

The South African Association for Food Science and Technology



Updated 26 Aug 2014

SAAFoST COUNCIL DRAFT MINUTES

Minutes of the SAAFoST Council meeting held at the Cape Town International Airport Conference Centre on Thursday 24th July 2014 at 10h00.

MEMBERS PRESENT			
Amanda Minnaar	President-Elect SAAFoST	Dept. Food Science, U.P.	AM
Gunnar Sigge	Immediate Past-President Chair: Cape Branch	Dept. Food Science, S.U.	GS
Jannie van Aswegen	Vice President Chair: Northern Branch	Retired / Novozymes	JvA
Ryk Lues	Vice President	Central University of Technology: Free State	RL
Rosie Maguire	Treasurer	In Essence	RM
Russell Hove	KZN Branch Vice-Chair	Pakco	RH
Jacques van den Berg	Cape Branch Representative	Appletiser SA	JvdB
Paul Vet	Cape Branch Representative	BIS	PV
James McLean	KZN Branch Chair	Hilltop	JM
Nigel Sunley	IUFoST Liaison	Sunley Consulting	NS
Owen Frisby	Executive Director SAAFoST	SAAFoST	OJF
Dudley Randall	National Secretary	Turners Conferences	DR
BY INVITATION			
Irene Burke	Membership Development Officer	SAAFoST	IB
Tricia Fitchet	Editor: FST	SAAFoST	TF
APOLOGIES			
Ryan Ponquett	President SAAFoST	Kerry Ingredients & Flavours	RP
Grant Moplé	Cape Branch Representative	Afriplex	GM
Romy Stuhler	N Branch Representative	Yum	RS

No	Item	Action	Date
1	WELCOME AND APOLOGIES		
1.1	AM chaired the meeting in the absence of RP and welcomed the members to the meeting.	AM	
1.2	Apologies were received from RP,RS and GM.		
2	READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS		
	The Agenda had been circulated and was confirmed.		
3	READING & CONFIRMATION OF MINUTES		
	The minutes of the meeting of 29 th January 2014 have been circulated. The minutes were proposed by JvA and seconded by OJF.		
4	MATTERS ARISING FROM PREVIOUS MINUTES		
4.1	Correction, Item 2: Should read SAAFFI and not SAACI.	DR	
4.2	Correction, Item 2: Dairy Board should be replaced with SASDT South African Society for Dairy	DR	

	Technology.		
4.3	Correction, Item 4.2: Should read "JvdB is to re-circulate the standard presentation to Council for comment and update".	DR	
4.4	Correction, Item 4.9: "DR is to send provisional Congress financial results to Council".	DR	
4.5	Correction, Item 7.1.2: "SAAFoST will attempt to follow up on the high number of students from KZN who complete their education and encourage them to become members. The KZN branch is to follow up."	DR	
4.6	Correction, Item 9.2.4: "IFT are cognisant of the fact that they are based in North American and are keen to learn from the rest of the world."	DR	
4.7	Correction, Item 11.1.6: "A sub-committee consisting of RP, RM and GS will be set up to discuss FST issues."	DR	
4.8	Correction Item 13.5: "OJF proposed that a MJ Kort award is to be considered."	DR	
5	MOTIONS & PRESENTATIONS		
5.1	NEDBANK PRESENTATION re: Management of Investment Portfolio : 10h00-10h30 Presented by: Jessica Jenvey and Warren Poole.	RM	
5.1.2	Presentation Excerpts:		
5.1.2.1	Nedbank is not only focused on investments but they also provide advisory services including company and tax status.		
5.1.2.2	Office bearers have a fiduciary responsibility to manage sustainable investments for their Organisations.		
5.1.2.3	SAAFoST should consider the benefits of having a balanced strategy with those of a growth strategy.		
5.1.2.4	SAAFoST should consider the impact of volatility on the funds by looking at the maximum upside and maximum downside between the balanced strategy and growth strategy in relation to SAAFoST's demand for cash.		
5.1.2.5	Jessica recommends a full allocation of equities to the off-shore side as opposed to the current muted domestic side.		
5.1.2.6	Investing through the Philanthropic department gives customers access to Fairburn Capital unit trusts which are only available for Nedbank clients.		
5.1.2.7	The Investment team will consider and advise SAAFoST on appropriate asset allocations.		
5.1.2.8	No fees or commissions are charged up-front. Jessica would need to find out about switching fees. There may be an administration fee on new investments.		
5.1.2.9	Proposed portfolios were included in the Nedbank presentation documentation.		
5.1.2.10	Jessica will send the presentation to Rosie in electronic format as a PDF.	JJ	
5.1.3	DISCUSSION AND DECISIONS ON INVESTMENTS:		
5.1.3.1	Following the presentation, RM advised that the SAAFoST Constitution requires that investments be conservative and therefore the funds should be invested in a balanced fund rather than in a growth fund. However there could be different views on the interpretation of meaning of the term "conservative" and notwithstanding this, Council must be mindful of the intention of the clause.		
5.1.3.2	In answer to a question regarding the obligation of SAAFoST to make additional funds		

	available to the Foundation, GS mentioned that the original aim was to generate R500 000.00 for this purpose.		
5.1.3.3	The question of how much of the available one million Rand should be invested was raised considering that Central may need to provide some funding to FST due to the difficulty that was being experienced in raising advertising revenue.		
5.1.3.4	Discussion was taken on whether SAAFoST should continue with the services of the current fund manager.		
5.1.3.5	OJF suggested the funds should be split between two fund managers so that comparisons could be made on their performance. RM pointed out that is could only apply if the funds were invested in identical portfolios.		
5.1.3.6	It was noted that investing with a large Organisation like Nedbank has the advantage of succession rather than the vulnerability of being dependent on an individual.		
5.1.3.7	<p>PROPOSAL</p> <p>NS proposed that SAAFoST move the administration of the investment portfolio to a Nedbank Managed Wealth balanced portfolio. This is dependent upon Nedbank responding with acceptable fees for the reinvestment within Fairburn Investment Capital.</p> <p>Proposed: NS Seconded: AM. The mention was carried with the proviso regarding the acceptable fees.</p>		
5.2	PASUFONS PROJECT		
5.2.1	Hildegard Niehaus presented: 11h00-11h15	GS	
5.2.2	<p>PASUFONS is a Project between three partner universities:</p> <ul style="list-style-type: none"> ○ (MAK) Makerere University Uganda ○ (SU) Stellenbosch University South Africa ○ Jomo Kenyatta University of Agriculture and Technology Kenya 		
5.2.2.1	The objective of the project is to develop a partnership programme that will strengthen the academics of food and nutrition sciences at universities and produce highly skilled graduates.		
5.2.2.2	<p>The project will address problems that persist in the participating countries.</p> <p>The final beneficiaries are all parties in the food chain.</p> <p>The project responds to the needs of industry and provides highly skilled food and nutrition science graduates.</p>		
5.2.3	The project is in currently in stage 1. Seeking industry stakeholders to take part.		
5.2.4	PASUFONS would like to use SAAFoST's experience and expertise in establishing and executing the programme and would report back on progress and achievements made through the programme.		
5.2.5	It was mentioned that PASUFONS should be aware of the work that Denise Metcalfe is doing for her PhD regarding linking industry to universities as this may be useful to the project (AM).		
5.2.6	SAAFoST Council members may be able to assist by distributing the project questionnaires to their contacts.		
5.3	THE POPI ACT		
5.3.1	<p>Zurina Samodien (RBS) and Simon Colman (SHA) and Candice Sutherland (SHA).</p> <p>Presentation on the PoPI Act and its Implications: 12h00-12h30</p>	TF	

5.3.2	The Protection of Personal Information (PoPI) legislation was introduced last year but the provisions have not been implemented as yet.		
5.3.2.1:	A fine of R10 000 000 or 10 years may be imposed as a maximum for breach of the regulations.		
5.3.2.2	The legislation is designed, amongst other things to encourage people and organisations to protect data that is entrusted to them rather than to be penal.		
5.3.2.3	Personal information may not be shared without the permission of the personal that it relates to.		
5.3.2.4	SAAFoST is not the target of this legislation but needs to protect the information and data given to the Association. People have a right to know what data of theirs SAAFoST possesses and can ask to have it removed.		
5.3.2.5	Question: Does FST need to get permission from people to send them information and documents such as FST. Answer: Yes. Technically FST needs to go through another subscription service and ask the questions.		
5.3.2.6	Question: Can these permissions be incorporated in new membership application forms. Answer: Yes it can. Existing members can be asked to accept FST at the time of renewal of their membership.	OJF IB	
5.3.2.7	Question: Does SAAFoST need to take out insurance to protect the organisation against liability arising from breaches under the PoPI regulations. Answer: Yes Directors and officer's liability insurance should be implemented for Council members. GS RM RP and TF have called for at quotes for insurance for FST and this should be extended to SAAFoST. SAAFoST should communicate with SACNASP who have good rates for public liability insurance.	OJF	
5.3.2.8	Congresses need to ask delegates if their names may be published in a delegate list. Members' names published on the website need to have the permission of the member.		
5.3.2.9	It is acceptable for SAAFoST to do its own research from publicly available information and the association may use that information contact people. Organisations must notify the regulator in the event of data going missing or being stolen and failure to do so is a breach of the regulations.		
6	FINANCES OF THE ASSOCIATION:		
6.1	Financial Report (State of the Finances) RM Presented a report which has been circulated.	RM	
6.1.1	The value of investments as at 12th June 2014 was R 2 064 289.95. This reflects a growth of 6.4 per cent since January 2014.		
6.1.2	The bank balances as at 30 th June 2014 were: ABSA 92058200197: R 277 547 Nedbank: R 862 118		
6.2	Membership income collections tend to be low at this time of the year and SAAFoST may need to draw on Nedbank funds if required.		
6.3	RM stated that SAAFoST really does need to focus on what is being spent.	All	

	Any events or projects must generate a budget and cash flow projection at least a month in advance of the commencement of the event.		
6.4	Congress accounts must be finalised in the year in which they take place.		
6.4.1	Turners are directed to move the 2013 Congress funds immediately from the Congress bank account into Nedbank call account.	DR	
6.4.2	The SAAFoST 2015 Congress will require some fairly substantial funding for advance deposits for venues and service providers. It should be noted that income from delegates, the trade and sponsors tends to come in quite late hence the need for advance deposits to be funded from Central.		
6.4.2	Budget income and expense scenarios are being done on participation by 250, 300 and 400 delegates.		
6.5	The Secretariat is in the process of renegotiating our NPO tax status with SARS according to new regulations. Most of SAAFoST's income is generated from membership fees.		
6.6	IB reported that there were a number of companies that require a tax clearance certificate before they are able pay their subscriptions. DR reported that the tax clearance was being addressed with SARS and should be finalised in due course.		
6.7	Membership Fees		
6.7.1	There are approximately 200 unpaid company and individual subscriptions for membership fees.		
6.7.2	224 people are on the membership pending list while IB is awaiting proof of their payment.		
6.7.3	An online payment facility is to be considered so that new applicants can transact payment at the same time as they fill in the application form. Turners to investigate online payment options and to present options by service providers at next council meetings. A facility for people to pay membership fees by credit card payment is to be placed on the website as soon as possible.	DR	Next Meeting
6.8	Budget		
6.8.1	Council needs to start thinking about the budget for next year.		
7	REPORTS: EXEC. DIRECTOR AND BRANCHES		
7.1	Executive Directors Report:	OJF	
7.1.1	Owen presented a verbal update.		
7.2	Northern Branch Report:	JVA	
7.2.1	The Northern Branch Report was circulated to Council Members.		
7.3	Cape Branch Report:	GS	
7.3.1	The Cape Branch Report was circulated to Council Members.		
7.4	KZN Branch Report:	JM	
7.4.1	The KZN Branch Report was circulated to Council Members.		
8	MEMBERSHIP		

8.1	Custodian Membership :	OJF	
8.1.1	Most of the Custodian membership fees have been paid with a few exceptions. The target for new Custodian memberships is 15 for this year. Mergers are taking place in the industry and that is reducing opportunities.	OJF	
8.2	Membership Student and Post Graduate:	IB	
8.2.1	A number of applications have been received from students who are not studying food science and technology but rather unrelated subjects. IB asked if they should be accepted as non-paying members.		
8.2.2	IB is to compile a list of degree qualifications that are to be considered for free membership. Other students may qualify for a reduced membership. It was agreed that nutrition and dietetic students would qualify for free membership.	IB	25/8/14
8.3	IB asked how long Students qualify for free membership and the answer was 4 years maximum.	IB	
8.3.1	IB reported that It is difficult to keep track of the students' academic progress in the institutions as they don't respond to enquiries. IB, with the help of SAAFoST branch chairs is tasked to ask HOD of institutions for lists of students and their academic status.	IB	
8.4	A section is to be developed on the SAAFoST website to inform students of the processes relating to the transition from a student member to a full member. This will allow students to understand their status and apply appropriately.	DR IB	DR IB
8.5	Student Commitment:		
8.5.1	It was suggested that recipients of SAAFoST bursaries should be student representatives at branch levels but it was agreed that's this is not always practical due to the work volumes and the fact that it is difficult to enforce commitment from them. The letter from the Foundation should state that Students are expected to remain active SAAFoST members when they have completed their studies.		
8.6	Post Grad Membership:		
8.6.1	The Residency period for a Student was set at 2 years and for Masters at 3 years for their doctorate All Post Graduate Students must be in full time study and be registered as bone-fide students. They must not be partially employed as this will require them to pay full membership fees.		
8.6.2	Post Doctorate members must pay full membership fees.		
8.6.3	DR is to assist IB by structuring the database with facilities to record and report student information in a manner that would enable the tracking of students' academic progress. Nationality should be included in the application form.	DR IB	
8.7	SAAFoST should have a comprehensive programme for educating and enlightening students on what the benefits of belonging to the association are and what the conditions of SAAFoST membership entail.	IB	
8.8	SAAFoST awards are available to the most suitable SAAFoST student candidate in accordance with the criteria advertised for that particular award irrespective of student's nationality.		
8.9	GS introduced a motion that, following today's meeting, a task team be set up to consider and		

	<p>address all aspects membership marketing and recruiting as the numbers are stagnating as is indicated in the reports for Turners.</p> <p>This particular marketing portfolio should possibly be headed by a member of Council and could be the Vice-President, President-Elect or Immediate Past -President.</p>		
9	SAAFoST FOUNDATION		
9.1	Update:		
9.1.1	<p>Turners are to ask the Foundation to prepare and submit an update report to Council or to let Council have the minutes of their last meeting or a short summary of their activities. This will be in the same way as the Executive Director and Branch Chairs submit reports before the council meeting.</p>	DR	Next Meeting
9.2	Expenses for attending Foundation meetings:	OJF	
9.2.1	<p>It was agreed that SAAFoST will pay the cost for a Council Member to attend a Foundation Trustees meeting.</p> <p>Where possible the Foundation meetings should be held at a similar time to the Council meeting to maximize on cost savings</p>		
10	INTERNATIONAL RELATIONS		
10.1	IUFoST	NS	
10.1.1	<p>Governing Council (GC):</p> <p>NS was not successful in his candidature for President –Elect. Dietrich Knorr was elected to this position.</p> <p>RM was successfully appointed to the IUFoST Governing Council.</p> <p>NS remains on the IUFoST Governing Council as a member of the Special Advisory Committee.</p> <p>Lucia Anelich has been appointed to the IUFoST GC as Chair of the Scientific Committee.</p>		
10.1.2	<p>IUFoST Governing Council meets once a year. The GC meetings are held at the IUFoST Congress but in intervening years they are usually held where there is a related Congress or event.</p> <p>NS suggested that SAAFoST should invite the GC meeting to be held in Durban in 2015. Council Members will pay for their own flights and SAAFoST must provide free registration and accommodation. The NRF may be approached to possibly assist with funding.</p> <p>SAAFoST Council agreed that the IUFoST GC be invited to hold their meeting in Durban in 2015.</p>	NS	
10.2	IFT	GS	
10.2.1	IFT have requested a meeting with the SAAFoST delegates who are attending IUFoST 2014 in Montreal.	GS	
10.2.2	The IFT President will be invited to the SAAFoST Congress in 2015.	GS	
10.2.3	<p>JvdB participated in the IFT 360 degree programme and reported as follows:</p> <p>20 delegates from 12 countries participated. The objective of the programme is to apply and share leadership skills amongst younger delegates. Several panel discussions were held and delegates also attended some scientific sessions. It is a very good programme.</p> <p>The group was tasked to develop one significant project. This involves discussions and interaction between participants from the different countries who give input on their local situations and experiences .Some case studies will be presented on what is working and what</p>		

	<p>is not working.</p> <p>The participants were also asked to make suggestions on how the programme might be improved.</p>		
11	CONGRESSES & EVENTS		
11.1	IUFoST 2014: Montreal:	NS	NS
11.1.1	<p>NS reported that the planning and arrangements are progressing more smoothly than Brazil but they are not at the same level as what Cape Town was with its programme. 1269 delegates from 76 countries have registered at this stage.</p> <p>SA remains incredibly well connected on a global basis as a consequence of the success of the 2010 Congress.</p>		
11.2	SAAFoST 2013 Feedback and Accounts:	DR/OJF	
11.2.1	<p>The Congress accounts have been audited and show a surplus of R1 546 689.96.</p> <p>OJF and Rosie have been authorised to sign off the Congress accounts.</p>		
11.3	SAAFoST 2015: Durban:	JM/OJF	
11.3.1	<p>The Event:</p> <p>The event will take place from 6-9 September 2015 at the Elangeni/Maharani Hotel in Durban and will comprise of 4 parallel sessions. 23 exhibition stands will be available.</p>		
11.3.2	<p>Budget:</p> <p>Ron Timm has assisted with the budget preparation together with Turners who were the PCO for the prior Congress.</p> <p>The Budget is being developed at present and will be based on three income options for registration, namely 400 participants, 300 participants and 250 participants.</p>		
11.3.3	<p>Academic Programme:</p> <p>Peter Clark from DUT is arranging the speakers and papers.</p> <p>It was mentioned that the academic fraternity in South Africa is prepared to assist with abstracts.</p> <p>SAAFoST must encourage IUFoST Council Members (9 people) to participate as speakers if the Governing Council meeting is held in Durban. The event will need to budget for 3 nights' accommodation and registration for these speakers.</p>		
11.3.4	<p>IT and social Media:</p> <p>Russell Hove is managing this.</p>		
11.3.5	<p>Exhibition and sales:</p> <p>James McLean and Storm Shanley are arranging the exhibition aspects.</p>		
11.3.6	<p>Sponsorship:</p> <p>Peter McCullam is in charge of sponsorship.</p>		
11.3.7	<p>Organising and Logistics:</p> <p>Turners Conferences are managing the logistics of the congress.</p>		
11.3.8	<p>Congress Theme:</p> <p>It was suggested that "Growing Food Science and Technology for a Sustainable Future" be considered as the theme for the congress.</p>		
11.3.9	Promotion:		

	<p>The committee was encouraged to get the 1st notice out as soon as possible so that the dates can be diarised by delegates ahead of competing events.</p> <p>The Cape Branch offered to pay for the production of the 1st Announcements. Flyers are to be prepared for Montreal as a matter of urgency.</p> <p>TF advised that two Pages of FST have been set aside for promoting the 2015 congress. Material must be in by 1st October 2014 to meet the deadlines.</p>		
11.3.10	Branches were encouraged to start considering the sponsorship and funding of students to attend the congress.		
11.3.11	SAAFoST Council mandated OJF in his capacity as Executive Director to sign venue and service provider contracts and agreements		
11.4	Events in 2014:	OJF/ RP	
11.4.1	RL was a guest speaker at the GPSI event held in February and was impressed with the new technologies used for mobile devices.		
11.4.2	RL mentioned that the International Committee on Food Microbiology and Hygiene (ICFMH) Food Micro Conference in Nantes is coming up and could have an impact on the attendance at the 2015 Congress.		
11.4.3	Branch events. Events that are successful in one branch should be considered for hosting at other branches.		
11.4.4	Income of R150 000 is budgeted to be generated by ED. Branch chairs have been asked to inform Council of the dates and details of their events.		
12	PUBLICATIONS AND MEDIA	OJF/TF	
12.1	SAAFoST South African Food Science & Technology (FST):		
12.1.1	<p>TF advised that a labour consultant has drawn up service level agreements which have been signed and accepted by FST's advertising, sales and administration providers. As such they provide a service to FST magazine. The editor's agreement will be signed off by OJF today.</p> <p>These agreements also specify each service provider to the magazine must have either a sole proprietorship or a cc so that SAAFoST is not involved in their tax issues.</p>	TF	
12.1.2	<p>The May 2014 edition generated a small surplus.</p> <p>The August 2014 edition has done very well in achieving the highest volume of advertisement sales since inception.</p>		
12.1.3	November issue sales have not gone well, in part due to the economic recession and also as a result of not having a dedicated advertising salesperson. Final costs for the November issue are not in yet, but it is estimated that the shortfall in covering costs will be about R70 000. This would be covered by some of the FST surplus already generated.		
12.1.4	SAAFoST is to consider alternative ways of funding FST.		
12.1.5	<p>FST must be an agenda item for next SAAFoST Council meeting.</p> <p>Consideration should be given to incorporating FST into SAAFoST and TF should not be considered to be a contractor.</p>	DR	
13	SAAFoST STRATEGY		
13.1	Strategy Meeting Feedback and Future Actions:	RTP	
13.1.1	Due to time constraints and in the absence of RP it was agreed that the strategy could not be meaningfully considered at this meeting and that it should be held over to a future meeting.		

14	ADDITIONAL ITEMS & GENERAL		
14.1	Draft Labelling Regulations R429 (29 May 2014):	NS/OJF	
14.1.1	SAAFoST needs to address the scientific attributes of the regulations in an objective manner on behalf of its members.		
14.1.2	NS has been asked to quote on a brief for a submission on behalf of SAAFoST in response to the draft regulations, focusing on the scientific point of view.	NS	
14.2	NPO Status: SARS Status:	OJF/DR	
14.2.1	DR advised that the attorneys were currently addressing the NPO status with a view to updating the constitution in accordance with the latest regulations as per the revised act. Once this was done the tax clearance certificate can be applied for.		
14.3	Bulk Mail:	DR	
14.3.1	DR advised that the challenges persist with recipients email servers quarantining emails sent, particularly by universities and very large organisations. Turners were investigating alternatives to Graphic Mail. In the interim individual mail was being sent to sensitive addresses.	DR	
14.4	FACS reporting:		
14.4.1	DR reported that attention still need to be given to this matter.	DR	
14.5	Council Meetings:		
14.5.1	Meetings should be planned to address either strategy or operations matters in order for Council to be able to get through all the items on the agenda. Video conferencing should be considered for operations sessions.		
15	DATE OF NEXT MEETING		
15.1	DR is to discuss possible dates towards the end of October with RP as a matter of urgency.		