

SAAFoST COUNCIL MEETING MINUTES

Minutes of the SAAFoST Council Meeting held via GoToMeeting on 16 September 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 Chair	Kerry Ingredients
Oluwatosin Ijabadeniyi	(OI)	KZN Vice Chair	DUT
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
BY INVITATION			
Tricia Fitchet	(TF)	Editor: FST	SAAFoST
Tsetse Baloyi	(TB)	Communications Officer	SAAFoST
Irene Burke	(IB)	Membership Development Officer	SAAFoST
APOLOGIES			
Anza Bester	(AB)	Custodian Representative	Merieux NutriSciences
Juliette le Roux	(JIR)	EC Representative	

No	Item	Action	Date
1	WELCOME AND APOLOGIES	JM	
	JM welcomes all to the GoToMeeting Apologies received from AB and JIR		
2	READING & CONFIRMATION OF MINUTES FROM 13 AUGUST 2020	JM/ALL	
	Minutes from previous meetings would be confirmed at the next meeting.		
3	CONSTITUTION ACTIONS AND DISCUSSIONS	RdK/ALL	
	RdK advised that the legal status of SAAFoST was a Non-Profit Organisation with Public Benefits Organisation status. RdK also mentions that there was a legal document at the CSIR office for the registration of a Non-Profit Organisation which would have the number on. She would also consult with the attorney and see whether he was able to get an electronic copy.		
4	MOTIONS, PRESENTATIONS & DOCUMENT SIGNING	ALL	
	No motions		
5	CONGRESS 2021	MJ	
	MJ reported as follows and goes through the SAAFoST Congress 2021 budgets that was circulated to Council members prior to the meeting: <ul style="list-style-type: none"> Virtual Congress based on 300 pax: <ul style="list-style-type: none"> Expected Income – R2 470 217.39 Expected Expenses – R1 758 889.45 Expected Profit of R711 327.74 		

	<ul style="list-style-type: none"> Hybrid Congress based on 200 face to face pax and 200 virtual pax: Expected Income – R4 233.304.35 (however would be lucky if 200 people attended due to current situation with COVID. Exhibitors had indicated that they would need a minimum of 200 people to make it worth their while). Expected Expenses: R4 121 309.89 Expected Profit – R111 994.46 <p>MJ advised to run a hybrid congress, the potential to run at a loss was far greater, than having a virtual congress.</p> <p>MJ requested that if anyone had attended or would be attending the Food Africa Next 2020 that was running for the month of September 2020, would they send, either to herself or to SB, feedback on how they were finding the month long congress.</p> <p>LA enquired as to how the sponsorship figure of R1.18 million based on and how was this decision made?</p> <p>MJ responded that many factors were considered. They had looked at the sponsorship that was done for Northern Branch that was close to R1.18m and they had looked at in terms of what they would be able to generate in terms of 2021. Sponsorship for Northern Branch was mostly from exhibitors and that there was almost a cap due to limitation on space available. For 2021 there could be more sponsorship and exhibitors with more companies engaging in the event at a lower rate.</p> <p>LA enquired about the various registration fees.</p> <p>MJ replied that the fees were based on conversations that were had with people from the previous congress that fees kept going up, as well as that if the registrations fees were less there was the possibility of more registrations.</p> <p>LA advised she agreed, as there were no teas, lunches and added expenses.</p> <p>MJ added that as much as they did not have these benefits, they also did not have the expenses of accommodation and travel.</p> <p>GS enquired if there was a member survey that had gone out, as he was aware that an exhibitor's survey had gone out, to see how the members felt about a virtual vs a hybrid congress.</p> <p>MJ advised that that a survey had not gone out and members tended to be slow in responding and that KZN was the perfect branch to have virtual event due to the history. She would not propose for either Northern or Cape Branch to have virtual.</p> <p>GS enquired about the Scientific Programme and how it would work, would it be pre-recorded, would there be different themed sessions, how would the selection work, how would posters work, logistics of getting people to record to ensure that there was decent quality recordings to put on the webpage?</p> <p>MJ reminded GS that he was voted on as a Co-Chair to the Scientific Committee and responded to his query as follows; the Scientific Committee discussed the entire programme the previous Monday in detail to run parallel sessions, the framework from the previous congress was going to be used in setting up the programme. Tosin had already started working on this and she asked GS if he would kindly facilitate in process.</p> <p>MJ continued that the recordings were done by professionals and pre-recorded, hence the AV/IT an expensive budget item. However, there would be some online speakers.</p> <p>MJ proposed that the SAAFoST 2021 Congress was virtual.</p> <p>Council members supported a virtual Congress for September 2021.</p>		
6	CEO APPOINTMENT	JM/ALL	
	JM advised that the advert had been sent to PAR Excellence and the advert would also be sent out to members by 15 October 2020.		
7	MySAAFoST	EM/GS	
	<p>EM reported back as follows:</p> <ul style="list-style-type: none"> MySAAfoST had an even with an Industrial Phycologist, to touch on the challenges that COVID-19 had brought about. 90 people had signed into the webinar. 		

- This webinar was then followed by a survey. The survey should have been done before event. The survey was to see what the needs, challenges, and struggles were from the students.

EM presented the slides with regards to the survey outcomes and goes through a few points:

- The survey was distributed to the entire membership database. There were 124 responses, of which 70% % and 30% male. Majority of the participants were registered students.
- They were asked if they were familiar with MySAAFoST? Yes – 78.05%, No – 13.82% and 8.13 were unsure.
- They were asked if they were a member of MySAAFoST? Yes – 57.72%, No – 32.52% and 9.76% were unsure.

EM advised that this result was interesting as they were doing a lot of promoting of MySAAFoST but perhaps they would need to consider how they were reaching out to these students to get their membership.

IB commented that after every webinar a notice was sent out to members and non-members with an application to non-members encouraging them to join SAAFoST. This notice also goes out to the MySAAFoST webinars.

EM continued that a few questions were posed about the COVID-19 feedback:

- Q: The Pandemic has affected my life in the following ways”. 80.5% of the responses were:
 - Increased stress and anxiety
 - Lack of self-motivation
 - Decreased productivity
 - Increased financial pressures
 - Increased procrastination
 - Brought about unhealthy eating habits
- Q: Have you suffered any loss due to the pandemic?
 - Loss interest in academics or work
 - Loss of loved one (friends or family)
 - Financial Loss
- Q: How can MySAAFoST and the food industry help you cope during the pandemic? – 83.33%. These questions were asked as they wanted to see what webinar topics they create going forward.
 - Suggesting coping mechanisms and tips at work or in my studies, work environment or personal challenges
 - Helping me connect with people in the industry
 - Share information on employment opportunities
 - Helping me with online support (software courses or tips on how to cope with the online events and teachings)
 - Sharing employment opportunities or internships for students who graduate end of 2020
 - Helping me with financial aid (such as data or travel assistance)
- Conclusions to the survey was as follows:
 - Place emphasis on membership for students, continue to promote MySAAFoST
 - Look at promoting young professionals
 - Topic feedback for future webinars
 - Continue to grow social medica
 - Seek support from Universities to utilize their platforms for SAAFoST events.
 - Run more surveys.

RdK suggested that it was also important to listen to the students and not only want to give them something. Have a session where one listens to the students rather than talk to them.

JM mentioned that the webinars and the MySAAFoST was increasing the new members

	that were joining.		
8	WEBINAR UPDATE	IB/ALL	
	<p>IB reported that 19 webinars had taken place and 5 were lined up. There was not much presentation from Students.</p> <p>EB advised that students were overwhelmed with classes and assignments and this could be a contributing factor.</p> <p>GB question who was able to access the webinar from the website.</p> <p>IB advised that the webinar was place on the SAAFoST website a week after the presentation and emails were sent to attendess.</p> <p>GB suggested having more motivational speakers for the Students.</p> <p>EM advised that a small group had got together to have a brainstorming session on how to address the results of the survey.</p>		
9	EVENTS SPONSORS BENEFITS DISCUSSION		
	<p>JM advised that AB, LRR and TB had a meeting on 26 August 2020 and the following things which they were working on:</p> <ul style="list-style-type: none"> • Tsetse was in the process of compiling an Infographic about SAAFOST Social Media/Other Marketing platforms. He would share this with Council as soon as this was done. These will be shared with sponsors telling them about "exposure" they would get. The idea was to first make use of existing stats. • AB was busing with a grid on SAAFoST Partners/Sponsors and type of support that we can give each other and what each would expect from SAAFoST. They were hoping to share this at the next Council Meeting. <p>JM commented that AB had brought in the IFT link for media and a lot of the work was based on this and how they were handling their interaction with their different constituencies within their organization.</p> <p>EM commented that once this had been constructed and setup, that at Branch level, the Council members could have a workshop on sponsorship and how branch members approach sponsors.</p> <p>JM advised that AB was working on a grid that would indicate the different types of SAAFoST partners and from the grid the SAAFoST benefits value for these partners and the types of advertising could be offered. Once this was completed, it would be brought to Council for discussion and then from there it would go to MySAAFoST as to how to the sponsorship work and these are the levels you would be able to request.</p>		
10	MEMBERSHIP STATUS		
	<p>IB advised that people that attend the webinars were now joining as SAAFoST members as well as the students. New members payments were not the problem.</p> <p>IB asked the question, whether existing/old members got suspended or does their unpaid memberships fees get carried over to 2021 if they did not pay this year? There were many reasons for non-payment, people not working, getting their full salaries, or being retrenched?</p> <p>After a lengthy discussion whether to suspend or not suspend members with outstanding fees, it was decided that a payment plan would be offered.</p> <p>JM mentioned that at the Exco meeting the previous day they had discussed sending out a notice to members explaining the benefits of having their SAAFoST membership and thereafter send out a notice with regards to a payment plan.</p> <p>LA suggested sending out one notice explaining the benefits of membership and the payment plan where members have until the end of November to pay off their outstanding fees.</p>		

All agreed that JM would write the letter that would go to members advising on the benefits and the payment plan offered. The letter would go out the latest by the end of next week.

Custodian Breakfast

IB advised that she had, had a discussion with LA, JM and Rosie Maguire and JM had suggested AB be involved.

IB continued to advise that she had forwarded on all the information to AB and they had a few potential names, Clem Sunter, Thuli Madonsela, Justice Malala, Jonathan Jansen, Oscar van Heerden and Leila Fourie. The decision that had to be made, was, whether the event was going to be a branch event or a webinar. It would be easier to do a webinar if it was a high-profile speaker or even two speakers.

IB requested from Council as to what would the budget be if they had to pay for a speaker?

LA had two ideas, namely:

- A few weeks back there was a webinar held where Bruce Whitfield interviewed Leila Fourie who was the new CEO for the JSE. Leila Fourie was an extremely dynamic lady, who spoke well on the financial situation in South Africa, the lockdown, COVID effect, and she gave a little bit of a futuristic view of the recovery and what this would entail. This would perhaps be a good topic to attract Custodian members, CEO's, COO's, and CFO's of these businesses.
- She had watched webinar where Oscar Van Heerden was interviewed by a Political Journalist for the Daily Maverick and he had spoken about the elections of the ANC, he had a lot of insight to the ANC and he gave some really good perspective. This topic was more political. So, this may not be 100% what SAAFoST wanted to present.
- There was also Thuli Madonsela, but what would we want her to talk about?

LA advised that it should be decided what topics SAAFoST wanted to cover when the speakers were approached, so that it was clear what it was that we wanted. There would be a fee involved and what would we be willing to pay?

LA continued to advise at the Exco meeting it was agreed that a fee would be paid, but no number was decided on.

JM mentioned that what he had noticed over the years was that somebody talking about the political and economic landscape scenarios going forward was always well received by the Custodian members.

JM suggested an amount of R40 000.00.

GS suggested inviting the speakers to speak and advising them that we were a Non-Profit organization and find out whether they were available and then only finding out if there was a fee involved. There should be a figure in the budget, but not necessarily to use.

JM suggested that IB find the speakers and then come back with their rates and then a decision was made.

IB wanted to know what date and time would be best?

JM advised that the Custodian breakfasts usually took place at 07h30 in the first week in December.

IB advised that the best times for webinars seemed to be lunchtimes and would November be suitable?

TB commented that if the Custodian event was going to be held in November midday,

	<p>then November would be the best time as most people had year-end functions at that time of the year.</p> <p>TB suggested having it in the third or last week of November.</p> <p>IB advised that at previously Custodian members could bring staff members, would she be allowed to invite members if there was still space available as the webinar could take up to 500 attendees. She would not want to get a good speaker and then there was space available whereas members could book.</p> <p>RdK wanted to know why it was then special for Custodian members.</p> <p>JM responded by saying it was a way of saying thank you to the Custodian members.</p> <p>LA advised that she agreed with RdK, that it should not open to all, as it was showing the Custodian members some special treatment. They are paying a larger fee and the breakfasts that were offered on site were only offered to Custodian members, not to all the members. If it was going to be opened to members, then they would need to pay to attend the Custodian webinar.</p> <p>LA continued, that this would be the best and fairest way to do this.</p> <p>IB advised that she would discuss it with AB and agreed that it was a good suggestion. She requested that if there were any other topics could they be sent to her by the close of business on Friday, so she could start working on the speaker.</p>		
11	FOOD FACTS EDUCATIONAL DISCUSSION	IW	
	No discussion		
12	GENERAL	ALL	
	<p>12.1 FST</p> <p>TF reported back on the July digital version of the FST magazine that there was only 1 bounce back and members were opening the magazine numerous times, namely one member opened the magazine 95 times</p> <p>TF continued to add that some time back it was discussed in using the Custodian logos over two pages in the FST April 2021 issue. Could this still go ahead?</p> <p>All agreed.</p> <p>TF asked JM if she would liase with him with regards to the wording when requesting logos from Custodians?</p> <p>JM responded that TF should add in the letter how we appreciate their support and that she should work with IB and SB to see who a Custodian member was still.</p> <p>TF mentioned that there was a survey that was going to out with 5 questions at the end of October or early November. The survey was to find out whether members preferred digital or hard copies. Her and IB had worked on the questions.</p> <p>IB mentioned that Ann Gosling from FACS had died and she was waiting for a photo of her from David Watson.</p> <p>It was agreed that a notice could go out to members once IB had received her photo.</p> <p>FST Bodies Collaboration</p> <p>LA mentioned that the Food Science and Technology body in Lebanon was interested in working with the SAAFoST-IFT-IFST collaborative group. It was agreed that they would be welcome to do so.</p> <p>JM congratulated LA on the ICMSF position paper on SARS-CoV-2 and Food Safety. It</p>		

	was very well-received.		
13	DATE OF NEXT COUNCIL MEETING & SEBSEQUENT MEETINGS	JM	
	The next meetings will take place as follows: Exco – 21 st October 2020 Council – 22 nd October 2020		
	James thanked all for attending the meeting. The meeting closed at 13h08		