>Previously it was agreed that local IUFoST governing council representatives can request top up funding from SAAFoST. This item will be discussed at the next meeting and a motion will be put forward.</p> <p>Gunnar would like to request R12 000.00 from SAAFoST, to attend IUFoST. He has managed to get R20 000.00 from the University. Lucia supported Gunnar's request and a motion was passed, detail under point 5, Motions.</p> <p>IAFST</p> <p>Lucia reported that Piet Steyn and Rosie Maguire have been elected as fellows, they</p>		

	are the 5 th and 6 th South Africans to be elected. Congratulations to both of them.		
9.2	IFT		
	Joint Membership		
	<p>An update will be received at the IFT congress from the 15th – 18th of July in Chicago on the 'joint memberships' that have been put in place so far. Gunnar is the SAAFoST representative to this group and he reported that the group get together at every IFT congress.</p> <p>Gunnar has been invited to a Volunteer Leadership Workshop during the weekend preceding the congress and a Panel on Emerging leaders network workshop on career insights.</p> <p>IFT have given SAAFoST permission to show the Food Evolution movie nine times, it is going to be shown at the universities during lunch breaks on the 15 an 31st of August. Owen is arranging this.</p>	OJF	
10	CONGRESSES & EVENTS		
10.1	<p>SAAFoST Congress 2017 – Final report and Finances</p> <p>Gunnar reported as follows:</p> <p>A surplus of R1.1 million was projected, but this has increased to R1.6 million.</p> <p>598 delegates registered and 11 accompanying people. 60 sensory workshop delegates.</p> <p>R2.24 million was raised from sponsorships.</p> <p>The Exhibition sold out and contributed R350 000.00 to the congress.</p> <p>The rest of Gunnar's report is included in the feedback report for future events.</p> <p>The report has been sent to David for the SAAFoST 2019 congress.</p> <p>Dreosti and Ginsburg Awards</p> <p>Discussion took place on the value of the Dreosti and Ginsburg awards and it was agreed that these awards would increase to R7500.00 per award from 2019 onwards.</p> <p>A motion was added to Motions.</p>		
10.2	SAAFoST Congress 2019		
	<p>David Watson, the 2019 Congress Chair joined the meeting and reported as follows:</p> <p>An inaugural local organizing committee meeting was held at IMCD.</p> <p>LOC make up:</p> <p>Chair: David Watson</p> <p>Vice Chair: Ingrid Woodrow</p> <p>Marketing: Wendy Beneke (C), Catherine Chisindi and Kelly Hargrave</p> <p>Exhibition: Deon Gallus</p> <p>Scientific Programme: Riette de Kock (C), Gunnar Sigge (VC), Denise Metcalfe, Femi Adebo, Silnia Badenhorst, and Naushad Emmambux</p> <p>Sponsorship: Nicola Brook (C) and Lorraine Geel</p> <p>Treasurer: David Watson and Ingrid Woodrow</p>		

All committees can co-opt additional members were required.
Owen Frisby and Irene Burke will be service providers as they need to concentrate on SAAFoST.

PCO: Turners

David met with Turners in Durban and ironed out a couple of issues i.e. budget from 2017, Turners have experienced high staff turnovers in their finance division but have employed a new Finance Team Leader and assured David that service levels will improve.

Congress Venue: Birchwood Conference Centre

The advantages of Birchwood are as follows: Central, hourly shuttle from the Airport which will cut costs. Space for the Banquet, breakaways, exhibition space, posters and catering.

Dates:

Sunday 1 – Wednesday 4 September 2019

Theme:

Food Science and Technology for the 21st Century

Areas to be considered:

Access to exhibition by exhibitor customers and staff to avoid any unpleasantness, product theatres and enough time for the BGM.

Expenses are expected to come in close to R1 million. Other venues considered were St Georges, CSIR and Gallagher Estate.

Auditor:

David suggested that the 2019 congress is not audited which will save the congress R35,000.00.

An interest-bearing account will be opened for the congress.

Exhibition and Sponsorship

One prospectus will be designed for SAAFoST 2019.

Exhibition Open afternoons will be introduced and offered to exhibitors to invite their clients and staff to visit their stand. A cash bar will be available.

Confident we will be able to fit fifty 2x2 stands in the exhibition area.

Once the budget is finalized, registration fees will be set.

Sponsorship target: R1.5 million.

	<p>Brand in the process of being created.</p> <p>Save the Date announcement to go out on the 1st of July, 14 months ahead of the congress.</p> <p>Accommodation: 2, 3 and 4-star hotels are available ranging from R1,100 to R1,500 per night.</p> <p>Gill will be meeting with the venue tomorrow to discuss the venue build up cost and accommodation rates.</p> <p>Lucia asked David to keep note of the timelines and provide a detailed report after the congress for the Congress continuity committee.</p> <p>David suggested that a longer lunch break/ poster viewing time be allowed. Gunnar agreed that a 1.5-hour lunch break be considered.</p> <p>A media room and speaker preparation room will be provided.</p> <p>A recharge zone to be offered as a sponsorship opportunity and included in the Exhibition area.</p> <p>Speaker budget still to be decided.</p> <p>Tricia asked David to share the congress brand, first announcement, website etc. for social media. David will put Wendy in contact with Tricia.</p> <p>Entertainment: My Fathers Coat – Plenary, Opening Ceremony or Closing Ceremony! The council are comfortable with the suggestion. David will contact the entertainer.</p> <p>David has met with Wendy Knowler and Georgina Crouch and will contact Catherine Childs and the CGCSA for FACS to make them an integral part of SAAFoST before the congress in 2019.</p> <p>Lucia will pass her media list on to David.</p> <p>The next Congress LOC meeting will take place in Johannesburg on the 25th July 2019.</p>	<p>DW</p> <p>DW</p> <p>LA</p>	
11	PUBLICATIONS AND MEDIA		
	<p>Update – Social Media</p> <p>Facebook: 1300 follows</p> <p>TF has posted 20 items to Facebook, 6 per month.</p> <p>Instagram: 89 followers mostly from the congress. Claire feels Instagram is a good platform but needs to be promoted more. Claire to send Turners the Instagram handle for the website.</p>	<p>Claire</p>	

	<p>LinkedIn: 478 members, 25 new followers since March.</p> <p>Melanie has posted 10 items since March and needs to send TC the LinkedIn handle for the website.</p> <p>Twitter: 726 followers</p> <p>Tricia sends Gunnar the announcements that go up on Facebook and he tweets them. 4116 people saw the post yesterday and 63 engaged with the tweet.</p> <p>41 media engagements and 7 retweets.</p> <p>General</p> <p>The Social Media handles need to link through to the social media pages.</p>	MN	
11.1	<p>FST</p> <p>Tricia confirmed that the July issue was signed off on Monday. Work has already started on the November issue. Tricia asked council for any topic suggestions for future issues. Three cover issue adverts are confirmed.</p> <p>Income from cover adverts equate to approximately R60 000.00 per issue.</p>		
11.2	<p>Website</p>		
	<p>Lucia and Anza are happy with Veeny, one of the suppliers whom submitted a quotation for the website compilation and design. Lucia will contact Veeny and find out what the next step will be in developing the new website. Lucia would like young members to be involved in the website committee. Melanie suggested all young members from the branches meet and provide input. Lucia will contact the three branches.</p>	LA	
12	<p>FOOD ADVISORY CONSUMER SERVICE (FACS)</p>	OJF	
	<p>Owen briefly reported on FACS and the following points were highlighted:</p> <ul style="list-style-type: none"> • Lucia has written a Listeriosis article and sent it to David, Gill requested that it be sent to TC to put up on the website. • Owen looks out for any controversial issues and asked the council to submit any ideas through to him. • ADSA will do an article on Aids and Nutrition and one on Obesity. • Buttons will be added to all articles to print and share. • All articles have been edited with headers, footers and a new type face. 	OJF	
13	<p>REGULATIONS</p>		
	<p>Update</p>		
	<ul style="list-style-type: none"> • Microbiology – On the 11th of June, the Dept of Health sent out a revised version of the regulation 692 the regulation governing Microbiological Standards for Foodstuffs and related matters in South Africa, it is a signification revision, almost as if decided to put aside the previous one and start fresh. Looked at Australia and European union regs. Threw out silly things that were there before. Feedback has been sent back by Lucia. • SANS 885, the South African National Standard for Processed Meat, has been revised again, Lucia asked to review, done so, trying to align to 		

	<p>CODEX. Whether it becomes compulsory is still to be seen. Two meetings will take place next week and Lucia will keep an eye on them. Lucia assumes another circulation will be done before finalizing.</p> <ul style="list-style-type: none"> • Part 2 of the regulations relating to the Labelling and Advertising of Foodstuffs (R146) needs to be looked out for and circulated to members • HACCP – processed meat sector has been finalized. • GMO Regulations in Namibia – political – want to ban GMO's. 		
14	SAAFoST MAJOR OBJECTIVES 2017 Rolling out into 2018		
14.1	<p>My SAAFoST</p> <p>A report was not received from Jessica but James gave the following feedback on the proposed strategy: R6,0000.00 has been budgeted for My SAAFoST but nothing has been spent as yet.</p> <ul style="list-style-type: none"> • My SAAFoST champions have been identified in each branch. • Support committee at each branch that will form a national team to nurture and implement things within their regions – done. • KZN – have young committee, Tosin is assisting the student leaders, identified a few but assessing ability. Jessica has given guidelines on what to look for. Students want life skill mentoring as well as food tech advantages. Once leaders are appointed, they will work with Jessica. • The Cape Branch is also far ahead and working with Durban closely. • Branches nurture their local student divisions with the goal that the chair and vice chair of the student branches should eventually sit on the branch committee with professional members also allowing for a transition of members - ongoing • March to July will not have student involvement. It is preparing to launch to the students and to get a structure so that they feel comfortable when they start to get involved. • Support committee coordinators from each branch will need to meet regularly on national level as well. • Support committees need to reach out to the academic institutions to get buy in. • Create a welcome package for students – ongoing. • Silnia will put on the Agenda for the next Northern branch meeting. 		
14.2	<p>Marketing SAAFoST - update</p> <p>Discussed under Finances, point 6 above.</p>		
14.3	<p>Electronic membership system – update</p> <p>Gill reported that the 'New' system is in the process of being tested, it is based on M files and Turners are using SAAFoST as the example association. Phase 1 should</p>		

	launch shortly. By the end of 2018 a new system should be online. Good progress has been made and looking positive.		
14.4	<p>Go to Webinar</p> <p>Gill reported the following:</p> <ul style="list-style-type: none"> • SAAFoST are registered with Go to Webinar and the 1st year subs have been paid. • Gill, Viroscha and Irene have tested the system on a basic level and all is in order. • Training needs to be done by Gill, Viroscha and Irene. • Information sheets need to be developed and branded. • The webinar is setup by the organizer and a link is sent through to participants. Individuals need to check their computer settings. • Gunnar asked if the sharing of a presentation can be done, Gill confirmed that this can be done. • Lucia asked that Gill check if a pre-recording can be presented to a group. This aspect needs to be tested. • A phone in option needs to be available – Gill confirmed this is available. • Mac and Microsoft instructions will be made available. • Gill to setup a council members test. • Registration for a session with payment processing needs to be put in place. Gill confirmed that Turners will manage the payments. • Sharing of a PDF of the presentation needs to be made available to attendees after the event. • Look at the option of sharing documents, link to a secure page on the SAAFoST website with documents. • The SACNASP webinar should be done at lunchtime. • Look at offering free webinar recordings to all members. 	<p>GvS IB</p> <p>VB</p> <p>GvS</p> <p>GvS</p> <p>GvS</p> <p>GvS</p>	
15	TASK TEAM, BRANCH, ED & MDO REPORTS		
15.1	<p>Brief Updates</p> <p>Cape Banch</p> <p>No written report was provided. Gunnar gave a verbal report on the branch activities as follows:</p> <ul style="list-style-type: none"> • Cook off coming up in July, notice sent. 21 August Event – Sensory person – heading judging panel for SA Olive producing awards. Specializes in Beer, Wine and Olive Oil. General talk to be done on all three. • Stefan will brew two sets of beer one with chlorinated water and one without, and tasting will take place at the August event. • Quiz later in the year. • Finances all fine, Jennifer Ricketts is still the branch treasurer. <p>Northern Branch</p>		

	<p>A written report was circulated before the meeting and Silnia highlighted the following items:</p> <ul style="list-style-type: none"> • A panel discussion/ presentation took place on the 17th of April on Avian Flu, 36 participants attended. • A Sugar session took place on the 22nd of May and approximately 60 participants attended. <p>The following future events are planned:</p> <ul style="list-style-type: none"> • July – Factory event or Surviving Listeria talk. • DAFF were invited to talk on new published assignee's but have turned down the invitation. • The Quiz will be the branch's year-end function. • Finances stand at R37,644.00. <p>KZN Branch</p> <p>James briefly discussed the KZN Branch activities and highlighted the following:</p> <ul style="list-style-type: none"> • The new committee are very active and dynamic. • Presentation on Listeria by Dr Yates - 26 February 2018. • Sodium reduction workshop in May 2018, well supported and attended by 60 participants. • A Custodian Breakfast celebrating the 45th Anniversary of the KZN Branch is planned for the 16th of July. • DUT My SAAFoST Student Lecture in August 2018. • Sugar Reduction Workshop – September 2018 		
	<p>Executive Director</p> <p>The Executive Directors report was circulated to the Council before the meeting.</p>		
16	<p>SACNASP</p>	GB	
	<p>Gerda reported:</p> <ul style="list-style-type: none"> • A recent highlight for SACNASP was the breakfast meeting held on the 14th of June where a report was submitted to the minister and DDG and accepted by them. The fact that VA's require funding from government was discussed and included in the report. • Future activities for SACNASP will include: Tracking unemployed Graduates Review and input into industry qualifications • Gerda quoted the following statement made by Mr Ramaphosa in his recent state of the nation address: <i>'We urge professional bodies and regulatory authorities to take action against members who have been found to act improperly and unethically.'</i> • Gerda therefore reiterated that it is important that the food industry subscribe to the SACNASP code of conduct. • SACNASP wants to update it's systems but has not managed to find a supplier who is able to do so. 		

	<p>Irene stressed that people still don't seem to know that they need to be members of SACNASP. Further marketing is required. Melanie suggested using SAAFoST's social media platforms to put out teasers about SACNASP membership and CPD points to its members. All agreed that this would be a good idea.</p> <p>Gerda thanked the council for their input and will feed back to the SACNASP board and minute the points raised at this meeting.</p> <p>Owen re-iterated that it is important that SAAFoST promote SACNASP membership to its members even though membership is not been policed by SACNASP at present.</p> <p>Lucia thanked Gerda for her feedback and invited her to present a webinar to all SAAFoST members on SACNASP. The webinar would be provided on a complementary basis at a convenient time.</p>		
17	ADDITIONAL ITEMS & GENERAL		
17.1	<p>SARS tax exemption certificate</p> <p>The certificate is in process.</p>		
17.2	Travel Grants		
17.3	<p>The following general items were raised:</p> <p>Food Control System Assessment Tool</p> <p>New tool that FAO WHO have put together, well done. Lucia is the technical expert on this tool. Tested in Indonesia and Malawi, first meeting in November 2017. All government departments brought together and trained for 4 days, unpacking the tool, had to find a rep from each department who had to complete the table of questions. 4 dimensions, each cover something different. All responses have been received and Lucia's assistant is busy putting everything together. Gaps need to be identified and additional information obtained from the departments. Three future visits will take place and the final one will include presentation of the results.</p> <p>The tool will be used by countries around the world. Developed countries will be able to do it themselves but developing countries will require training. Once complete, Lucia will share with the South African government. Owen suggested that we inform members about this tool and ask them the questions. The question is which department would be invited to do a presentation? This point will be flagged and carried over to the next Council meeting. TC to add to the Agenda for the next meeting.</p> <p>Nigeria</p> <p>The Nigerian Institute of Food Science and Technology (NIFST) has invited SAAFoST members to participate in its 42nd Conference and AGM from the 15th to the 18th of October 2018. Lucia will be attending the meeting and expects the institute to request special registration fees for SAAFoST 2019. A circular has been sent to SAAFoST Members to gauge interest.</p> <p>Port Elizabeth</p> <p>Juliette, a member in Port Elizabeth wrote an email requesting SAAFoST set up an Eastern Cape Branch, only eight individuals are members at this stage. Twenty are needed to start a Branch. Lucia will contact the eight members to get them to chat to other possible members and garner more support.</p>	TC	

18	Schedule of Council Meetings going forward		
18.1	<p>The next meeting will take place as follows:</p> <p>2018</p> <p>Exco Meeting: 14 November. The FACS meeting will take place in the morning and EXCO in the afternoon.</p> <p>Council Meeting: 15 November 2018</p> <p>2019</p> <p>Exco Meeting: 13 March</p> <p>Council Meeting: 14 March</p> <p>Exco Meeting: 12 June</p> <p>Council Meeting: 13 June</p> <p>Council Meeting: 31 August</p> <p>Turners will circulate the calendar invitations to Exco and Council.</p>	TC	
18.2	<p>Lucia thanked the Council for attending the meeting.</p> <p>The meeting closed at 15:30</p>		