

**SAAFoST COUNCIL MEETING MINUTES**

Minutes of the SAAFoST Council Meeting held via GoToMeeting on 11 February at 09h00am

<b>MEMBERS PRESENT</b>			
James McLean (Exco)	(JM)	President	Hilltop Food Ingredients
Lucia Anelich (Exco)	(LA)	Immediate Past President	Anelich Consulting
Riette de Kock (Exco)	(RdK)	Vice President	Univ. of Pretoria
Gunnar Sigge (Exco)	(GS)	International	Dept. Food Scienc, SU
Ingrid Woodrow	(IW)	Chair: Northern Branch	IMCD South Africa
Madelein Jansen	(MJ)	KZN Chair	Kerry Ingredients
Emma Phillips	(EP)	Vice Chair: Cape Branch	Deli Spice
Gerda Botha	(GB)	SACNASP Representative	SACNASP
Anza Bester	(AB)	Custodian Representative	
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
<b>APOLOGIES</b>			
Elna Buys (Exco)	(EB)	President Elect	Univ. of Pretoria
Lisa Ronquest-Ross	(LRR)	Chair: Cape Branch	MANE SA
Deon Gallus	(DG)	Vice Chair: Northern Branch	
Juliette le Roux	(JIR)	EC Representative	

No	Item	Action	Date
<b>1</b>	<b>WELCOME AND APOLOGIES</b>	JM	
	JM welcomes all to the first GoToMeeting for 2021. Apologies received from EB, LRR, DG & JIR		
<b>2</b>	<b>READING &amp; CONFIRMATION OF MINUTES For Previous Meetings</b>	JM/ALL	
	Confirmation of minutes for all outstanding minutes would be confirmed at the next meeting: 12 March 2020 02 July 2020 16 September 2020 22 October 2020		
<b>3</b>	<b>CONSTITUTION ACTIONS AND DISCUSSIONS</b>	RdK/ALL	
	RdK advised as follows: <ul style="list-style-type: none"> <li>A lawyer had been appointed however no work had been started to make necessary changes on the Constitution to align with the NPO status of the Association.</li> <li>The delay was in the appointment of the CEO; and to have him/her part of the process as this would become part of his/her duties.</li> <li>RdK would be in contact with IB to get clarification as to what points of the Constitution would need to be changed, i.e. the practices that were not in line with the Constitution.</li> </ul>	RdK/IB	
<b>4</b>	<b>MOTIONS, PRESENTATIONS &amp; DOCUMENT SIGNING</b>	ALL	
	No motions		

5	<b>CONGRESS 2021</b>	MJ	
	<p>MJ reported back as follows:</p> <ul style="list-style-type: none"> <li>• There were set meetings every two weeks with Turners.</li> <li>• 6Connex was the platform that was going to be used and was booked.</li> <li>• A notification went out that morning notifying and explaining how easy the platform was to use.</li> <li>• Turners was finalising contracts, a team from Selby's who would be doing the audio visual.</li> <li>• As the LOC they had decided that for the period March, April and May they would arrange small pre-events using the 6Connex platform to get the SAAFoST community familiar with the use of this platform, so that by the time it came to Congress all the delegates were comfortable with the platform.</li> <li>• They already had two speakers in mind, and they intended to use this platform post Congress with MySAAFoST.</li> <li>• She and TF had set out an entire marketing calendar as to when the call for abstracts, for exhibitors. There was a plan in place.</li> <li>• From a scientific committee perspective there was a broad outline in place. Oxford was online to manage all the abstracts.</li> <li>• All presenters would be pre-recorded. However, if a presenter chose go live, they would not be prevented.</li> </ul> <p>JM requested that MJ gave an update on the payment plan for 6Connex and how it was linked with Turners?</p> <p>MJ advised that payment for 6Connex was finalized within the last week and that they had full access to the platform and Turners was onboarding. Onboarding meant that Turners had full access, passwords and full management rights. They had to have at least 3 months prior to Congress to setup exhibition halls etc., Selby's would setup audio visual requirements. The pre-events would stop at the end of May, so that it would give June to August to ensure that all was setup and ready for Congress. It was all managed from backdoor by Turners.</p> <p>MJ advised that she would be receiving a copy from Kerry of Turners with the Terms and Conditions with 6Connex.</p> <p>LA congratulated MJ for taking on the virtual congress and then posed the question to MJ as to how much 6Connex had cost?</p> <p>MJ responded that the platform was \$61 250, and she was unsure of the rand value.</p> <p>LA responded that it could be in the region of R900 000 to R1 000 000 depending on the exchange rate and asked MJ if she was confident that these expenses could be covered?</p> <p>MJ responded that the exhibitors cost would be 30% of what they would usually have had to budget and they had budgeted for 350 delegates. She was confident that they would exceed this number and all expenses would be covered.</p> <p>JM thanked MJ.</p> <p>MJ thanked all for the vote of confidence and advised that she would not have taken the decision without the support of JM and Council.</p>		
6	<b>CEO APPOINTMENT</b>	JM/ALL	
	<p>JM advised that they had received 9 applications and had shortlisted down to 3 and Exco had interviewed these 3 candidates. The 1 candidate had been offered a contract position for 8 months, 3 days a week. At the end of 8 months the contract would be reviewed. Exco did not want to announce the candidate until he/she had accepted the offer. Exco would then send out an email to Council to announce the candidate.</p>		
7	<b>FST</b>		
	<p>TF wanted to know from Council whether a few copies of FST magazine should be</p>		

	<p>printed as the reason was that Owen Frisby had approached her and queried whether Custodian members had received printed copies as well as the members who would prefer a printed version of the magazine. If this was done, then another survey would have to be conducted in this regard. To encourage members to complete the survey, she and IB had discussed having a voucher from Takealot for R1000. For the previous survey her husband had sponsored a tablet worth R1000.</p> <p>JM asked whether TF felt there was a need to print copies.</p> <p>TF responded that it was a good idea for Custodian members to promote SAAFoST.</p> <p>JM advised that digital was far better than printed copies.</p> <p>GS advised that it would be good idea have printed copies for Custodian Members to have perhaps 5 printed copies in their reception area and the CEO's offices. It would be a good marketing tool. However, the concern behind doing the survey was that if there was 300 to 400 members wanting hard copies what would the administration be to this and managing the whole process of hard copies. Would the hard copies be sent via postal service or courier to ensure everyone received their magazine? The postal service was unreliable.</p> <p>JM asked TF how many copies she would like to have printed?</p> <p>TF responded by saying between 500 – 1000.</p> <p>JM wanted to know what the cost implication would be to print between 500 to 1000?</p> <p>TF responded that it would cost R22 500 excluding postage which was R8.39 per magazine.</p> <p>LA replied by advising that currently SAAFoST was not in a position financially to have this kind of expense for this year, 2020 there was a reduced number of membership payments in 2020, a Congress year which was uncertain whether a profit would be made and we had agreed that as long as we broke even we would be 'comfortable' with that. We need to be cautious and review in 2022.</p> <p>AB agreed with LA and advised that many of the Custodians weren't even at the office and those that were had no visitors going to their offices. Everyone was viewing online.</p> <p>JM requests TF to get costing for 100, 500 and 1000 magazine and forward to him and then TF, GS and himself could discuss the matter.</p> <p>GB wanted to know was it possible to request payment from members if hard copies were printed as people wanted hard copies?</p> <p>JM advised that people did want both formats so TF, GS and himself would investigate the matter, but it would not be a possibility for 2021.</p>	JM/GS/TF	
8	<b>MySAAFoST</b>	EM/GS	
	<p>EM reports as follows:</p> <ul style="list-style-type: none"> <li>• There was a lot of activity with MySAAFoST during the past few weeks.</li> <li>• During the lead up to Congress they had a few active online sessions for students, in the form of forum discussions and debate, to get the students used to this kind of environment.</li> <li>• They had recruited students from UJ, UP, Stellenbosch and CPUT, so what would happen, there would be a rollout of the smaller sessions at these Institutions first and then hopefully carry some of them through to the Congress Programme.</li> <li>• They have spent time talking to IFT about their ways of working and their experiences with Congresses. Which was insightful and helpful. They gave us great ideas with regards to running an InterVarsity quiz, for something more on the social side.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Tsetse and herself, were working on a social media campaign, which would highlight and put the spotlight on some of their members.</li> <li>• Irene and herself were trying to get students to be involved with discussions with discussions which were held by other Scientific Institutions.</li> </ul> <p>JM advised that he enjoyed the Siba Webinar, but unfortunately the hardware problems that she had with her computer, but it was well organized.</p> <p>EM advised that from the SAAFoST side they had offered to do a dry run the day before and she had declined. It was a learning curve for all of us.</p> <p>JM thanked MJ for organizing Siba.</p>		
9	<b>MEMBERSHIP DEVELOPMENT REPORT</b>	IB/ALL	
	<p>IB reported as follows:</p> <ul style="list-style-type: none"> <li>• The Undergraduate Bursaries date that closed in February had been extended for 3 weeks later as some of the Universities were still writing exams</li> <li>• At the last closing date, she had received 85 applications, however 17 were not in criteria and had applied for every else and only 15 were in criteria and Foundation would be sitting the 16<sup>th</sup> February 2021.</li> <li>• The 24 bursaries that were given last year, 4 were in the final year in 2020 and 2 students did not pass. The one had the wrong date as to when she was to write her Microbiology</li> <li>• They then had 20 bursaries and would decide next week, according to the investments, how many they would be sponsoring for 2021.</li> <li>• The closing date for the nominated bursary was usually the 15<sup>th</sup>, however, due to some Universities opening late and some students still writing, the bursaries were not open yet. The date would be extended to closer to April and a notice would be sent out.</li> <li>• Payments would also happen later this year, as they usually took place at the beginning of March and they would take place in April.</li> </ul> <p><b>WEBINARS</b></p> <p>IB reports back as follows:</p> <ul style="list-style-type: none"> <li>• The Webinars ended well with the Custodian webinar.</li> <li>• The year had started with Siba's Webinar and they were hoping for a recording from her.</li> <li>• After the Council meeting, they were a Food Waster Webinar planned</li> <li>• There were two planned webinars coming up.</li> </ul> <p>JM requested that Council think of topics and speakers to give IB for webinars.</p> <p>TB advises his involvement with the webinars was as follows:</p> <ul style="list-style-type: none"> <li>• Did the notices and ensure the webinar was posted on all Social media platforms to get full exposure and it was updated on the website</li> <li>• With the Siba webinar, there were technical glitches, we helped with setting up things with Siba, we had a briefing session 3 days before the webinar, the problem started with her computer and she advised that she did not do power point presentation, but preferred to talk live. During the presentation it seemed as if she was pressing buttons on the computer to move her presentation which interfered with her audio. We tried to get her back 2 or 3 times.</li> <li>• Between, IB, SB and himself, it was decided to send a notice to member to inform them of the technical glitches and letting them know we would try get a recording.</li> <li>• He had sent Siba and her team an email apologizing for the technical glitches even though they had been from her side but had not had any response.</li> </ul> <p>TB continues to advise that he had, had a meeting with TF so that they could market "out of the box" as the Congress would be going virtual good market tool was the saving of no traveling and accommodation costs. Another good marketing tool was that it was</p>		

	<p>convenient. These would all be collaborated into the social media posts that he would be creating.</p> <p>TB also mentioned that the online marketing would also align with the marketing that MJ and TF would be doing.</p>		
<b>10</b>	<b>SAAFoST INTEREST GROUPS</b>	/ALL	
	<p>JM advised that EB had raised an issue at the Exco meeting the previous day around in terms of the SAAFoST Interest Groups. The idea was that within SAAFoST there would be 4 Interest Groups around topics that were discussed, example, Food Safety, Food Security etc., These ask Task Teams/Interest Groups would then get together and specifically look at these topics.</p> <p>JM continued to add that LA had setup a comprehensive roadmap and they wanted to take it forward. He was quite sure what the next steps should be, but perhaps setting up these Interest Groups</p> <p>LA advised that it was agreed that EB lead with these Task teams going forward. It had already been approved at the March 2020 meeting when she had done a presentation on the discussions that she had, had with SAAFoST, IFT and IFST.</p> <p>LA continued to add that it was not important what these groups were called, but more about the group and the intent of the group, what the group needed to do and what the outcomes we wanted from these groups.</p> <p>LA advised that there was really nothing to approve as Council had approved the concept in March 2020, the issue was how would EB like to take it forward. Maybe it was worth discussing to get ideas on how EB could identify various groups and how we could take it forward as an organization.</p> <p>IB asked the question that if these groups were working, what was done with the results?</p> <p>JM responded and used Food Safety as an example. If there was a group of 10 to 20 members it would come back to Council with a brief discussion as MySAAFoST did, with what their initiatives are, what they had achieved etc., It would be a good marketing tool to put in the FST magazine, putting out notices to members and it could generate a lot more interest in people who were not members.</p> <p>LA made a suggestion that a basic generic document that would explain how the Task groups would be constituted, they would have choose a chairperson, each task group would have to identify a terms of reference, what would the outcomes look like, would it be advice to the members and consumers; all this would have to be thrashed out before the groups started developing. We would all need to understand what it was we wanted as an outcome before these groups started developing. This would be the first step.</p> <p>IB responded that when they gave feedback it should involve TF and be in a format that could be published in the magazine.</p> <p>IB wanted to know if there would be a timeline when starting one of these task groups.</p> <p>LA responded that this would form part of the generic document. There would be a timeline that would be agreed by the group. It would also depend on the work that was done, some could be quickly, and some would take longer.</p> <p>JM added that IFT had a series of these interest groups and one of them was the Carbohydrate group and at their Congress they have a session and an Agenda for that group. They had Food Safety, Food Security and these groups met on the side lines. There was nothing stopping for future Congresses having the same type of meetings on the sideline, as a break away session, however it was too late for this Congress.</p> <p>LA advised that she would support this.</p>		

	<p><b>IFT</b></p> <p>GS mentioned that himself and LA were involved in a call with IFT, International Division, Donna Rosa and one of their Task Groups was called Food Science for Relieve and Development and they were mainly engaged at looking into food in nutrient security and what role food scientist could play in that.</p> <p>GS continued to add they were reaching out to other Associations around the world, as to what it was, they had done and the information that they had and spread and help Associations like us. It was also to promote the dissemination of the information around the importance of food science, in the food and nutrition security.</p> <p>GS advised that LA and himself had been requested by IFT to do a one-page document (a template), where we as SAAFoST could outline possible actions or initiatives around something like this.</p> <p>GS continued by requesting Councils approval and going ahead and complete the form and within SAAFoST what initiative or action we could put into place, whether it was having a webinar, putting a programme together to get information into rural areas about food safety and hand washing, sanitizing, food preparation or anything that would prevent food loss or waste and promote food safety.</p> <p>LA advised that EB, GS and herself would sit together and draft this one pager.</p> <p>Council gave their approval.</p>	EB/LA/GS	
11	<b>SACNASP</b>	GB	
	<p>GB gave feedback as follows:</p> <ul style="list-style-type: none"> <li>• There was no fee increase for 2021, the registration fees would remain the same as 2020.</li> <li>• SACNASP had meetings with various higher education stakeholders regarding advising on educational programmes that will be eligible for registration with SACNASP – this process is inline with the CHE’s engagement of Professional Bodies for their involvement.</li> <li>• It was a way of supporting each other in a way that would work and SACNASP would also go back to the Vas and get their input.</li> <li>• SAAFoST would be updated when it became relevant</li> </ul> <p>GB advised that the latest Candidate Mentoring Programme call was currently not out from SACNASP, as there had been concerns about the clarity of how the VS’s could participate. Once a new revised call for participate was made, GB would report back.</p> <p>GB mentions that NSTF was having a two-day event on 25 &amp; 26 February 2021 - Preparing for epidemics in South Africa – human and animal. LA was also a speaker at this event. CPD points could be earned for attending this event.</p> <p><b>Sunday Times advertisement - Food basket supplement</b></p> <p>GB advised that SACNASP had bought a half page advert in the supplement of the Sunday Times called: Food basket - and was inviting SAAFoST to advertise with SACNASP. The deadline was the 24 February 2021 to submit. TB, TF and LA would share thoughts and send a draft to GB.</p> <p>GB would forward the design specs and 250 words to TB and TF; this would then give SACNACPS enough space to have their say.</p> <p>Deadline to have SAAFoST’s post to GB would be the 17 February 2021.</p>		
12	<b>GENERAL</b>	ALL	
	<p><b>12.1 AGENDA</b></p> <p>LA formally requested that certain items remained on the Agenda, example Matters Arising and Additional Items.</p> <p>RdK added that Financials should also be standing Item on the Agenda.</p> <p>LA LA proposed that the original standard Agenda would be reinstated for Council</p>		

	<p>Meetings that were held every 2<sup>nd</sup> month. Council agreed.</p> <p><b>12.2 FLAG</b></p> <p>LA advised that FLAG had not met since 2018 and several Associations have raised this read flag, they contacted JM and he spoken to her.</p> <p>LA advised that she contacted Penny Campbell and Penny suggested writing a formal letter to her as a start, that this was a problem and that we would really like to have these meeting reinstated as it was the only forum wherein Industry and Associations could work with Legislatures around Food Regulations. The letter was sent to Penny, she responded and advised that we would need to send the letter to the Director General of the Department of Health, Dr Sandile Buthelezi.</p> <p>LA continued to mention that she had, had a meeting with Penny Campbell as to what she should put in the letter so that Dr Buthelezi would understand the importance of FLAG and what Penny thought was the right thing to do. The letter explained who SAAFoST was and what our role was on FLAG and how important FLAG was to the Food Industry.</p> <p>LA offered Penny Campbell SAAFoST's platform if they wanted to hold the FLAG meeting for free and she was grateful for that. She did however mention that a lot of the officials, like herself, were all working from home and they did not have the data. Government was not reimbursing them for data.</p> <p>LA concluded that a letter would be going out to Dr Buthelezi and she would be sending it to JM for approval and hopefully FLAG meetings would be reinstated.</p> <p><b>12.3 EMERGING LEADERS NETWORK</b></p> <p>JM advised that Lauren Wright who was the recipient for the Emerging Leaders Network on IFT Congress 2020 winner was unable to go, so it was turned into a virtual for her. She was informed that her physical prize would be held for 2021. She had contacted JM and advised that the 2021 would be virtual again and she had checked the syllabus of the Emerging Leaders Network and it was the same as what she had covered. She was requesting to open it up again for someone else.</p> <p>RdK suggested leaving it up to MySAAFoST to decide and invite applications in a fair and open way. They should also focus on diversity and transformation in the country.</p> <p>Council were all in agreement</p> <p><b>12.4 FACS</b></p> <p>GB advised that FACS had a new secretary, Alicia de Villiers</p>		
<b>12</b>	<b>DATE OF NEXT COUNCIL MEETING &amp; SUBSEQUENT MEETINGS</b>	JM	
	<p>The next meetings will take place as follows:</p> <p>Exco – 14 April 2021</p> <p>Council – 15 April 2021</p>		
	<p>James thanked all for attending the meeting.</p> <p>The meeting closed at 11h07</p>		