

SAAFoST COUNCIL MEETING MINUTES

Minutes of the SAAFoST Council Meeting held at City Lodge OR Tambo, 12 March 2020 at 09h00

MEMBERS PRESENT			
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
Deon Gallus	(DG)	Vice Chair: Northern Branch	Novozymes
Emma Phillips	(EP)	Vice Chair: Cape Branch	Deli Spice
Gerda Botha	(GB)	SACNASP Representative	SACNASP
Sharon Beeming	(SB)	National Secretary	Turners Conferences
BY INVITATION			
Tricia Fitchet	(TF)	Editor: FST	SAAFoST
Tsetse Baloyi	(TB)	Communications Officer	SAAFoST
Irene Burke	(IB)	Membership Development Officer	SAAFoST
APOLOGIES			
Madelein Jansen	(MJ)	KZN Br Representative	Kerry Ingredients
Lisa Ronquest-Ross	(LRR)	Chair: Cape Branch	MANE SA
Anza Bester	(AB)		Merieux NutriSciences

No	Item	Action	Date
1	WELCOME AND APOLOGIES	JM	
1.1	James welcomed all the first Council meeting for 2020. Apologies received MJ, LRR and AB		
2	READING AND CONFIRMATION OF THE AGENDA AND ADDITIONAL ITEMS	JM	
	The following points would be discussed at this meeting: Under point 23 Additional Items & General the following item was to be added: <ul style="list-style-type: none"> Bursaries for University of Free State Criteria's of Awards LA had requested the following point be added to the Agenda in the previous meeting: <ul style="list-style-type: none"> Brainstorming session with different groups of people including exhibitors and sponsorships to determine what should be changed going forward for Congresses. LA requested that point 6 be moved to later in the Agenda, in order that she could prepare some slides.		
3	READING & CONFIRMATION OF MINUTES	LA/ALL	
	The minutes of the meeting of the 14 November 2019 were distributed to the Council Members and the following corrections were noted: Page 1 – Juliette le Roux name to be taken out of apologies to be discussed. Page 2 – last point on first point should read as - At the next meeting in March 2020 an update would be given, the process would take between 6 and 9 months to be put in place and not At		

	<p>the next meeting in March 2020 and update would be given, the process would take between 6 ad 9 months to be put in place.</p> <p>Page 4 – Point 4 – Last paragraph LA read from the Constitution as to who should be on Council and it was the President, Past President, Vice President and 6 other council member, i.e. two representatives from each branch should be President, Past President, Vice President, President Elect and 6 other council members, i.e. two representatives from each branch.</p> <p>Page 5 – Second sentence – LA enquire should be LA enquired</p> <p>Page 5 – Fifth sentence – WP responded that current should read WP responded that currently</p> <p>Page 5 – Fifth sentence – Rosie Macquire should be spelt Rosie Maguire</p> <p>Page 5 Point 7 – EP gives feedback should read EP gave feedback</p> <p>Page 6 Point 5 – should read organigram and not organogram</p> <p>Page 6 Point 7 - should read represented and not represent</p> <p>Page 9 Second last point – should read The Adhering Bodies USA and not The Adhering Bodies of America</p> <p>Page 11 – Point 14 – should read TF reported and not TF report</p> <p>Page 11 – Point 14 last sentence – should read and was not dependent on advertising and not was not depended on advertising.</p> <p>Page 12 – Point 17 – CPD should have CPD clarity and implementation.</p> <p>Page 14 – SACNASP – relook at SACNASP with Gerda Botha to ensure correct information.</p>		
	<p>The minutes were approved by Lucia Anelich and seconded by Irene Burke</p>		
<p>4</p>	<p>MATTERS ARISING FROM PREVIOUS MINUTES – 14 November 2019</p>	<p>JM/ALL</p>	
	<p>CONSTITUTION</p> <p>JM advised on the following:</p> <ul style="list-style-type: none"> • It was agreed that the Constitution was outdated and should be updated as to how the Association would be run going forward and how Exco and Council Members would be constituted and what their positions and duties would be. Who would be co-opted and who would be at meetings? • The changes to the Constitution would reflect all Council members opinions as well as be approved by members. • A task team would be setup and asked for volunteers? • The task team would make proposals to update the Constitution. <p>JM proposes LA, GS RdK or EB and one person from the Northern Branch.</p> <p>IW suggests using the Honary Life members as they have time and a knowledge of SAAFoST.</p> <p>RdK mentions that currently SAAFoST was not running according to the Constitution and that another lawyer besides Janusz should be brought in to look at the Constitution. There were mistakes in the current Constitution that needed to be rectified and that this process shouldn't not take long.</p> <p>LA advises on the following:</p> <ul style="list-style-type: none"> • There was a South African Non-For-Profit Act (NPO) so this should be the starting point as this would guide what could and could not be put into the Constitution. • The running of the Association daily was part of the Policies and Procedures. • The Constitution was a guiding principle on how the Association was run on a macro level. The Constitution should not be changed every time a minor change was made that would fall under your policies and procedures. • Policies and procedures would be approved by Council, but the Constitutioi 		

<p>would need to be approved by the members.</p> <p>GS agrees with RdK in getting a lawyer who specialized in Constituitions and also who would look at the NPO Act. He also agreed that it was an urgent matter.</p> <p>ACTION: Task Team to be setup with RdK as Chair Task Team Members: RdK, LA, GS, DG and IB</p> <ol style="list-style-type: none"> 1. Find independent Lawyer 2. Open ended for cost. 3. Task team to give time frame. 4. Draw up the Policies and Code of Ethics 5. Look at membership categories 6. Looking at Marketing Policies <p>POLICIES AND PROCEDURES</p> <p>JM advises on the following:</p> <ul style="list-style-type: none"> • After the November 2019 meeting, he had met with Janusz and sent him the Constitution dated December 2016 that Owen had sent him. • The reason for the meeting and the thinking behind it at the time was to leave the Constitution as it was to change the By-Laws. Janusz advised that when By-Laws are changed then the focus was on the By-Laws and not on the Constitution and the Constitution was ignored. • LA then raised the issue that there weren't any Procedures or a Code of Conduct and how do we hold our members accountable if there was no Code of Conduct. • Procedures and Code of Conduct was for everyone, including Council members. • It was very clear in the Constitution that the Council ran the Association. <p>RdK advised that there was a Code of Conduct on the SAAFoST website.</p> <p>LA advised that the Code of Conduct was for Members but not for Council members. There was no Code of Ethics or Conduct as to how Council ran itself.</p> <p>EB enquires would it not be best to first do the Constitution first.</p> <p>LA advises that the these Policies and Code of Conduct would not affect the Constitution in anyway but align with the Constitution.</p> <p>RdK suggests that an Organizational Lawyer be consulted and then see how all these fits together.</p> <p>LA advised that some of the polices could be done parallel with the Constitution for example, Travel and Finance Policy as this had nothing to do with the Constitution.</p> <p>TREASURER</p> <p>JM advised on the following:</p> <ul style="list-style-type: none"> • It was agreed that he would step down as Treasurer due to a conflict of interest. • Council would send him a list of names for him to approach as the new Treasurer. He had not received any names. • He was currently Acting Treasurer and would like for someone on Council to volunteer. • If no one currently on Council wanted to be the Treasurer, then someone would have to be brought onto Council. <p>LA mentioned that she did say in the previous meeting that if no one else volunteered to be Treasurer she would, however, when JM approached her two weeks earlier, she was unfortunately not able to accept the position due to her work commitments.</p>	<p>RdK LA/GS/DB/ IB</p> <p>JM</p> <p>JM</p> <p>JM</p>	<p>6 – 9 Months</p>
--	---	-------------------------

	<p>LA advised that the Treasurer also would have to have some investment knowledge.</p> <p>JM advised that if Warren suggested it would be communicating with Council so that Council could decide and he would expect a response from each Council member on their suggestions and if they did not have a suggestion, then they replied NO COMMENT. It was then a Council decision as to what was done with the money.</p> <p>CEO (CHIEF EXECUTIVE OFFICER) JM advised as follows:</p> <ul style="list-style-type: none"> The consensus was the was no longer an ED but a more administrate post, a CEO would be appointed and that the Secretariat and staff would report to the CEO. <p>IB mentions that when there was only and ED there was no TF, TB or herself but now there was.</p> <p>LA advises on the following:</p> <ul style="list-style-type: none"> The role would change as currently TB was reporting to her, IB reports to Exco, the President. The idea with having a CEO was to run the office of SAAFoST. The CEO becomes the Custodian of the Organization and has a managerial role rather than an administrative role. There would be one office and both IB and TB would then report to the CEO and anyone else who was employed. The job description was very different to that of the ED. <p>JM mentions that SAAFoST was moving into a new phase and this was the future of SAAFoST.</p> <p>JM advises that timelines were that the advertisement for the CEO would go out by end of March and interviews take place in by end of April and the candidate was selected by mid-June 2020 and started 01st July 2020.</p> <p>JM mentioned that the position was available for anyone to apply and that the budget was available.</p> <p>Action: EB to take ED job description for Owen and LA's ILSI job description, put together and make one job description. This would be done by the end of March and it would go out for advertising and interview in April 2020.</p> <p>Point 2, Page 2 – Professional Training for Council Members GB mentions that SACNASP was having a full day Governance training and they could share the service provider information with SAAFoST as they tailor make these trainings for clients. Action: GB to rate training and what services were provided and costs. Report to JM</p>	<p>JM/ALL</p> <p>EB</p> <p>GB</p>	<p>End March/ April</p>
5	<p>MOTIONS, PRESENTATIONS & DOCUMENT SIGNING</p>		
	<p>Budget 2020 JM puts a motion forward to have the 2020 Budget approved Proposed by LA Seconded by GS Motion is passed.</p> <p>RdK volunteered to be the Treasurer Proposed by EB Seconded by IB Motion passed</p>		
6	<p>IUFOST</p>		

LA presents a slideshow and gives feedback as follows:

- With 3 of the Bodies, namely Christie Tarantino-Dean of IFT (USA), Jon Poole IFST (UK) and SAAFoST who had exited IUFOST.
- A meeting took place on Friday, 28 February in Port 'O Ferry in Northern Ireland.
- Maureen Edmondson, Margaret Patterson, Deidrick and Andrew were also in attendance at this meeting. Andrew participated in the call for about half an hour via WebEx.
- The reason for the meeting was as follows:
 - Purpose of the collaboration, who are we and what would we want to achieve
 - Was it a long term or short-term plan?
 - Structure
 - Have interactions with each other and who would take the lead on what discussions and what projects
 - How to co-ordinate the activities for Young Scientists

The decision that was taken was that no formal body would be formed it was not going to be in competition with IUFOST.

What was the purpose and everyone coming up with the following: It was a collaborative network of likeminded Food Science and Technology Bodies who had agreed to work together on projects which they had interest on the basis of their potential for real sustainable delivery / outcomes?

They would still be independent Bodies, working together. Some of the projects that were identified were:

- Traceability was currently a project that IFT was working on. IFST was interested and LA had advised that this was not a project that SAAFoST would currently be interested in.
- Joint Position Statements – IFST was putting a Task Team together to investigate this and IFT and SAAFoST would be interested.
- Intermedia Technology – there was a lot of technology in Africa, that was not high tech but work that was not documented and worked extremely well in various communities. – IFT was interested and IFST was less interested.
- Standardization of Interoperability
- Water Security – LA felt that this was important considering what SA goes through. IFT and IFST were also interested.
- Sustainability
- Project Leads

LA advised that they also discussed sharing of information, codex, accreditation of courses.

LA proposes the following to Council:

- Agree on principle to collaboration of the 3 Bodies, i.e. IFT, IFST and SAAFoST
- Agreed on purpose
- Agree on existing project
- Form dedicated Task Teams with a dedicated Chair
 - Scope of project (should it benefit our country / region)
 - Seek funding (potential NRF Funding)
 - Oversee project from beginning to end
 - Ensure practical outcome
- It does not necessarily have to be LA but it was agreed that LA facilitates this collaboration.
- Benefit – fulfilling SAAFoST' s obligation “of “giving back” to its members

LA advised that JM, Nigel Sunley and herself had gone to see NRF and informed them that SAAFoST had left IUFOST. A formal letter was sent to the NRF thereafter.

	<p>LA advised that they had discussed the collaboration with the other Bodies and had wanted to know if NRF had funding for some of the projects and them seemed open to this.</p> <p>JM advised that SAAFoST had resigned from IUFOST and had to go and see the NRF before a communication could go out to members. The reason for approaching the NRF before notifying members was that NRF paid the annual IUFOST membership fee of \$750.00.</p> <p>JM advised that there had been more Bodies that had resigned from IUFOST and that if SAAFoST saw a change in Governance they could rejoin at any stage.</p> <p>Proposed by GS Seconded by RdK</p>		
7	CONSTITUTION DISCUSSION		
	Discussed under Point 4 - MATTERS ARISING FROM PREVIOUS MINUTES – 14 November 2019		
8	ED AND TREASURER APPOINTMENT	ALL	
	Discussed under Point 4 - MATTERS ARISING FROM PREVIOUS MINUTES – 14 November 2019		
9	CUSTODIAN DEVELOPMENT (Value Statement)	ALL	
	<p>JM reported back as follows:</p> <ul style="list-style-type: none"> • Custodian memberships for 2019 contributed 2/3 of the membership income. • Membership income was +- R1 million and Custodian income was +- R600 000.00 • In December 2019, Spar resigned and advised that they would not be renewing their Custodian membership in 2020 • DSM Nutritional Products have not yet resigned but they are enquiring why should they be paying for Custodian membership and not just be members. • South African Bureau of Standards was also thinking of resigning due to budget cuts There were currently 75 Custodian members and we wanted to grow by at least 2 new Custodian members for 2020 • A discussion with David Watson and Anza Bester had taken place as they had good ideas on how Custodian members should be handled • SB of Turners would take over the total administration of the Custodians as it made sense as she had the information and kept the database up to date with the contact people at every company. • The billing period was changed from December to January as companies would want the December invoices to be credited and new invoices to be issued for January. • The Value Statement was looked at and it was felt for a Group that was contributing so much to SAAFoST they weren't being looked after. • Exco had come up with good ideas in their meeting the previous day. • Council needed to start the discussion at this meeting and develop a Value Proposition Statement. • It was discussed to start with Custodians, however it should also be extended to members. • The proposal was the TB would be given this project and all ideas and contributions be sent to TB so that he could put the Value Statement together and give feedback to Council. • The Value Statement would be a document that anyone could take and be able to take to a Custodian. <p>GS mentioned that it was important to not to sell Custodian membership, but rather say, SAAFoST would like you to partner with us and in achieving these goals together and better. They should aspire to want to be part of SAAFoST and see the value. It was not only their financial contribution, but they should want to support the vision of SAAFoST for what they were doing for their industry or part thereof in Food Industry.</p>		

	<p>RdK mentioned that Custodian membership was by invitation, so should two companies not be identified.</p> <p>IB mentioned that sometimes companies emailed her, and she would send it on to Owen, however this was a grey area, and who decided who can and cannot be a Custodian member?</p> <p>JM suggested that in the short-term people should be visiting the Custodians and being the face of SAAFoST. It should be a planned visit. It was agreed that once a Value Proposition Statement was in place, anyone could do it.</p> <p>JM suggested that until the CEO was appointed that perhaps each Branch have a Custodian Representative.</p> <p>TB commented that it was important to know who the representative of the Custodian member was, whether it was the CEO, Marketing Manager or a Scientist as each person would be looking for something different.</p> <p>JM mentioned that LA suggested that the Custodian members could be listed on one page in the FST magazine</p> <p>TF also suggested that the Custodians can be offered the opportunity of writing an article for the magazine.</p> <p>Action:</p> <ul style="list-style-type: none"> • TB to setup Value Proposition Statement, Custodians, Institutions and all Members • Everyone to give their ideas and comments to TB so that he can collate all comments and give feedback to Council. 	TB/ALL	
10	MySAAFoST	MySAAFoST EM/GS	
	<p>EM reported back as follows:</p> <ul style="list-style-type: none"> • After the last Council Meeting they discussed who they were and that they needed a National structure. • GS had assisted in creating an organogram for the MySAAFoST group <p>GS presented the slide show on behalf of MySAAFoST and explained how the MySAAFoST intends to work Nationally:</p> <ul style="list-style-type: none"> • Each Branch has its own MySAAFoST Group which would be made up of young professionals and students in that region. • Each MySAAFoST would also then have a representative on the Cape Branch, Northern Branch or KZN Branch Committees. • The Chair and Vice Chair of each Branch and perhaps a few others would then make up the National MySAAFoST Committee who could then have a President and Vice President and these two individuals would then be represented on the SAAFoST Council. • The CEO, Communications Officer, Membership Development Officer and FST Editor would form part of the National Committee as non-voting members. • The organogram was to show how everything feeds into each other for the young professionals and students. • The young professionals and students would then also be exposed to the workings of Council and how Council works and get guidance. <p>EM advised on the following:</p> <ul style="list-style-type: none"> • The idea was to take the organogram to the Branch Chairs if accepted by Council and then to get a list of all the MySAAFoST members at each Region. • The lists would be consolidated build MySAAFoST from the bottom up and go through the roles and the responsibilities of the MySAAFoST Committee. • The MySAAFoST Chair and Vice Chair could not hold the same seat on at 		

	<p>Branch level, for example she was Vice Chair of the Cape Branch, therefore she would not be able to be either Chair or Vice Chair for the Cape Branch of MySAAFoST.</p> <ul style="list-style-type: none"> The aim was to exercise leadership and succession so that everyone had a chance to participate and grow. <p>LA advised that the MySAAFoST would be incorporated into the current Constitution with an entire Section dedicated to the MySAAFoST.</p> <p>JM thanked EP and GS for a great job.</p> <p>All agreed to accept the organogram as presented.</p> <p>The organogram would be circulated after the meeting to all Council members so that they could peruse and give any feedback that they may have to either EP or GS.</p> <p>After a lengthy discussion it was decided that the structure should go to the different branches for discussion and comments and suggestions be sent to EP.</p> <p>Action: Final comments with regards to suggestions on structure and ideas for MySAAFoST to be sent to EP</p>	ALL	Mid-April																					
11	FINANCES OF THE ASSOCIATION																							
	<p>JM presents a slideshow that was circulated to members and reports back as follows:</p> <p>Budget 2019</p> <ul style="list-style-type: none"> Budgeted Income R1 997m and Expenditure R2 384m with a shortfall of just under R387k As at 30 September 2019 Actual Income R1 821m and Expenditure R1 960m with a shortfall of R139k. These figures may change slightly. <p>Budget 2020</p> <ul style="list-style-type: none"> Budgeted Income R3 767 583 made of Membership and the balance from Congress 2019 and Budgeted Expenditure R2 998 344 with a surplus of R769k. Once the Audit was finalized the monies would then be transferred to SAAFoST account as currently it was in the SAAFoST Congress Account. <p>Financial Investments</p> <table border="1" data-bbox="204 1249 970 1556"> <thead> <tr> <th></th> <th>February 2020</th> <th>November 2019</th> </tr> </thead> <tbody> <tr> <td>ABSA Current Account</td> <td>R 268 388</td> <td>R 169 147</td> </tr> <tr> <td>Nedbank Invest Account</td> <td>R 791 712</td> <td>R 780 693</td> </tr> <tr> <td>OM Invest Account</td> <td>R3 998 145</td> <td>R3 915 675</td> </tr> <tr> <td>FNB Money Market</td> <td>R 246 788</td> <td>R 663 668</td> </tr> <tr> <td>Congress Dep Loan</td> <td>R 140 000</td> <td>R 140 000</td> </tr> <tr> <td>TOTAL</td> <td>R5 445 033</td> <td>R5 669 183</td> </tr> </tbody> </table> <p>With the Congress contribution, new total <u>R7 052 616</u></p> <p>JM advised as follows:</p> <ul style="list-style-type: none"> Income and expenses at 9 months of the year was on track. All investments had increased marginally over the period end August 2019 to end February 2020 – less than 2% Reduction in FNB Money market due to cash outflows for running expenses, to be bolstered by the Congress 2019 funds <p>Approvals of Payments</p> <p>JM suggests two approvers for payments over R5 000.00 (five thousand rand).</p> <p>Branch Chairs and Branch Treasurers would approve their branch expenses and the Treasurer would be copied in.</p>		February 2020	November 2019	ABSA Current Account	R 268 388	R 169 147	Nedbank Invest Account	R 791 712	R 780 693	OM Invest Account	R3 998 145	R3 915 675	FNB Money Market	R 246 788	R 663 668	Congress Dep Loan	R 140 000	R 140 000	TOTAL	R5 445 033	R5 669 183		
	February 2020	November 2019																						
ABSA Current Account	R 268 388	R 169 147																						
Nedbank Invest Account	R 791 712	R 780 693																						
OM Invest Account	R3 998 145	R3 915 675																						
FNB Money Market	R 246 788	R 663 668																						
Congress Dep Loan	R 140 000	R 140 000																						
TOTAL	R5 445 033	R5 669 183																						

	<p>GS approves all FST expenses, regardless of the amount, but the Treasurer, RdK would be copied in.</p> <p>Anything under R5 000.00 would need to one approver and anything over R5 000.00 would need two approvals from Exco. Approvers are RdK, JM, EB, LA and GS. A short explanation would be given when requesting the approval.</p>		
12	MEMBERSHIP		
	Membership Update (Document 4a – 4f)	IB	
	<p>IB highlighted the following points on the Membership Officer’s report that was circulated to Council prior to the meeting:</p> <ul style="list-style-type: none"> • No information on membership as updating from old to new system. • Students were also currently been updated from Student to Post Graduate , Member or Professional member • On the current membership figures there was an increase due to social media. <p>Webinars</p> <ul style="list-style-type: none"> • The plan was to do a webinar every second month, but due to the slow Telkom ADSL line, it was not possible. Turners arranged an LTE Router and cell phones, so the ADSL and landline would be cancelled as it was in Owen’s name and difficult to change to SAAFoST. <p>IB requested that Branches also organize webinars in place of meetings.</p> <p>Action: SB to look whether members could attend webinars for free and non-members pay for the same webinar.</p> <p>IB suggested instead of having the Membership list for the prior year on the website for paid up members, that this list be updated monthly.</p> <p>GS wanted to know what the purpose of the list was and had members given their permission to have the list on the website?</p> <p>IB advised that in previous years, especially Congress years, it was a way of a member going to the list to check for their membership number.</p> <p>GS proposed looking at a way where members can go to a link and get their membership numbers if they need them as if some members gave permission to have their details on the website and some not it would not be an accurate record of SAAFoST membership.</p> <p>Action: SB to investigate to see if this was possible for members to obtain their membership numbers without having the membership list on the website.</p> <p>Membership Categories</p> <p>IB requested that Membership categories be looked at i.e. criteria for Professional Member etc.</p> <p>GS advised that it was quite clear in the Constitution what criteria Professional member should meet and that if a member did not meet these criteria, they would be a member.</p> <p>LA questioned was it necessary to have categories of membership?</p> <p>GS advised that the reason there were various categories was so that the Association was run by Food Scientists. The criteria for membership should be made clearer.</p> <p>It was decided that the Task Team looking at the Constitution would look at Membership Categories and the criteria.</p> <p>IFT/ELN Workshop Criteria</p> <p>IB mentioned that it was a reoccurring question as to why Custodian member who had</p>	SB	SB

non SAAFoST members could not apply for SAAFoST grants.

LA proposed that any Travel Grant that SAAFoST supports should have the following criteria:

- South African citizen or a permanent resident of South Africa
- SAAFoST paid up member

All agreed.

IB mentioned that the amount for sponsorship for the IFT/ELN still needed to be ratified. The previous year it was R30 000.00 and it was said that for 2020 it would be R40 000.00.

The amount of R40 000.00 was ratified by Council.

Food and Beverage Reporter

IB mentioned that the Food and Beverage Reporter had been bought out by Food Focus, and SAAFoST database with names, surnames, address and emails were sent to them. The last update was in early September 2019.

LA advised that the context of F&B had changed, and it was more advertising for Food Focus events.

LA asked the following questions:

- With whom does SAAFoST partner up with?
- Under what circumstances are two logos put on a SAAFoST notice?

IB mentioned that according to the Constitution SAAFoST should not share their database, however it had happened.

LA advised that it should be written up in the Policies that if anyone uses the SAAFoST database they would have a written Agreement. Should that Entity close or if they sold to another Entity, then the Agreement would be null and void. The new Entity would then need to re-negotiate with SAAFoST for the database.

JM advised as they already had the database prior to September 2019, no more updates should be sent.

JM advised that himself, GS and TF had, had a discussion and felt that the Food and Beverage Reporter was complimentary to Food as they are supporting the food industry and they were not in competition with FST.

IB mentioned that it was not a magazine that they were sending but more advertising for events for Food Focus.

JM advised that there should be somewhere SAAFoST could let the members know of items that may be of interest to them.

LA advised that Owen used to collect a few items of interest and put them on one Notice to members.

IB advises that TB could put these items on the various social media platforms so that members did not receive too many notices via email.

LA advised it was agreed in previous meetings that no notices would go out that had a commercial value, regardless where it came from.

TB advised that he was going to give a presentation, however as the subject was now being discussed he brought up the following points:

- SAAFoST was becoming more attractive and people were starting to take note.

	<ul style="list-style-type: none"> • SAAFoST had a responsibility towards its members and it had partners, some of the partners were SAAFoST members, i.e. your Custodian members. • SAAFoST would not market anyone, however, but look at the context that was available. Currently there was not many publications addressing food issues. • He had searched for food related articles and found a good article on LA's website. The information was credible, and LA was also a SAAFoST member. Should he put this information out, this would benefit the general consumer as well as SAAFoST, as SAAFoST communicates about food related issues. • Members were looking at SAAFoST during these uncertain times as how COVID-19 affected food. This information was found in an article on LA's website as well as LA had quoted WHO. He had combined the information to share on the SAAFoST platforms. • It was generating publicity for SAAFoST and giving out credible information. <p>TB mentioned that SAAFoST should not advertise, however be open as to where the information was coming from and if it was credible. SAAFoST had over 3000 followers on the various social media platforms and when people search, they were looking at SAAFoST for information.</p> <p>TB asked the question, was it wrong to take information from a credible SAAFoST partner, or member as it would be more beneficial to the members? SAAFoST did not want to be the Association that was quiet, SAAFoST had to give its members as much information as possible.</p> <p>GS advised that there needed to be strict policies and procedures that was across the board, regardless of whether a member was a Custodian, Council member or member of SAAFoST. Disclaimers would then need to be put in place advising that SAAFoST does not endorse the information, courses etc., just that it was an item of interest for members.</p> <p>TB requested that as part of the policies that are drawn up, Marketing was one of them.</p> <p>JM suggested that TB started establishing some guidelines as to what he thought needed to be in these guidelines and to communicate with Council and they could agree or disagree. There was a policy, but it needed to be relooked at.</p> <p>All agreed.</p>		
13	SAAFoST FOUNDATION – UPDATE	IB	
	<p>IB advised as follows:</p> <ul style="list-style-type: none"> • All the student results were sent except the undergraduates as they had not been received. Everyone had passed. • Payments would be taking place within the next week or two. • It was decided instead of 5 undergraduates, they would be 8 as more money was received from SAAFoST and the candidates were available. • She had sent criteria and nomination forms to the Universities for the Grants. • All SAAFoST forms and documents on the website would be updated in April 2020 • The results were sent to the Companies contributing to the Foundation as some of the companies were looking at new staff. <p>JM requested that IB convey to the Foundation, especially David Watson, a big thank you for sponsoring 3 extra students.</p> <p>IB mentioned that for the Journalism Bursary there had never been a good candidate, the grant was R10 000.00 and Foundation was suggesting taking it off the website.</p> <p>IB mentions that there is a Journalism Award, who was adjudicate the articles and manage the award. What did SAAFoST get out of it?</p> <p>LA advise that the idea of having this award was to encourage responsible journalism in the food industry.</p>		

	<p>TB advises that it was a way to strengthen SAAFoST's relationship with the media and he would communicate with Editors so that they could nominate journalists that were doing articles in the food industry that the Editors through stood out and forward to SAAFoST. He would inform them of the prizes involved. This would then go out to a broader scope of journalists that in the past.</p> <p>JM suggests sending out the entries to the members and they could judge.</p> <p>RdK advises that this could be tricky as there would be too many opinions.</p> <p>GS suggests that it was a good idea to send the article to the members, however there should be a small panel to judge the articles.</p>		
14	INTERNATIONAL RELATIONS / LIASON		
	<p>IFT</p> <p>GS reported as follows:</p> <ul style="list-style-type: none"> • The election for the new Board Members, President, President Elect been completed. • Lauren White had advised that the Airbnb's for the upcoming Congress in Chicago was currently not taking bookings for international visitors. 	GS	
15	CONGRESS AND EVENTS		
	<p>Congress 2019 – LOC Report</p> <p>RdK reports back on the following from the LOC and PCO meeting that had taken place:</p> <ul style="list-style-type: none"> • There were 420 delegates • 94 Exhibitors • There was a report written and the intention of this report was to help the next LOC Committee with the next Congress. • There was a lot of positive as well as negative that they hoped the next Committee would take into consideration when organizing the next event. • Many new things were tried out, example a new venue. Some of the feedback was positive and some negative. <p>RdK proceeds to show the feedback on a slideshow on Exhibitors feedback:</p> <ul style="list-style-type: none"> • Out of the 94 Exhibitors, there was feedback from 14 • Registrations – Good and Excellent 90% • Venue and location of the Venue – Positive feedback • Catering – 8% poor • Draw people to your stand – 14% very poor • Quality of the Exhibitions – 7% very poor (this is from Exhibitors themselves) • Did you reach your target market – 30% said no • Should Exhibitors be able to attend sessions – yes • Were you happy with the number of visitors – 46% yes • Were you happy with the business leads you made – 40% no • Do you anticipate exhibiting at the next SAAFoST congress – 54% yes <p>RdK continues with the slideshow on the Congress as a whole:</p> <ul style="list-style-type: none"> • Venue – positive • Catering – 6% • Welcome Reception – Good • Young Professional Evening – there were issues, which was clearly pointed out in the report. • Banquet – 7% were extremely disappointed. • The comments go from very good to very poor • Quality of Exhibitions – generally well. • Networking opportunities – positive 	TB	

	<ul style="list-style-type: none"> • These was the feedback from 102 people. • Scientific Program – Mostly good • Relevancy of the topics – good • Organization of the programme – good <p>RdK advised that the report could be shared with Council and the LOC for the next Congress. The 3-page report from the LOC Chair, David Watson was that the Congress was a success.</p> <p>JM advised that the LOC for the next Congress in Durban, were still looking at venues, but it seems that the venue would be ICC, Durban. Turners are working with Hilton and other hotels to secure good rates.</p> <p>Brainstorming Session with Stakeholders</p> <p>LA advised that a very specific Agenda should be put together and what was it that SAAFoST wanted to achieve from this discussion?</p> <p>IW wanted to know who would be invited to this session, all the sponsors or only the ones that complained?</p> <p>GS suggested that all the Exhibitors should be invite. The outcome was to have feedback as well as get ideas what the Exhibitors would like to see at SAAFoST Conference. There are many different models, e.g. IFT you can register to only go the EXPO.</p> <p>RdK advises that there were 94 Exhibitors but only 46 Companies.</p> <p>JM suggests having a meeting in May 2020.</p> <p>ICD 2020</p> <p>JM advised that Nigel Sunley was designated Point Man and he would be Chairing a Session of 3 speakers, and he would at some point send a request to SAAFoST for sponsorship. Nigel had indicated somewhere in the region of R30 000.00.</p>		
16	<p>COMMUNICATIONS – Report from Communications Officer</p>	TB	
	<p>TB goes through his report (Document 6a) which was circulated to Council prior to the meeting points out the following:</p> <ul style="list-style-type: none"> • Social media platforms had been growing. • LinkedIn continued to grow and pulling in entry-level professionals and a bigger percentage of food and beverage industry employees. • MySAAFoST Committee actively contribute to social media content 		
17	<p>SAAFoST' s South African Food Science & Technology (FST) Magazine</p>	TF	
	<p>TF report was sent to Council (Doc 6a – 6B) prior to the meeting. TF reports as follows:</p> <ul style="list-style-type: none"> • The April 2020 issue was at the printers and she was working on the July and November issues. • The suspended SAAFoST members were taken off the online reading of FST. • EBSCO has signed the agreement with FST, and she had the signed contract. They will be indexing FST's articles from 2020, where authors give permission. • All the returned SAAFoST magazines, she had taken to a local girl's high school and they were extremely thankful. <p>TF requested that Branches took photographs at their events and send to her, so that she could include them in the magazine.</p> <p>JM advised that at the Exco meeting it was discussed at looking as sending the FST magazine electronically as this seemed to be the way forward.</p> <p>Action: TF to look at different formats in which to send the FST magazine out electronically and some pricing models.</p>	TF	

18	FOOD ADVISORY CONSUMER SERVICE (FACS)		
	<p>TB reports as follows:</p> <ul style="list-style-type: none"> • That a small update was made to the FACS website, a share and download button had been added to articles. This would allow the website users to share articles with others and be easier to download and read later. • Four articles were currently been revised and two new articles in progress • David Watson had helped in creating Brochure holders, these would be used to distribute the current FACS brochures and he was currently creating a register for brochure distributors. <p>GS mentions at the Exco meeting the previous day it was discussed that when searching for FACS, FACS did not appear or if you search a combination of Food Advisory Consumer Services, the webpage also did not appear. He suggested perhaps changing the name to SAAFoST Food Facts.</p> <p>LA suggests that IB communicate this to David Watson.</p> <p>TB advised that as he attended the meetings, he would bring up this subject.</p> <p>JM advised that besides rebranding FACS, TB had taken over the SAAFoST ownership of FACS in terms of authors, names, updating their articles.</p>		
19	REGULATIONS	LA	
	LA advised that there was nothing to report		
20	SAAFoST MAJOR OBJECTIVES 2020	ALL	
	<p>JM summarized what the major objectives were for 2020 / 2021:</p> <ul style="list-style-type: none"> • Governance – Constitution, By-Laws and Polices. • Revisiting Congress 2021 • Juliette le Roux from Eastern Cape was requesting that members visit her and help to build the Eastern Cape Branch. She was putting all the effort in and getting no returns. Give her support. <p>JM requested that Council members put some thought into how Council could help her get to Branch status.</p> <p>GS suggested doing a Road Show, i.e. one day East London, then Port Elizabeth.</p> <p>LA suggested that firstly, to include her as part of Council and invite her to the meetings and secondly, have a plan, as Council members, over a period of time to go help her on the Road Show and to assist her with events and speak at these events.</p> <p>JM reiterated that Juliette would be part of Council and she would be included to the next Council meeting.</p>		
21	BRANCH, ED & MDO REPORTS		
	<p>All reports were circulated prior to the meeting.</p> <p>Northern Branch</p> <p>IW advised that Mathoto Thaoge, one of her Committee members had resigned.</p>		
22	SACNASP	GB	
	<p>GB gives feedback as follows:</p> <ul style="list-style-type: none"> • From SACNASPS side there was two aspects that they wanted to development, however the meetings had yet to take place and she was proposing two groups, one was the Candidate Mentoring Programme and the Professional Development Programme for CPD points. • A meeting had taken place once before with the VA's and SACNASPS areas of interest and as LA would also probably recall it was very much focused on curriculum contents and wide discussions had taken place and the discussion had never really focused on the Mentoring Programmes. • She advised that JM would have received a call from SACNASPS requesting 		

	<p>what SAAFoST would like for them to look at in the Mentoring Programme and they would investigate it.</p> <ul style="list-style-type: none"> • The VA's should draft a Mentoring Programme and present it to SACNASP as to what they would like to do. SACNASP was willing to pay R30 000 each VA to attend a local conference or event. There would be guidelines for example you would have to spend 50 hours with the mentee. • They would have to be registered as a candidate with SACNASP and this would happen within a 12-month period. • She thought that the MySAAFoST would be one of the groups to send this to. <p>GB would send the base document to all Council members.</p> <p>IB requested that GB give a short description of the benefits of belonging to SACNASP.</p> <p>GB to draft short description as to why important to belong to SACNASP for the SAAFoST Website</p>	GB	
23	ADDITIONAL ITEMS & GENERAL	ALL	
	JM mentions that it was SAAFoST's 60 th Birthday and that Council members should give it some thought with regards with what kind of events should be taking place to celebrate.		
24	DATE OF NEXT COUNCIL MEETING & SUBSEQUENT MEETINGS	JM	
	<p>The next meetings will take place as follows:</p> <p>Exco Meeting – 10th June 2020 at City Lodge OR Tambo from 14h00 – 18h00</p> <p>Council Meeting – 11th June 2020 at City Lodge OR Tambo from 09h00 – 15h30</p> <p>Exco Meeting – 11th November 2020 at City Lodge OR Tambo from 14h00 to 1800</p> <p>Council Meeting – 12th November 2020 at City Lodge OR Tambo from 09h00 to 15h30</p>		
	<p>James thanked all for attending the meeting.</p> <p>The meeting closed at 15h38</p>		