

**SAAFoST COUNCIL MEETING MINUTES**

Minutes of the SAAFoST Council Meeting held via GoToMeeting on 02 July 2020 at 11h00am

<b>MEMBERS PRESENT</b>			
James McLean (Exco)	(JM)	President	Hilltop Food Ingredients
Lucia Anelich (Exco)	(LA)	Immediate Past President	Anelich Consulting
Gunnar Sigge (Exco)	(GS)	Special Interest - International	Dept. Food Science, SU
Elna Buys (Exco)	(EB)	President Elect	Univ of Pretoria
Riette de Kock (Exco)	(RdK)	Vice President	Univ of Pretoria
Ingrid Woodrow	(IW)	Chair: Northern Branch	IMCD South Africa
Madelein Jansen	(MJ)	KZN Br Representative	Kerry Ingredients
Lisa Ronquest-Ross	(LRR)	Chair: Cape Branch	MANE SA
Emma Phillips	(EP)	Vice Chair: Cape Branch	Deli Spice
Gerda Botha	(GB)	SACNASP Representative	SACNASP
Sharon Beeming	(SB)	National Secretary	Turners Conferences
<b>BY INVITATION</b>			
Tricia Fitchet	(TF)	Editor: FST	SAAFoST
Tsetse Baloyi	(TB)	Communications Officer	SAAFoST
Irene Burke	(IB)	Membership Development Officer	SAAFoST
Juliette le Roux		EC Representative	
Gill Slaughter	(GILLS)		Turners Conferences
<b>APOLOGIES</b>			
Deon Gallus	(DG)	Vice Chair: Northern Branch	Novazymes
Anza Bester	(AB)		Merieux NutriSciences

No	Item	Action	Date
<b>1</b>	<b>WELCOME AND APOLOGIES</b>	JM	
	James welcomed all to the GoToMeeing. Apologies received from AB and DG		
<b>2</b>	<b>READING &amp; CONFIRMATION OF MINUTES FROM 12 MARCH 2020</b>	JM/ALL	
	GB had sent in some revision for her section of the minutes which SB would change. However, as minutes had gone out late Council members had not had an opportunity to go through the minutes and it was requested that they be done within 2 weeks. Minutes were not confirmed from the previous meeting held on 12 March 2020.		
<b>3</b>	<b>CONSTITUTION ACTIONS AND DISCUSSIONS</b>	ALL	
	RdK reported back on the progress: <ul style="list-style-type: none"> <li>An independent lawyer had been appointed to work with the Task Team on the Constitution.</li> <li>He had presented a quotation that was agreed was agreed and accepted.</li> <li>The tax status of the Organisation had to be verified and made clear.</li> <li>The Task Team was ready to move forward with any necessary changes with the lawyer.</li> </ul> <p>JM clarified that SAAFoST was tax exempted, registered as VAT vendors, therefore charged VAT and did not pay tax.</p>		

	<p>RdK continued to advise:</p> <ul style="list-style-type: none"> <li>• that this was correct and currently that SAAFoST was registered as an NPO however, it would be decided if this was the best for SAAFoST as an organisation going forward.</li> <li>• Turners had advised that there was changes that were taking place, however, these was not finalized. She would follow up with Turners.</li> </ul> <p>JM requested Turners forward the NPO certificate and Tax Exemption certificate to RdK so that she could forward it on to the lawyer. The lawyer could then advise the way forward for SAAFoST.</p> <p>JM advised that it would be worth mentioning to the lawyer that SAAFoST' s income is derived from 50% membership fees and 50% congress fees as this could play a role in which way, he, the lawyer, would see the organization registered.</p> <p>JM mentioned that at the previous meeting there was discussion of training for Council members so that they were aware of their responsibilities and duties that was part of the Constitution and GB had submitted a quote for an online training course for Council members that started at +- R40 000.00.</p> <p>GB added that the companies name was Brave Inflexions, Dr Claudelle von Eck she could offer two half day morning session webinars with 20 to 30 people. The cost included an hour consultation. AS SACNASP required training that was more tailored the cost was +-R60 000.00.</p> <p>LA advised that once the Constitution was revised and accepted by the members; and as discussed in previous meetings, a set of policies and procedure would need to be put in place. One of policies was training of council members and their responsibilities when they were elected and that a budget be set aside for this purpose.</p> <p>LA wanted to know if there was more information that Council could receive, example like a pamphlet so that they could investigate it and get more background.</p> <p>GB responded that this would not be a problem and that the email response from Dr von Eck could be shared with Council.</p> <p>JM suggested that GB and himself contacted Dr von Eck with regards to the aspects that needed looking, for her to put something together so that it could be presented to Council for approval.</p> <p>JM would circulate the email that he had received from GB from Dr von Eck.</p> <p>Gills suggested that if the Constitution was going to be amended perhaps also looking at areas where meetings, AGM's took place face to face, could then take place virtually or as a hybrid option.</p> <p>GS suggested that a CEO be appointed, and the CEO drive the training forward.</p> <p>All agreed.</p>		
4	<b>CONGRESS 2021</b>	MJ	
	<p>MJ reported as follows and as shows a video:</p> <ul style="list-style-type: none"> <li>• Thanks Gills from Turners for joining the meeting.</li> <li>• COVID-19 was changing on how things were done and as a Congress Committee they had reviewed what should be done with regards to SAAFoST Congress 2021.</li> <li>• Should they book a venue or should a virtual or semi virtual meeting take place.</li> <li>• On 09<sup>th</sup> June, Turners sent a memo out advising that they could do virtual congress or meeting and from this point numerous meeting took place.</li> </ul>		

- She had received two quotes from Turners, one was for a hybrid meeting, i.e. a conference venue and at the same time a parallel virtual meeting would take place. There was also a quote for a virtual meeting.
- As a Congress Organising Committee it was difficult to know what the situation would be in the next year as currently gatherings were only that of 50, would they be 100.
- They were also aware that they needed to have a program out within the next few months.

MJ requested that Council give a consensus as to what they would be happy and comfortable with, with regards to the 2021 Congress

MJ continued to point out:

- People had to travel significantly further when attending a Conference in Durban.
- This would be an opportunity to the KZN Branch to hold the first virtual congress for SAAFoST. It wouldn't be the first as many others are following this format Globally.
- Many more people in the Food Industry would be able to attend a virtual meeting regardless of where they were situated who might not have considered attending Congress.

A short video was shown.

MJ advised that the video demonstrates that a program gets written for your Congress and your Exhibition hall becomes a virtual Exhibition hall.

MJ advised that as an organizing Committee they suggested that a package be delivered to a delegates home with samples, brochures, a printed proramme, pens and notepads so that each registered delegate would still receive their sample bag/box which would still give the opportunity for sponsorship.

MJ added that she would share the budget for both the hybrid and virtual with SB to share with Council when the minutes went out. The profit for a virtual meeting was considerably higher to that of a hybrid meeting.

JM advised that he has spoken to two exhibitors of previous congresses, one was in favour of a virtual congress and the other apposed.

JM added that the decision was to either go virtual for 2021 or postpone until 2022?

LA requested further information with regards to maximum people whom could be accommodated through the virtual system and the costs associated and potential profits.

GillS advised on the following:

- The number of attendees was unlimited
- The cost would go up according to the numbers.

MJ showed the budget for the virtual meeting and AV/IT was the biggest expenses.

LA advised that this would be a good opportunity for African participants to attend the SAAFoST Congress that would otherwise not be able to.

JM advised as mentioned earlier, Durban's Congress were not as well attended as the other regions Congresses therefore it would be a good opportunity to go virtual and see how it turned out.

JM mentioned that IFT had cancelled their Congress and moved it to a virtual meeting and proposes sending a few of Council members and Congress Organsing Committee to the IFT virtual meeting so that they could give feedback. SAAFoST would then pay for the

	<p>registration fees.</p> <p>Council supported this proposal and would subsidize EP and Lauren White for the Emerging Leaders Network. The following Council members and Congress Committee members would also be subsidized by SAAFoST:</p> <ul style="list-style-type: none"> <li>• GS (had done his own registration)</li> <li>• RdK (would do her own registration)</li> <li>• JM (would do her own registration)</li> <li>• LA</li> <li>• MJ and Storm Shanley. Gillis would login with MJ</li> <li>• LRR</li> </ul>		
<b>5</b>	<b>CEO APPOINTMENT</b>	JM/ALL	
	<p>JM thanked LA, EB and RdK for putting together the profile for the CEO, the next step would be to find an employment agency to source candidates for this position.</p> <p>LA suggested that PAR Excellence be used as they seemed to be the Agencies with the best candidates.</p> <p>JM mentioned that there were some people that had come forward for the position and they would also be afforded the opportunity to apply.</p> <p>JM continued to mention that there was an alternative, but this would be discussed at the next Exco Meeting.</p> <p>LA advised that the Agenda suggested the next Exco Meeting was going to be held in September 2020 but perhaps it should be held sooner.</p> <p>JM agreed that it would be held the following week.</p> <p>EB advised that she would revise the CEO advert before sending it to the Agency.</p>		
<b>6</b>	<b>FST</b>	TF	
	<p>TF requested from Council that due to COVID-19 should the FST November 2020 issue go out digitally again as she had only received her April 2020 issue of FST in the post the previous week.</p> <p>EB advised that she had enjoyed receiving her FST magazine in her inbox and for the first time she had gone through the magazine on receipt of receiving her email. Could the magazine not always go out electronically?</p> <p>IB suggested sending out a poll to members after the November 2020 issue to find out whether they wanted to receive the magazine electronically or hardcopy.</p> <p>All agreed to the poll after the November issue.</p> <p>GB asked whether the sponsors preferred hard copy or electronic version?</p> <p>LA mentioned that if SAAFoST were to go the electronic version then to perhaps looking at the option where the magazine was in a magazine format and one could flip the pages and download articles in a pdf format.</p> <p>JM requested that TF revise the cost of digital basic and digital enhanced.</p> <p>All agreed that the November 2020 issue should go out digitally.</p> <p>TF mentioned that Companies are busy with their 2021 budgets and wanted to know whether the FST rates for 2021 should be increased by the inflation rate or be kept at the current 2020 rates for advertising?</p>		

	Council agreed to keep the rates at the 2020 rates.		
<b>7</b>	<b>MEMBERSHIP – Doc 2</b>	IB/SB	
	<p>SB advised reports back as follows:</p> <ul style="list-style-type: none"> <li>• Membership fees had been slow in coming in, however a lot more activity had taken place within the prior two weeks.</li> <li>• Statements were going out the first week of the month.</li> <li>• There were still many companies that were not fully back at work and therefore payment was a lot slower, especially when getting PO numbers and payments.</li> <li>• Many members were currently not been paid or only partially paid but wanted to retain their membership. Some were paying R100 off a month.</li> </ul> <p>SB requested from Council that members usually get suspended at the end of July, but to suspended then would mean suspend many members, could suspension of members perhaps take place later in the year.</p> <p>Council agreed to suspended later in the year.</p> <p>LA wanted to know if any Custodians had resigned.</p> <p>SB advised that 5 had but not due to COVID-19 they had resigned at the end of 2019.</p> <p>JM would contact the 5 resigned Custodian members and find out their reasons for resigning.</p>		
<b>8</b>	<b>FOOD FACTS EDUCATION DISCUSSION</b>	IW	
	<p>IW advised that we live in a society where people either under nourished and dying from hunger or obese tend to believe everything that was on social media. SAAFoST should perhaps start some sort of drive involving the consumer and retailers so that people would be made aware of what was good nutritional products but not necessarily expensive and do some campaigns aimed at consumers.</p> <p>IB advised that there was FACS and on the Committee there was people from industry, nutritionists, dieticians perhaps this would be the route to go. What was the role?</p> <p>LA suggested getting a small task team together and then deciding what message SAAFoST wanted to get out to consumers and how frequently and in what format? TB should be part of the Task Team so he could help with the potential communication route. It would be a good idea to approach ADSA and the Nutrition Society of SA and bring them on board as part of the Task Team and see if they would be interested.</p> <p>GB commented that FACS could play a role and there should be a Task Team and perhaps the initiative could be discussed offline.</p> <p>JM enquired whether FACS could take on an initiative like this.</p> <p>GB advised that she was unsure if FACS could, but individuals would certainly that was why she suggested a group get together and discuss specific action.</p> <p>LA advised that it was a far more focused and not only about developing statements etc. on food facts as such but rather a proactive drive to get information to assist consumers to find information on reputable websites or forums. Consumers unfortunately do not know where to look and therefore follow what they see on social media. It would be a question of educating in a proactive manner.</p> <p>IW suggested getting a group of people together that would look at all these aspects and look at the country, as there were many poor people suffering from malnutrition.</p> <p>LA commented that it is important therefore to bring on ADSA and NSSA with their expertise was the way to go forward.</p> <p>MJ commented that it was important to get the message out to consumers that SAAFoST was a trustworthy and reputable organization and would always give the honest truth and</p>		

	<p>that the information that was put out at that time was scientifically correct and also acknowledge that as an organization we would constantly be learning and it was an evolving subject.</p> <p>RdK suggested that once a CEO was appointed that this was one of the important tasks the CEO should also be driving as there needed to be a liaison between, industry, FACS, and consumers.</p> <p>JM suggested that IW start putting something together so that when the CEO was appointed there was a starting point.</p> <p>IW agreed to do this</p>		
<b>9</b>	<b>General</b>		
	<p><b>Webinars</b></p> <p>JM mentioned that during lockdown many webinars had been taking place with the help of members. The topics were of great and he congratulated, IB, TB and Turners for their work.</p> <p><b>World Food Safety Day</b></p> <p>JM congratulated LA and her team for work that was put into this. Well done LA. IB requested that if anyone had any ideas for webinars and good speakers to get in contact with her.</p>		
<b>10</b>	<b>DATE OF NEXT COUNCIL MEETING &amp; SEBSEQUENT MEETINGS</b>	JM	
	<p>The next meetings will take place as follows:  Exco Meeting would take the following week.  Council meeting would be decided by Doodle vote for August 2020</p>		
	<p>James thanked all for attending the meeting.  The meeting closed at 12h53</p>		