

**SAAFoST COUNCIL MEETING MINUTES**

Minutes of the SAAFoST Council Meeting held via GoToMeeting on 15 April 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 Science, SU
Susan Featherstone (Exco)	SF	CEO	SAAFoST
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
Juliette le Roux	JIR	EC Representative	
<b>APOLOGIES</b>			
Elna Buys (Exco)	EB	President Elect	Univ. of Pretoria
Anza Bester	AB	Custodian Representative	
Deon Gallus	DG	Vice Chair: Northern Branch	

No	Item	Action	Date
<b>1</b>	<b>WELCOME AND APOLOGIES</b>	JM	
	JM welcomed all to the meeting Apologies received from Elna Buys, Anza Bester and Deon Gallus		
<b>2</b>	<b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS</b>	JM / ALL	
	Outstanding minutes from meetings 12 March 2020; 2 July 2020; 16 September 2020 and 22 October 2020 were confirmed.		
	Some changes / corrections to the minutes of 11 February 2021 were suggested and the corrected version will be circulated amongst the Council members.	JM	
<b>3</b>	<b>MATTERS ARISING FROM PREVIOUS MINUTES 11 FEBRUARY 2021</b>		
	There were no matters arising that were not dealt with on the agenda.		
<b>4</b>	<b>MOTIONS, PRESENTATIONS &amp; DOCUMENT SIGNING</b>	ALL	
	No motions		
<b>5</b>	<b>FINANCES OF THE ASSOCIATION</b>	RdK / ALL	
	Rdk presented the budget with a slide show and the following was highlighted: <b>2020 Budget</b> <ul style="list-style-type: none"> <li>Budgeted Income was R2 100 million ,expenditure R3 062 million with a shortfall of R961 K.</li> </ul>		

- Actual Income was R1 206 534 million, expenditure R1 735 621 with a shortfall of R529 087.
- These figures were due to the affect of COVID resulting in low membership income, offset by reduced expenditure in travel and meeting costs.

#### **2021 Budget**

- Budgeted Income is R1 936 million, expenditure R2 445 million with a budgeted shortfall of R508 235

#### **Financial Investments**

RdK advised as follows:

- According to the Financial investments there was an ABSA current account which was used for the day to day running of SAAFoST and currently the balance in this account was R174 409.
- The Nedbank account balance was currently R540 118.
- There was the main Old Mutual investment account that was sitting on R3.5 million.
- There is also an FNB money market account that was at R709 439.
- Congress Dep. Loan account balance was currently R1 200 000
- The 2019 Congress Contribution was R1.649 million.
- In February 2020 there was an asset value of R7 052 616 million. Currently there is an asset value of R6 127 209 million – reduced due to due to 2020 loss, a reduction in the investment portfolio due to the economic climate.

RdK reported that the two main reasons for the change in the budget was as follows:

- Decrease due to low membership income against budget
  - R535k operating loss vs a membership decline of R961k
  - Significant savings in meeting, travel expenses
- Decline and Bounce back in Investment Capital 2020 – 2021
  - R88 K decline in total investments from Feb 20 to now.

RdK continued to add the following notes to the 2020 /2021 Budgets:

- Income was severely impacted by poor membership fees payment
- Expenses reduced in line with reduced income
- All investments lost value between March – September 2020 and bounced back later in 2020, now more stable.
- 2021 Budget was nil in profiting for the Congress due to uncertainty of income.

LA asked the question as to how was the R1.2 million that was loaned to the Congress 2021 LOC reflected in the 2021 Budget and that the goal was to break even for the Congress? How would this effect the budget?

JM replied that the loan did not reflect and did not form part of the budgeted expenditure nor did it reflect in the income of the budget 2021, due to the uncertainty of the profit of what the Congress would be making.

LA advised that perhaps it would be better to budget for a loss considering other congresses and how they had struggled, internationally to have a net income with these virtual conferences.

LA advised that it should be an expenditure as when the Finances of the Congress were finalized then then only would we know whether it was an income or a loss.

JM advised that in previous years the monies loaned to Congresses was not reflected in the budgets.

	<p>JM suggested that as per LA's concerns, the budget was accepted but a provision was made of R600 000 loss to make the budgeted loss that of R1 million.</p> <p>RdK would add a Congress 2021 to the Expenditure of R600 000</p> <p>The change of adding Congress expenditure of R600 000 to the budget was accepted. Proposed by LA Seconded by GS</p>		
<b>6</b>	<b>CONSTITUTION ACTIONS AND DISCUSSIONS</b>		
	<p>RdK reported back as follows:</p> <ul style="list-style-type: none"> <li>• She would be meeting with SF so that SF could ensure that the necessary changes were made to the Constitution with the help of the lawyer.</li> <li>• SF would also help with the necessary procedures and policies that had to be attended to.</li> <li>• The goal was to have the proposed changes to the Constitution ready to present to the Members for approval at the BGM.</li> <li>• SF and herself, would work on timelines to ensure that this would all happen.</li> </ul>	RdK / SF	
<b>7</b>	<b>MySAAFoST</b>		
	<p>EP presented a slide show and reported back as follows:</p> <ul style="list-style-type: none"> <li>• That they currently had a National Team of 19 working together across the country. They had decided against the Branch structure.</li> <li>• The team consisted of students as well as young professionals.</li> <li>• They had 3 objects for 2021: <ul style="list-style-type: none"> <li>○ Increase online presence through hosting events, which offer and encouraging participation and networking for members.</li> <li>○ Establish a look and feel for MySAAFoST, increase the reach to members by investing time into the social media and marketing activities</li> <li>○ Foster collaboration, learning and leadership within the MySAAFoST committee.</li> </ul> </li> <li>• Five events planned for 2021. The first event was on 02 March which received a lot of traction on social media. The next event would be coming up at the end of May.</li> <li>• They would be hosting events at Congress.</li> <li>• Working on marketing and advertising</li> <li>• Project looking at highlighting and celebrating the MySAAFoST members. They would start with the bursary recipients and then later in the year, she would ask if the Council members, themselves would like to participate.</li> <li>• They would have a MySAAFoST stand at Congress</li> <li>• Supporting FST with articles and the deadline was 30 July 2021.</li> </ul> <p>EP made a proposal of hosting a MySAAFoST workshop later in the year to reflect on the year and involving Council members to foster mentorship and exposed the MySAAFoST to the senior leadership of SAAFoST.</p> <p>JM advised EP that she could host a workshop as it was in the budget.</p> <p>SF added that it was a professional presentation and it helped her and congratulated EP as she seemed to have everything under control, and she looked forward to working with her and her team.</p>		
<b>8</b>	<b>MEMBERSHIP</b>	IB	
	<p><b>Membership Update</b></p> <p>IB reports Doc. 2 – 8 was circulated prior to Council Meeting.</p> <p>IB reports back as follows:</p> <ul style="list-style-type: none"> <li>• Membership fees were still coming in slowly however they were far better than they were in 2020.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Although no-one was suspended for 2020, there were members that were paying 2020 as well as 2021 membership fees. However, there were also members that could only pay the 2021 membership fees.</li> <li>• Postgraduates numbers are low, as this was a process. They had to send proof of registration and then they either stayed as a postgraduate or upgraded to a member or professional member and then an invoice was sent.</li> <li>• If they aren't studying anymore, then they are upgraded to a full membership.</li> <li>• Students that were free, they also had to send in proof of registration, and would either stay as a student member or be upgraded to a postgraduate, member or professional member.</li> <li>• Statements would be going out at the end of April 2021.</li> <li>• Institutional membership had grown, but payments were coming in slowly.</li> <li>• Currently there was only 9 members pending, as all new members paid quickly.</li> </ul> <p>JM asked if the increase of new members was due to the webinars that were held in 2020. IB responded that it was played a huge role and a contributing factor was all the social media exposure that TB put out.</p> <p>JM requested that invoices be sent out to all members that had not paid. SB responded that when she sent out Statements, she also attached the invoices as member usually requested this to pay their fees. SB added that some Custodian members were paying for outstanding 2020 fees, however they had requested to take the FST portion off the invoice and reinvoice.</p> <ul style="list-style-type: none"> <li>• JM wanted to know from Council what should be done with regards to members that had not paid 2020 fees but were only paying 2021 membership fees? IB responded that if a member paid for 2021 and not 2020 then perhaps not chase for the 2020 outstanding fee. Members tended to pay when it was a Congress year. SB advised that she when she sent out 2021 invoices, she had included the 2020 outstanding invoices. IB advised that there was a definite will to pay from members for 2021.</li> <li>• JM advised that perhaps Custodians that had not paid for 2020 membership fees should pay outstanding fees. Council should give it thought.</li> </ul> <p><b>Webinars</b></p> <p>IB advised that in her opinion the increase in membership was due to the webinars 2020 and people believed that SAAFoST was giving them value. The webinars reached large audience and she thanked all that contributed. IB added that there were future webinars planned on the Congress platform and Cape Branch had booked a webinar on Food Safety in May. IB would appreciate if Council could give her good topics and speakers as she would like to have at least one webinar a month.</p> <p>MJ suggest that as many of the Custodians were international companies it may be a good idea to send a note out to them requesting if they would like to do a presentation to the members. With a virtual platform it was possible.</p> <p>LRR advised that the CB had several webinars coming up until the end of August and had approached speakers. The first one that they had requested was the 3<sup>rd</sup> June 2021.</p> <p>IB advised that after every webinar a notice went out giving members a link to the webinar and non-members received the same link and a SAAFoST application form.</p>	Council	
9	<b>SAAFoST FOUNDATION UPDATE</b>		
	<p>IB reports back on Foundation as follows:</p> <ul style="list-style-type: none"> <li>• David Watson, Chair of Foundation, passed away on 22<sup>nd</sup> February 2021. David had managed the bank accounts and the Trusts</li> <li>• The Foundation has appointed Lucia Anelich as a Trustee of the Board.</li> <li>• Janusz Luterek was standing in as Acting Chair. He is in contact with Nedbank to get access to the Account and bank statements.</li> <li>• IB had contacted all the donors and sent out the S18A Tax certificates to request R40 000.00 per donor. R320 000.00 was received thus far from donors.</li> <li>• There was only one donor outstanding with payment, out of the 9.</li> <li>• The bursaries have not yet been awarded but would be soon.</li> </ul>		

	<ul style="list-style-type: none"> <li>• 22 out of the 24 students passed in 2020. 3 Students finished their degrees. 2 Students didn't pass a module or two, so they would not be funded for 2021 until they had passed their subjects. Only then would they be refunded for the subjects that they had passed.</li> <li>• The criteria and nominations forms for Koeppen Memorial, Aubrey Parson Study Grant and Pieter van Twisk Academic Achievement had been sent out to all 8 Universities. Closing date 15 April 2021.</li> <li>• Only 3 Universities had sent back their nominations.</li> </ul> <p>At a Foundation meeting in November 2020, JM advised that due to low membership income, the amount to be donated would be reduced from R500,000 to R 300,000 in 2021.</p>		
<b>10</b>	<b>INTERNATIONAL RELATIONS / LIASON</b>		
	<p><b>IFT</b></p> <p>GS advised that IFT have an initiative "Food Science for Relief and Development" and they want to partner with SAAFoST in the initiatives that we run to promote food science in achieving food and nutrition security.</p> <ul style="list-style-type: none"> <li>• GS advised that he had discussed an Infographics competition with EP: highlighting the importance of food science and technology in food safety aspects related personnel hygiene, food handling in food preparation and how these contribute to nutrient security through the food safety aspect. Less waste and safer food. With an underlying theme, if it was not safe, it was not food.</li> <li>• GS said they were waiting for more feedback from the International Division and then they would come to SAAFoST to launch this Competition with input from IFT.</li> <li>• GS added that regardless what collaboration was received from IFT, it was a worthwhile exercise for SAAFoST to do and become more visible in rural areas and more households.</li> </ul> <p>JM announced that GS had been appointed the Board of IFT and congratulated GS.</p> <p>Council members congratulated GS.</p> <p><b>IFT / IFST / SAAFoST</b></p> <p>LA reports back as follows:</p> <ul style="list-style-type: none"> <li>• They had met in February for an update with no Agenda, it was more to see if everyone wanted to continue the collaboration.</li> <li>• She had advised that SAAFoST was looking for a CEO and once one had been appointed, she would introduce this person to them. Christie was there as CEO of IFT, John was there as CEO of IFST. It would be a good idea for the CEO of SAAFoST to also be involved.</li> <li>• The next meeting was left up to her. So, she would talk to SF for dates with in the next two weeks so that a meeting could be setup and then explore potential projects that SAAFoST would like to take forward.</li> <li>• It was a matter of deciding on what projects were done together and what would we like to do on our own that may not be of interest to IFT and IFST. This would all be in line what was decided with EB's ideas and what she had discussed in March 2020.</li> </ul>	GS	
<b>11</b>	<b>CONGRESS 2021 UPDATE</b>		
	<p>MJ reported back as follows:</p> <ul style="list-style-type: none"> <li>• The Scientific Programme was the heart of Congress and there were currently 17 International speakers. Keynote speakers that were internationally recognized and sort after.</li> <li>• Everything was being done with CPD points and SACNAP accreditation.</li> <li>• There was a MySAAFoST Programme and activities.</li> <li>• It was decided that post Congress the recordings would be made available to students free of charge. This would not be advertised until after Congress.</li> <li>• Exhibitors and Sponsorship: there was one platinum sponsor on board. It took one company to start and then it would hopefully have a domino effect.</li> <li>• JM was busy with a presentation and talking to people for sponsorship. The most frequent question that was asked, was what exposure did they get? What they</li> </ul>	LA	

	<p>were trying to get through was that they would get maximum exposure and reach their target market.</p> <ul style="list-style-type: none"> <li>• Turners had sent out invitations for the pre-event and within 5 minutes there was 55 registrations.</li> <li>• The pre-events would be a selling point and give people the opportunity to see and feel what the platform was all about, prior to them deciding as to what they wanted to do.</li> <li>• In terms of social events and networking there would not be a gala dinner, so the Committee would be making use of UCOOK as a distribution network. The idea is to put together a gourmet meal where people could order their UCOOK meal. There would be an Executive Chef and a Barista. There was also the option of ordering wine that was paired with the meal.</li> <li>• The website was continually been updated and there was already a significantly amount of information.</li> <li>• Marketing – There has been an article in FST and there has also been exposure in Food Review.</li> <li>• There was a pre-event on Sustainability taking place on 22<sup>nd</sup> April and there was 138 registration.</li> <li>• The last pre-event would be taking place on 29<sup>th</sup> May and SF would be involved.</li> <li>• The only thing that was outstanding was the contract with Turners.</li> </ul> <p>JM suggests that Council members should register for the event on the 22<sup>nd</sup> April so that they could experience the platform if they were having doubts.</p>		
<b>12</b>	<b>PUBLICATIONS AND MEDIA</b>	TB / ALL	
	<p>TB reports were sent prior to the Council meeting and reported back as follows:</p> <ul style="list-style-type: none"> <li>• There had been an increase in the social media platforms.</li> <li>• LinkedIn page that was created last year had reached just over 1500.</li> <li>• TB requested that GS tag him in the group page so that he could formally use the SAAFoST Company page. The reason for this was that he could approve what was posted on the page. Currently anyone could post on the page.</li> <li>• The SAAFoST homepage had also changed and had all the upcoming events and items of interest.</li> <li>• A discussion took place at the end of last year and it was discussed that membership benefits, especially for MySAAFoST and create a MySAAFoST database. This would help measure the performance of MySAAFoST in helping to retain its membership.</li> <li>• The SAAFoST value proposition had been sent to Exco and the suggestions that had been sent to him were made. The update document was attached. Could Council give feedback and then the final document would be sent to LA, SF, TF, and IB.</li> </ul> <p>JM thanked TB for his report.</p>	GS  Council	
<b>13</b>	<b>FST</b>	TF	
	<p>TF reported that R53 000 been brought in for the July 2021 issue of FST and they were working hard to get adverts for the November 2021 issue</p> <p>TF asked if she could approach Custodian members for advertising.</p> <ul style="list-style-type: none"> <li>• JM responded that she could.</li> </ul> <p>JM advised that he noticed that there was a lot of collaboration between TF, TB, IB, the Congress and Turners and congratulated all as it seemed to be generating more members.</p>		
<b>14</b>	<b>FOOD ADVISORY CONSUMER SERVICES (FACS)</b>		
	<p>TB advised that they were doing a revamp on the FACS website as the current page was outdated. There would be buttons that would enable people to download the pdfs even when they were offline.</p> <p>TB advised that he was also working on the rewriting the FACS overview using different popular search phrases, so that the FACS website would be more searchable.</p>		

	<p>JM advised that GB had accepted to be the Chair of FACS until the end of the year and then she would reassess her position.</p> <p>Council were all in agreement.</p>		
<b>15</b>	<b>REGULATIONS</b>		
	<p><b>FLAG</b></p> <p>JM advised that there had not been any FLAG meetings since 2019 and it was raising a lot of concern. LA had contacted Penny Campbell and had a discussion and Penny Campbell advised that SAAFoST wrote a letter to the DG, Dr Buthelezi. LA had requested that he wrote the letter he had not done the letter yet, however, he would in the next week. Stating what SAAFoST was, what it was that we did and why FLAG meetings were important.</p> <p>JM advised that he would update Council as things progressed.</p>	JM	
<b>16</b>	<b>SAAFoST MAJOR OBEJECTIVES 2021</b>		
	<p>SAAFoST Major Objectives for 2021:</p> <ul style="list-style-type: none"> <li>• Congress 2021</li> <li>• Elections</li> <li>• Income</li> <li>• Regional establishment of Eastern Cape Branch</li> </ul> <p>JM advised that members would need to elect a Vice President and President Elect prior to Congress and the BGM would be held on the Sunday prior to the Congress starting. IB had sent him the Constitution. Notices for nominations should be sent out at the beginning of May, so that by the end of May all the nominations could be in and in June the voting would take place. Two months prior to the Congress all details would need to be finalized. Branches would also need to have elections for new Chairperson and Vice chairperson by mid July 2021. JIR adds that one of the objectives could be to grow the Eastern Cape Branch.</p> <p>IW wanted to know how these branch elections would work as it was not so easy to get together. JM advised that they could use the GotoWebinar platform and get TB to send out notices so that they had virtual branch meetings.</p> <p>IB suggested having the branches meetings and then doing the nominations and voting the same as the Vice President and President Elect. SB advised that she was available after hours to help with these meetings.</p> <p>JM advised that each branch should follow the same process.</p>		
<b>17</b>	<b>CEO APPOINTMENT</b>		
	<p>JM welcomed Susan Featherstone to her First Council Meeting and advised that the contract between SF and SAAFoST had been signed.</p> <p>SF advised that in one set of minutes it was noted that the CEO position would be 3 days a week position, but it was a 2 day a week position, 16 hours a week position.</p> <p>JM advised that SF would be monitoring her time and a decision on the time needed would be reviewed; part- or full- time after the current contract end in October.</p>		
<b>18</b>	<b>TASK TEAMS, BRANCHES, CEO, MDO &amp; COMM OFFICER REPORTS</b>		
	No updates.		
<b>19</b>	<b>SACNASP</b>	GB	
	GB advised that SACNAP would sponsor R30 000.00 to the Congress, however, SAAFoST would need to send a letter of request for sponsorship.	JM	
<b>20</b>	<b>ADDITIONAL ITEMS &amp; GENERAL</b>	ALL	
	IB advised that Arie Dercksen who had been a SAAFoST member for a long time had died on 02 April 2021.		

	JM advised that it had been discussed at Exco of finding a way of honoring David Watson at Congress and the Foundation was looking at the possibility of establishing a David Watson bursary. JM asked Council members to give it some thought and send the suggestions to IB.	Council	
<b>21</b>	<b>DATE OF NEXT COUNCIL MEETING &amp; SUBSEQUENT MEETINGS</b>	JM	
	The next meetings will take place as follows: Exco – 09 <sup>th</sup> June 2021 Council – 10 <sup>th</sup> June 2021		
	James thanked all for attending the meeting. The meeting closed at 11h39		