

SAAFoST COUNCIL MEETING MINUTES

Minutes of the SAAFoST Council Meeting held via GoToMeeting on 13 August 2020 at 11h00am

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	NOSA
Madelein Jansen	(MJ)	KZN Br Representative	Kerry Ingredients
Lisa Ronquest-Ross	(LRR)	Chair: Cape Branch	MANE SA
Gerda Botha	(GB)	SACNASP Representative	SACNASP
Anza Bester	(AB)		Merieux Nutrisciences
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			
Emma Phillips	(EP)	Vice Chair: Cape Branch	Deli Spice
Juliette le Roux	(JIR)	EC Representative	

No	Item	Action	Date
1	WELCOME AND APOLOGIES	JM	
	JM welcomes all to the GoToMeeting Apologies received from EP and JIR		
2	READING & CONFIRMATION OF MINUTES FROM 02 June 2020	JM/ALL	
	IB and SB were revising the minutes from the 02 June 2020 meeting. Revised minutes would be sent to Council members.		
3	CONSTITUTION ACTIONS AND DISCUSSIONS	RdK/ALL	
	Rdk reports that they were in the process of working on the Constitution with the lawyer. JM confirmed that there was an updated Tax Clearance Certificate.		
4	CONGRESS 2021	MJ	
	MJ reports as follows: <ul style="list-style-type: none"> • A survey had gone out to exhibitors of previous SAAFoST Congresses posing the following two questions, firstly, would you prefer a hybrid congress or only a virtual congress; and secondly, how many people would you consider to be present at a hybrid congress to make it worth your while to have an exhibition? 15 exhibitors responded, and the results were 60/40 in favour of having a hybrid. • With the hybrid the Exhibitors would need between 200 to 400 to make it worth their while. • The two themes for the Congress that was still up for discussion was: <ul style="list-style-type: none"> ○ Food Science and Technology, Adapting to Accelerated Change; and 		

	<p style="text-align: center;">○ Paradigm Shifts Food in the 21st Century.</p> <p>LA advised as she had not registered to attend IFT, could those who had attended give feedback so that that perhaps an informed decision could be made of what had worked and what had not?</p> <p>LA advised that as soon as a decision was make a notice should go out to all members informing them of such decision for Congress 2021.</p> <p>MJ gave feedback as follows to attending IFST:</p> <ul style="list-style-type: none"> • SAAFoST had paid for her registration. Herself, Kerry and Gill from Turners , as well as Storm had all gone in on her log in at various times. • The consensus amongst all of them was that the platform was difficult to navigate, i.e. it wasn't very clear where to find things. • Timing – at any given time it wasn't clear as to what lecture was running. It would be beneficial to have a timer or timeline of what lectures were be underway. • The benefits out weigh any negatives by far. Some of the lectures were pre-recorded, some live, the ability of going back to listen to a lecture as many times as one liked and picking up facts that one would not necessarily pick up at a live Congress. One had access to these lectures for a year. <p>GS advised that he would contact his colleagues at IFST and see if they would give him some of the evaluation feedback, stats and attendance figures from the IFT Congress 2020.</p> <p>MJ requested that Council decide whether to have a Virtual or Hybrid Congress for 2021, as the LOC would like to keep to timelines for the notices to go out as with any other Congresses.</p> <p>After a lengthy discussion it was decided that MJ would send the budget for the Virtual and Hybrid Congress to SB and SB would circulate with the Minutes. Council members would then be able to make an informed decision by the next Council meeting.</p> <p>All agreed, Congress 2021 would need to make a profit and the worst-case scenario would be to break even. Should this not happen, then Congress 2021 would be cancelled.</p>		
5	CEO APPOINTMENT	JM/ALL	
	<p>JM reported back as follows:</p> <ul style="list-style-type: none"> • EB had drawn up the CEO's advertisement with the help of LA, Rdk and GS. This would go out within the next 2 weeks. • It was discussed at Exco that the CEO workload was not necessarily a 5-day position but a 3-day appointment; or it could even be X number of hours a week appointment, opposed to a full-time appointment. <p>LA clarifies that Exco had taken a decision and the proposal that was being brought to Council was to employ a person for 3 days a week opposed to 5 days, as the workload did not warrant a full time CEO currently. The position could be reviewed at a later stage.</p> <p>GB queried if this would influence the value of the package of the CEO and would that person be allowed to do other consulting?</p> <p>LA replied that one of the considerations that led to this decision was that the Executive Director of IFT worked 2 days a week and then consulted on his own for the remaining of the week. It would not necessarily be either or, it could be a person who only wanted to work 3 days a week or that person could consult for the other two days. This however would have to be discussed with the individuals applying for the position.</p> <p>LA continues to advise that it could also be a Conflict of Interest and this would need to be made very clear with the individual right up front and full disclosure.</p>		

	<p>GB asked the question would the 3 days be for example, Monday, Wednesdays and Friday, or could they be hours to make up the 3 days.</p> <p>IB felt that the individual would need to make it clear on what days or times he/she was working so that there would be clarity for those working for SAAFoST fulltime.</p> <p>JM reiterates that the advert would be going out within the next two weeks in order to get a good quality individual to take SAAFoST to the next level and Council agreed to Exco's proposal.</p>		
6	WEBINAR UPDATE	IB/ALL	
	<p>IB reports back as follows:</p> <ul style="list-style-type: none"> • 17 webinars had taken place with an average of 200 delegates registering and only 100 attendees. • People enjoy listening to the recorded webinar that was placed on the SAAFoST website after the live webinar had taken place. • There were 6 webinars lined up for the next two months. The next webinar was the Aquaponics on the 19th August 2020, hosted by the Northern Branch. • Thereafter it would be the Plant based protein that LRR was presenting with someone from Woolworths. • LA had been in contact with Professor Nigel French and IB had given him dates, and she was waiting to hear from him when he would be available to do a webinar. • MJ had given her a name of a speaker, Miles Mabheka who could do a webinar on Entrepreneurship. • LA and herself were trying to get 3 people together to do a webinar on Hand Sanitizers and Disinfectant Regulations. <p>IB advised that she had to put all the SAAFoST webinars on the SACNASP website in order for members to earn CPD points and she was in the process of doing this.</p> <p>A discussion took place with regards to having the recorded webinars in a secure section on the website for members only and it was decided that these webinars would remain free for 2020 and to relook at putting them in the secure section for members only in 2021.</p> <p>IB would contact Gill at Turners with regards to having a secure section for members to login.</p> <p>TB would ensure that he gets a report from Turners of the tracking on who looked at the recorded webinars.</p>		
7	EVENTS SPONSORS BENEFITS DISCUSSION		
	<p>JM advised that LRR was requesting as to what benefits was SAAFoST offering sponsors?</p> <p>LRR advised that at their Committee meeting the previous week they were looking at hosting a virtual Cook-off whereas they usually host a live Cook-off and as companies are becoming more strained it was becoming more difficult to gain sponsorship. A lot of the companies wanted to know what the benefit was for them; they wanted some sort of hard benefit.</p> <p>LA advises that this was all part of a broader discussion that took place the previous year as to what could be done for Custodian members. One of the ideas that IB and herself had discussed was perhaps offering the SAAFoST webinar platform and this could also be extended to a sponsor. However, the platform could not be used for marketing purposes, but they would need to offer a webinar with regards to science.</p> <p>LA suggests getting a small Task Team together to discuss ideas and think "outside the box" in supporting sponsors.</p> <p>The Task Team would consist of the following Council members:</p>		

	JM, LRR, AB, IB, TB		
8	MEMBERSHIP STATUS		
	<p>JM mentions that SB had sent him stats on membership and there was an increase in membership applications, and this could be due to the webinars. Membership income was 30% less than the budget was for this time of the year.</p> <p>JM also mentions that the income at the end of June 2020 was R669 037.09, whereas at the end of July 2020 it was R781 604.60. Membership payments were coming in, but slowly.</p> <p>AB suggests that at the end of a webinar an announcement was made to attendees on how to become members if they weren't and contact IB or go onto the website.</p> <p>IB replied that after a webinar, the notices go out to all attendees with a membership application form and the SAAFoST website address.</p> <p>GS also suggests that when the announcement was made at the end of the webinar that the members Value Proposition Statement be used to list the benefits of being a SAAFoST member.</p> <p>GS continued to advise that the Value Proposition Statement was not yet finalised it should be circulated so that Council could make comment and finalise the document.</p> <p>JM requested that TB start listing all the benefits associated with the Proposition Statement.</p> <p>TB agreed and advised he would also incorporate all the feedback that he had received.</p>		
9	FOOD FACTS EDUCATIONAL DISCUSSION	IW	
	<p>IW reports that she had, had numerous discussions with various people and there seemed to be a lot that was being done, however SAAFoST needed to be involved.</p> <p>IW also mentions that on 27th August 2020 there was a Health Summit that was taking place.</p> <p>AB and LA advised that they would both be attending the Health Summit</p> <p>JM advised that at this stage IW would continue exploring as where SAAFoST would fit in.</p>		
10	GENERAL		
	<p>10.1</p> <p>JM advised that SAAFoST had received a letter of invitation from NSTF to become a member and SAAFoST had agreed to become member. NSTF was a non-profit, multi-stake forum.</p> <p>JM would send Council members the invitation letter and email.</p> <p>10.2</p> <p>LA advised that there was a SAHWO publication that was sent out recently on food security and that she had contacted IFT and IFST due to the tri-part collaboration, enquiring whether they would be interested in exploring some aspects of this document as a group. They were interested and IFT had already a Task Team in place and they had a document that they had already development around this. They have shared this with herself and John Poole, from IFST and have agreed that it could be discussed amongst Council members</p> <p>LA would distribute the document amongst the Council members and a discussion could take place whether SAAFoST wanted to be involved.</p> <p>10.3</p> <p>LA mentioned that Motions, Presentations & Document Signing should always remain on the Agenda even if it was a brief Agenda.</p> <p>10.4</p>		

	GS requested that at the next Council meeting MySAAFoST be put on the Agenda.		
11	DATE OF NEXT COUNCIL MEETING & SEBSEQUENT MEETINGS	JM	
	The next meetings will take place as follows: Exco – Wednesday, 16 September 2020 Council – Thursday, 17 September 2020		
	James thanked all for attending the meeting. The meeting closed at 12h58		