

SAAFoST COUNCIL MEETING MINUTES

Minutes of the SAAFoST Council Meeting held via GoToMeeting on 22 October 2020 at 11h00am

MEMBERS PRESENT			
James McLean (Exco)	(JM)	President	Hilltop Food Ingredients
Lucia Anelich (Exco)	(LA)	Immediate Past President	Anelich Consulting
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 Chair	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
BY INVITATION			
Tricia Fitchet	(TF)	Editor: FST	SAAFoST
Tsetse Baloyi	(TB)	Communications Officer	SAAFoST
Irene Burke	(IB)	Membership Development Officer	SAAFoST
APOLOGIES			
Gunnar Sigge	(GS)	Special Interest - International	Dept. Food Science, SU
Anza Bester	(AB)	Custodian Representative	
Juliette le Roux	(JIR)	EC Representative	

No	Item	Action	Date
1	WELCOME AND APOLOGIES	JM	
	JM welcomes all to the GoToMeeting Apologies received from GS, AB & JIR		
2	READING & CONFIRMATION OF MINUTES FOR 13 AUGUST 2020	JM/ALL	
	Approved – Riette de Kock (RdK) Seconded Irene Burke (IB)		
3	CONSTITUTION ACTIONS AND DISCUSSIONS	RdK/ALL	
	RdK advised that the lawyer was appointed to assist in bringing the Constitution in line with the NPO organization with PBO status. Within the next few months, a Committee consisting of herself, LA and GS would be working with the lawyer to ensure that the Constitution was in line with the aims of the Organisation and the laws of the Country. If it was necessary, they would co-opt someone in to help.		
4	MOTIONS, PRESENTATIONS & DOCUMENT SIGNING	ALL	
	No Motions		
5	CONGRESS 2021	MJ	
	MJ reported back as follows: <ul style="list-style-type: none"> They had a presentation from 3 different vendors presenting their virtual platforms. 6 Connex was a user-based business, however they were the most expensive but as a Committee they felt it was the most user friendly. The platform was very emotive, and you had the experience of feeling as if you were attending an actual Congress. 		

- The other 2 platforms were more analytical and not as intuitive and there were not emotive.
- As it was so expensive, they would be having a meeting with Turners to see how they could customize it so that it could be more in line with the budget. If this was not possible then they would go for their second option which was SA based platform.
- The prospectus would be available within the next month.
- Tosin had requested to step back as Chair for the Scientific Organizing Committee as he did not support the virtual platform.
- She had approached GS and he would support as best that he could as he had limited time.
- As a result of this, she had also approached RdK and EB to help with the Scientific Programme.
- In two weeks' time, the logo would be ready and then this would be communicated to all.

JM mentioned that the Congress needed to be announced to everyone sooner rather than later.

MJ advised that as soon as the banner and logo was completed there was a marketing plan in place.

LA mentioned that she was aware that it was previously agreed to do a virtual Congress due to what was currently happening, and we didn't know where we would be next year. There was currently so much exhaustion with around zooming, webinars and being in meetings and virtual conferences for hours upon hours? Was this not a risk factor, where people may feel that they did not want to participate as it was another virtual event?

LRR advised that she was thinking of the same thing as LA and that this Congress would have to stand out from the rest of the events, to draw the numbers.

MJ mentioned that they have been getting interesting feedback from Pam from IFST in terms of some learnings, in that it was about keeping things simple, yet at the same time engaging and fun.

MJ continued to add that no one knew what would be happening in a year's time, so it was a constant battle whether to have a virtual or live Congress and a decision had to be made and Kzn was the branch that was more likely to be able to get away with having a virtual Congress oppose to Northern or Cape Branch.

JM agreed that it was a risk as people were tiring of virtual events as there were becoming mundane. The reason the decision was to have the virtual Congress now, was there had to be a commitment to the virtual platform as it could not wait until March 2021.

IB suggested that Congress be postponed for a year and be held in 2022 as companies would probably cut back on budgets and perhaps

JM asked Council what they thought of IB's suggestion?

RdK advised that she did not support postponing the virtual Congress in 2021 and that she could think of as many reasons why it should not be postponed. A Scientific Conference had a specific role and it was to give exposure to the scientific progress in a country or Society. This topic has been discussed numerous times and the benefits of the virtual event was people from all over the world would be able to register for a local high-quality conference which would not be possible in normal circumstances.

GB agreed with RdK and advised that the virtual event should not be compared to the other Congresses as it was a unique event.

JM commented that the feeling from all was the virtual event would go ahead.

6	CEO APPOINTMENT	JM/ALL	
	<p>James advised that he had mistakenly sent out the notice to members stating that the CEO position was fulltime, whereas it was only 3 days a week position. A new notice had gone out to members prior to the Council meeting advising that it was only a 3-day position. The contract would be for 6 months and thereafter decide whether the position was needed fulltime or to continue as 3 days a week.</p> <p>JM continued to advise that, Mariaan from PAR Excellence and given them 4 candidates; and the closing date was the 15 November 2020. With the notice going out to members, Exco was hoping to have more people apply.</p> <p>LA advised that they would need to go back to Mariaan and inform her that the position was 3 days a week and not fulltime, and if the candidates that had applied would want to be considered for 3 days a week.</p> <p>RdK advised that the remuneration would remain the same, so instead of working fulltime, the candidate would work 3 days only.</p> <p>JM advised that candidates would email him when applying for the CEO position, but then suggested that all candidates should email Mariaan.</p> <p>LA disagreed and advised that it would be best to email the SAAFoST Office, which was IB, rather than directly to JM; and then work with Mariaan to do what she needed to do.</p> <p>JM suggested that perhaps sending the applications to the Secretariat Office.</p> <p>LA agreed that this would make more sense.</p> <p>JM advised that he would send an email to Council after he had spoken to Mariaan and he would also update Council on the applications that came in without giving names up until the 15 November 2020 and that there would be no extension on time.</p> <p>GB questioned as it is a 3 day a week position, the candidate might want to do consultation in the other 2 days. Should this be asked in the interview process as the candidate might have a his/her own consultation business and as the position was initially on 3 days a week, they may not want to change the terms as SAAFoST deems it to be a fulltime position after 6 months.</p> <p>JM advised that this was a good question and would be discussed in the interviews.</p> <p>LA mentioned that one of the things that was discussed in a previous meeting was that we would have to make sure of a conflict of interest if the person was running a consulting business and they want to do the work for SAAFoST that at one point they might be a conflict of interest. It was not about having a conflict of interest it was more the case of acknowledging that there might be one in certain aspects and how we would manage it as an Organization.</p> <p>Council gave Exco permission to select the candidate for the CEO position.</p>		
7	FST		
	<p>TF advised that the new FST online system was password protected and users were currently unable to download the magazine or send the magazine to other people. There was however a feature in the settings where the magazine could be downloaded in a pdf format and would Council want this feature to be enable?</p> <p>MJ commented that she liked that platform and had two points:</p> <ul style="list-style-type: none"> • The password was very long and there was nowhere that she could see where she was able to changer her password • With today's technology you could not protect the information and if you could print it to pdf it would mean that you downloaded the entire magazine. Everyone had a snip tool and the only thing you could insist on was copy right and that the source was always mentioned. 		

	<p>JM added that the standard of the digital magazine was very impressive, and he congratulated TF and her team for maintaining a good quality magazine.</p> <p>All agreed to allow TF to activate the pdf function so that the magazine could be downloaded.</p>		
8	MySAAFoST	EM/GS	
	<p>EM reported back as follows:</p> <ul style="list-style-type: none"> • They had a debriefing on the survey that was run, and they identified what they wanted to achieve for the end of 2020 and early 2021. • There was a planned webinar for the 18 November that would be given by Dr Vusi Mshayisa called Online Assessments. TB and Dr Vusi Mshayisa would be working together to see whether it would possible to make this webinar available to the students via the Blackboard platform. • 2021 they would concentrate on marketing and IB and TB would be helping them with mailing lists and marketing their webinars. • The Team would be doing a series of events around entrepreneurship in 2021 <p>IB advised that when approaching presenters for Webinars or MySAAFoST webinars, we should be aware of the cost involved before agreeing to the presenter.</p> <p>IB continued to add that EM had sent an email to both JM and MJ with regards to Siba. The thought was to move the webinar to 2021 when MySAAFoST take on their entrepreneurship series. If there was a cost involved for a presenter, that there was a budget and that she was made aware of it and was not surprised by an invoice halfway through the process.</p> <p>MJ advised that there had been a miscommunication as she had asked Siba if she would do a pro bono talk for MySAAFoST, which she had agreed to do. When it got to Siba's Manager Cindy and Nicole that was where the miscommunication had come in for a speaker's fee for Siba.</p> <p>MJ continued to add that Siba was a celebrity chef and had diarized the webinar for November so she would not want to put her out. It was a fun topic so would not necessarily have to be only for MySAAFoST by for all members.</p> <p>JM advised that Siba was a good speaker and it was good that MJ had managed to get her to do the webinar pro bona. The only cost would be for her hair and makeup which would not be much. It would good for the students to have a break in their studies to have Siba do her presentation in November.</p> <p>IB commented that students were complaining that they did not have data to log into the gotowebinar and the last 2 MySAAFoST webinar the student attendance was very low. On Monday evening, TB, herself and Vusi would be trying to go onto the blackboard platform as Vusi had advised he might have a way of getting into this platform. This platform could only take 100 people, they would test the platform to see if it worked. If it worked this would hopefully increase the student participation in webinars.</p> <p>TB commented that the MySAAFoST survey indicated that Students were not happy with the platform SAAFoST was using, therefore they would be trying to use a platform that the students felt more comfortable using.</p> <p>TB continued to add that it would be better to see if it was possible to move Siba's presentation to 2021 so that it would be beneficial to all members and in line with what MySAAFoST was planning.</p> <p>JM commented that if Siba was cancelled there might be a possibility that she would not be available in the new year.</p> <p>MJ advised that she contact Siba and see if they would be willing to postpone until the new year.</p>		

	<p>IB advised that they had received an agreement from Siba's team and would have to still send out notices to advertise the webinar to ensure that it would attract enough people.</p> <p>MJ commented that she would contact Cindy from Siba's team and go through the agreement but understood where IB's point of view.</p> <p>IB advised that if the webinar was going to take place in November, then the notice for Siba's webinar would have to go out by the end of the following week.</p> <p>JM advised that MJ and himself would go through the agreement and get back to IB and TB by the following week and whether Siba's was willing to postpone to the new year.</p>		
9	WEBINAR UPDATE	IB/ALL	
	Not discussed under MySAAFoST		
10	SAAFoST INTEREST GROUPS	EB/ALL	
	<p>EB advised that Exco received numerous invitations to contribute to papers or conference by other organizations. Exco members would then volunteer to take up these opportunities. She had suggested that Council members should also take part in these initiatives on a voluntary basis. How would the procedure take place; would the emails be shared and get more input from Council members?</p> <p>EB advised that in most International organizations they had Committees of Interest or Professional Development Groups and a name that was mentioned yesterday by RdK was Pillars of Interest. These were voluntary groups. IAFP for example had a Food Law PDG or a Detailed and Food Survey PDG. The theme of the PDG or Pillar of Interest was be decided by us, if we decided that we wanted to do something like this. It would not be creating more work but creating groups that had similar interests. These groups of interests only got together once a year at conferences, and they also would put ideas for conferences on ideas that they would like to be addressed.</p> <p>EB continued by to ask Council members what they thought of the ideas and mentioned that as SAAFoST was not as big as some of the other organizations there would not be as many of these Interest Groups or Pillars of Interest in terms of topics that were pertinent to South Africa.</p> <p>LA advised that she fully supported EB's ideas as she recalls having similar discussion at the 12th March 2020 meeting where she had presented power point with regard to the combined meeting with IFT, IFST and SAAFoST. She had put in this presentation a proposal that SAAFoST should have several projects, some of the projects would have been of value to SAAFoST and others not. The idea of those discussions was to have groups that had joint position statements. One of the things that she had requested was endorsement of the principle of the collaboration and that there would be Task Teams that would have a scope, it would have a chair and that the Task Team would select themselves and that it was voluntary. It would also go out to all members finding out from them who would want to be part of these Task Teams. Council had agreed at the March meeting that these Task Teams could be formed.</p> <p>Council supported both of EB's suggestions.</p>		
11	GENERAL	ALL	
	<p>SACNASP – GB (10 Mins discussion) – add</p> <p>GB reported that SACNASP hosted a webinar titled "Unlocking the Full Potential of Data Driven Methodology in Natural Sciences" which would be available on their website in a weeks' time.</p> <p>CUSTODIAN Webinar</p> <p>IB reported that Justice Malala had confirmed that he was available to do the Custodian Webinar either between the 25th and 28th November 2020. AB and TB would do the invitations and the notices that would go out to Custodian members.</p> <p>IB continued to advise that AB requested that the invitations should come from the President, but they would be in contact with JM before sending anything out.</p>		

	Membership Unpaid Notice IB advised that a notice had gone out to all unpaid members. The subject was "SAAFoST needs you" and there was instant response from members.		
12	DATE OF NEXT COUNCIL MEETING & SEBSEQUENT MEETINGS	JM	
	The next meetings will take place as follows: Exco – 10 February 2021 Council – 11 February 2021		
	James thanked all for attending the meeting. The meeting closed at 12h52		