

SAAFoST COUNCIL MEETING MINUTES

Minutes of the SAAFoST Council Meeting held via GoToMeeting on 10 June 2021 at 09h00am

MEMBERS PRESENT			
James McLean (Exco)	JM	President	Hilltop Food Ingredients
Elna Buys (Exco)	EB	President Elect	Univ. of Pretoria
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
Deon Gallus	DG	Vice Chair: Northern Branch	
Madelein Jansen	MJ	KZN Chair	Kerry Ingredients
Gerda Botha	GB	SACNASP Representative	SACNASP
Sharon Beeming	SB	National Secretary	Turners Conferences
BY INVITATION			
Tricia Fitchet	TF	Editor: FST	SAAFoST
Irene Burke	IB	Membership Development Officer	SAAFoST
APOLOGIES			
Lucia Anelich (Exco)	LA	Immediate Past President	Anelich Consulting
Ingrid Woodrow	IW	Chair: Northern Branch	IMCD South Africa
Lisa Ronquest-Ross	LRR	Chair: Cape Branch	MANE
Emma Johnson	EP	Vice Chair: Cape Branch	Deli Spice
Tsetse Baloyi	TB	Communications Officer	SAAFoST
Juliette le Roux	JIR	EC Representative	
Anza Bester	AB	Custodian Representative	

No	Item	Action	Date
1	WELCOME AND APOLOGIES	JM	
	JM welcomed all to the meeting Apologies received from Lucia Anelich, Ingrid Woodrow, Lisa Ronquest-Ross, Emma Johnson, Tsetse Baloyi and Juliette Le Roux		
2	CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS – 10 APRIL 2021	JM / ALL	
	Proposed: Gunnar Sigge Seconded: Susan Featherstone		
3	READING & CONFIRMATION OF MINUTES		
	No changes required.		
4	MATTERS ARISING FROM PREVIOUS MINUTES 10 APRIL 2021		
	There were no matters arising that were not dealt with on the agenda.		
5	MOTIONS, PRESENTATIONS & DOCUMENT SIGNING	ALL	
	No motions		
6	FINANCES OF THE ASSOCIATION	RdK / ALL	
	RdK updates on the finances as follows: <ul style="list-style-type: none"> The monthly statements were received from Liezl from TC. 		

	<ul style="list-style-type: none"> Financials for the BGM still had to be prepared and she would be in contact with Liezl to ensure that the Audited Financials were available to be presented. <p>JM advised that he would help RdK prepare the slide show for the BGM as he had done at the previous BGM.</p> <p>SB mentioned that the membership fees for 2022 and 2023 still had to be finalized as they would need to be presented at the BGM to be approved.</p> <p>RdK reported that at the previous meeting there was discussions with regards to some changes to the budget, these changes had taken place and the updated budget was available to Council.</p> <p>RdK advised that there was a lot of preparation that needed to take place before the BGM, so timelines should be put in place.</p> <p>JM advised that the Investment portfolio was only reported on every 3 months and would be reported at the BGM.</p> <p>Actions: SF / JM / RdK to prepare and timelines for BGM.</p>		
7	CONSTITUTION ACTIONS AND DISCUSSIONS	RdK /SF	
	<p>RdK advised that the Constitution was still a work in progress and needed to be aligned with the way that SAAFoST was operation and that SF and herself were in communication with the lawyer. They Constitution should be ready to be presented to the members for approval at the BGM.</p> <p>SF advised that she would draw up policies and procedures for the day to day running of SAAFoST. These would then be available on the Secure Section of the website for Council Members to access.</p> <p>JM mentioned that LA had being pushing for policies and procedures for some time. New Council members would be starting on 22nd September 2021 and it would be good for them to be advised what their roles were on Council.</p> <p>IB mentioned that there should also be procedures and claim forms for travelling and for students or members to report back, if SAAFoST had paid, as this was a grey area.</p> <p>Action: SF would start drawing up procedures and policies.</p>		
8	MySAAFoST	EJ	
	Report circulated prior to the meeting.		
9	MEMBERSHIP	IB	
	<p>Membership Update (Reports circulated prior)</p> <p>IB highlighted the following from her reports:</p> <ul style="list-style-type: none"> Membership payments were far better than the previous year. Some members were paying for the outstanding 2020 fees; however, some could not afford to do so and only paid the 2021 membership fees. SB was currently updating the trend on the Custodian membership and would share with herself. Those custodians that had resigned, do a follow up and get them to become Institutional members. <p>RdK enquired how the membership income compared to previous years?</p> <p>IB responded that it was more favourable than 2020 and that there was many new members. Members had received their statements and money was slowly coming in from members.</p>		

	<p>SF wanted to know how the membership compared to previous years, prior to 2020, as it was halfway through the year and members fee look as if there was still considerable outstanding.</p> <p>SB advised that membership fees were far below prior years, and that members were sent their outstanding 2020 invoice as well as the current, 2021 requesting payment. Unfortunately, most could not afford the outstanding fees and were only able to pay the 2021. There was the odd member that was able to pay half of the 2020 membership fee.</p> <p>SB continued to advise that as it came closer to Congress, more members were paying their membership fees. Figures presented to Council was only up until 25 May 2021. She would send an updated schedule to SF, JM and IB the end of every month.</p> <p>JM advised that Custodian members should have paid and follow up with them was important as their membership fees where the bulk of the membership income.</p> <p>Actions: SB to send SF/JM/IB list of custodian and institutional members contact details and monthly updated on payments and outstanding memberships.</p>		
10	SAAFoST FOUNDATION UPDATE		
	<p>IB reported back as follows:</p> <ul style="list-style-type: none"> • 24 students that were receiving bursaries, had been announced, the number had not increased. • She was hoping to get access to the bank account in order to pay the Universities. • There would be 2 Koeppen – 1 MSc and 1 PhD, 5 Aubrey Parsons and 5 or 6 Academic awards that would be paid. • The draft Financials had been received as was with Januz Luterek. <p>JM advised that IB should request Januz Luterek prepare The Foundation report for the BGM.</p> <p>JM enquired whether the Foundation bank account was resolved?</p> <p>IB advised that they had access to the bank account and that money had been transferred into the current account and as she was not a Foundation member, she would be working with Januz Luterek.</p> <p>JM enquired whether Foundation had set a time to appoint Januz Luterek as the Chairman of the Foundation?</p> <p>IB advised that it would happen before the end of the month.</p> <p>JM mentioned that at the previous days Exco meeting, it was suggested that there was 3 members of the Foundation board who had signing powers on the bank account so that there were no delays.</p> <p>IB mentioned that she had arranged with David's wife to collect all the Foundation and FACS documents and have them delivered to Januz Luterek's office.</p> <p>JM advised IB to pass on congratulations to Januz Luterek and the Board for continuing to take over the Foundation after the passing of David Watson.</p>		
11	INTERNATIONAL RELATIONS / LIASON		
	<p>IFT</p> <p>GS reports back as follows:</p> <ul style="list-style-type: none"> • IFT Congress was in July 2021, and it would virtual. He would send the registration link to Council members if they were interested. • All Board meetings would be virtual and in November it might be a hybrid meeting. • The next IFT Congress 2022 would be "live". • IFT had organized 3 speakers for the SAAFoST Congress 2021. 	GS	LA

	<ul style="list-style-type: none"> • TF and himself had a meeting in a few weeks' time with the to renew the publishing agreement with Food Technology through IFT and meeting the new Editor. <p>JM advised that two people, namely Emma Johnson and Manzi Sishi would be attending the Emerging Leaders Network run by IFT.</p> <p>IFST / SAAFoST No feedback</p>		
12	CONGRESS 2021 UPDATE		
	<p>MJ reported back as follows:</p> <ul style="list-style-type: none"> • 50 registrations. • EB had put together a good write up about all the speakers and advertising the programme to get more registrations. • Scientific Programme was complete with invited speakers. • Exhibition: Only a few exhibitors and JM was driving this to get more companies on board. • Social events was an Online U-Cook box with MyChef. • The Website had been updated and had a lot of detail. • Food review was also advertising Congress • The pre-events went well <p>MJ advised there was the matter of the Dreosti and Ginsburg in 2019, there were first and second place awards given. First prize was R7500.00 and the second place, R2500.00. The LOC was requesting Council's permission to increase the amount R9000 and R3000.00 respectively; as the award monies would be paid from the SAAFoST main account.</p> <p>GS enquired as to what the second prize would be called and suggests that the award be called Runner Up Award for Best Oral and Runner Up Award for Best Poster Presentation.</p> <p>MJ advised that the email that she had received from Kerry had stated that the Janet had proposed in 2019 that the awards be called Second prize Oral Award and Second prize Poster Award, so it was not linked to the Dreosti and Ginsburg awards.</p> <p>Council agreed to increase the monetary award for the Dreosti and Ginsburg Awards to R9000.00 and Second Runner Up Award for Oral and Poster to R3000.00 Proposed: Gunnar Sigge Seconded: Gerda Botha</p> <p>GB enquired with MJ would it not be possible to extend the early bird registration by another month, to motivate more people to register and also if SACNASPS could do a 5-minute pre-recorded presentation of the latest updates of SACNAPS and where could it be placed?</p> <p>MJ advised that she would discuss with EB and Kerry as to where it could be placed.</p> <p>JM advised that SF suggested commemorating David Watson at the Congress and requested Council gave some ideas how this could be achieved.</p> <p>JM suggested that he had thought a about giving a David Watson Innovation Award for someone in the food industry that contributed in an innovation, production or application way. His only concern was how did one identify such a person? Foundation would probably give a bursary in David's name. A suitable prize that did not conflict with any other awards or prizes or and give a 5-minute obituary on David and the food industry. He would discuss this with the LOC, but possible another way to honour David would be a 5-minute obituary to discuss his life and his input in the food industry.</p> <p>MJ suggested taking 5 – 7 minutes at the BGM to discuss SAAFoST and real happenings, example, GS and SF. There was good things as well as sad things happening.</p>		

	<p>SF suggested that there was hall of fame, perhaps a pre-recorded video of fond memories of David. They could listen to the story about David Watson. They had probably heard of him, but not necessarily know him.</p> <p>SF suggested to include others in that specific area and also perhaps Council members introducing themselves.</p> <p>GB suggested having a moment of silence at Congress for all who had lost colleagues, family members etc. As it was hard to mention everyone.</p>		
13	PUBLICATIONS AND MEDIA	TB / ALL	
	TB reports were sent prior to the Council meeting.		
14	FST	TF	
	<p>Report circulate prior to meeting.</p> <p>TF reported back as follows:</p> <ul style="list-style-type: none"> • Companies weren't advertising this year and was with much effort to get companies to advertise in the magazine. • 2021 advertising fees were kept the same for 2021, however, 2022 fees would be increased 5%. <p>TF advised she was looking forward to upcoming IFT meeting to discuss the publication contract.</p>		
15	FOOD ADVISORY CONSUMER SERVICES (FACS)	GB	
	<p>GB reported back as follows:</p> <ul style="list-style-type: none"> • She realised how much work there was in running of FACS. • SANCU was doing the minutes of their meetings and handled all enquires. All outstanding invoices were paid up as they had not submitted since the passing of Ann Goslin. • Currently they were drafting a new advertising for FACS, as TF had requested one to add to the FST magazine. They were working with TF and had received the first draft. • Enquires that came in she answered herself, or shared with the Committee members that could add input. TB's email address was on the website. • The agreement with SANCU should be looked at. Dr Clif Johnston, SANCU Vice Chair was currently doing secretarial functions. • She had requested a meeting with Dr Clif Johnston and Alisha, but before that meeting, she would like to meet with JM, RdK to discuss what SAAFoST should be paying for the services that they rendered. • Had requested Januz Luterek to draft a disclaimer to put on the website. <p>RdK asks the question, why do we need FACS as a separate body from SAAFoST?</p> <p>GB responded that FACS was focused on the Consumer service and bringing different groups together as there was representation on the FACS committee from dieticians, consumer.</p> <p>RdK questioned whether it was only SAAFoST contributing to FACS or also other parties?</p> <p>GB advise that it was only SAAFoST, as SAAFoST had initiated and created this group.</p> <p>JM advised that it was not only to take minutes but also to handle the Helpline and send all the questions to FACS. Owen had great knowledge on FACS and get input from him.</p> <p>GB advised that the Helpline was not very busy and she did not think it was necessary to have a person dedicated to it. The types of questions that were coming in were not the type of questions that SANCU could respond to as they were technical and then they forwarded them on to FACS to respond to.</p> <p>Action: GB to set up a meeting with JM/RdK, SF and TS</p>		

16	REGULATIONS	JM / LA	
	No updates		
17	SAAFoST MAJOR OBEJECTIVES 2021		
	<p>SAAFoST Major Objectives for 2021:</p> <ul style="list-style-type: none"> • Congress 2021 - ongoing • Elections – both National and branch elections going out soon. • Income • Regional establishment of Eastern Cape Branch <p>JM advised that IB had made the suggestion of having no branches and only one big organization, especially in light of the virtual events.</p> <p>RdK advised that the benefit of having branches was that there was more interaction and involvement at a local level, opposed to having a national virtual organization. People would then not necessarily get involved.</p> <p>SF advised that she agreed with RdK and as it was unusual times it was important to have in person interactions and meetings. One of the key benefits of SAAFoST was to network with other people in the industry.</p> <p>DG responded if there could not be both branch and national as KZN it would be easier to have in person meeting, whereas Eastern Cape it was a little bit different as distance was quite vast.</p> <p>GS agreed with both SF and DG and suggested writing this into the Value Proposition as there was value in having a in person meeting as well as having virtual meetings.</p> <p>JM advised he was concern was with helping Juliette in establishing an Eastern Cape branch.</p> <p>GS suggested that when looking at the Constitution look how branches were categorized as many points were no longer followed.</p> <p>IB advised that with all meetings, all members were invited not only the branch members that was hosting the meeting. Was it necessary to form another branch at this stage, with the current situation?</p> <p>GS agreed with IB and stated people would feel more connected and it would be cost nothing to have another branch.</p> <p>JM advised that Juliette had wanted to start a branch for some time and her only drawback was that she was required to have 20 members. Perhaps this could change and that she should be able to have a branch and be the representative.</p> <p>GS advised that the Constitution needed to be adhered and perhaps changed, so in the interim it could be called group. Check with the lawyer that was involved. When someone was eager to volunteer, why say no due to red tape, rather encourage them.</p> <p>SF agreed with GS and advised that she and RdK should take it up with the lawyer and make it possible for them to be included.</p> <p>JM commented that call them a focus or interest group so that they were included and also felt the need to belong.</p> <p>RdK advised that she agreed and under the Constitution, MySAAFoST was a group and also mentioned that Free State should perhaps also have Group as they felt left out.</p> <p>IB commented who would drive these groups or branches? Why have a branch/group if no was happening?</p>		

	<p>GS advised that he agreed with IB, and there should be some minimum level of activity in a branch or group to be recognized and a process in place as to what they should be doing.</p> <p>JM advised that he would be in contact with Juliette and would then give feedback.</p>		
18	TASK TEAMS, BRANCHES, CEO, MDO & COMM OFFICER REPORTS		
	Reports circulate prior to meeting.		
19	SACNASP (1:40:54)	GB	
	<p>GB reported back as follows:</p> <ul style="list-style-type: none"> SACNASP was in the process of employing additional staff and one of the positions was a Professional Development Officer, this person would assist with the Scientist with their CPD activities. The aim was also that this person would establish a meaningful internship for newly and unemployed science graduates. There was going to be two meetings. The first one would be on Addressing opportunities and available instruments to support research and development and would be chaired by Prof Igle Gledhill was the Past President of South Africa Institute of Physics. The second discussion was on Why Public Engagement and Outreach Matters and the Power of Social media in the Science Communication in South Africa, the chair would Professor Roula Ingles-Lotz the former Co-Chair of South African Young Academy of Sciences. This would also address the concerns of the Minister with regards to the absence of science journalism in South Africa. SACNASP was offering and supporting CPD credits for the scientist completing the Communication course at University of Stellenbosch. <p>SF wanted to know what the course was about? GB responded that it was how to draft communication present science to the public. It was a communication course, focus on science journalism.</p> <p>GS advised that Marina Joubert was involved and they offered many workshops on science communications and there was also a post graduate N4 on science communication and how to present science.</p> <p>RdK wanted to know how many Food Science Professionals were registered with SACNAPS? GB advised that it was on the database for everyone to see.</p> <p>Rdk advised that she had gone onto the website and there was only 18 registered. She had struggled to register since 2019, on the SACNAPS website. GB advised that there should be more than 18 and that she would look into the reason why people were struggling to register on the website.</p>		
20	ADDITIONAL ITEMS & GENERAL	Council	
	<p>CGCSA - host Low and no calorie / non-sugar sweeteners webinar</p> <p>IB advised that Linda Jackson had emailed and would like to know whether SAAFoST would like to be involved in this webinar. Between Linda Drummond, Nigel Sunley, SF and she had also spoken to Lucia who would be organizing an international speaker. This would be either a workshop or webinar. The other alternative was to pre-record and then place on the SAAFoST website. This was currently in progress.</p> <p>Advertising Regulatory Board (ARB) – Members</p> <p>IB advised that ARB had been in contacted and wanted to know if SAAFoST wanted to become members, membership was free?</p> <p>GS responded that SAAFoST did not have to become members as SAAFoST was not advertising. They wanted SAAFoST to give their opinion which we could do without becoming members.</p> <p>All agreed all there was no need to becoming a member.</p>	<p>IB</p> <p>IB</p>	
21	DATE OF NEXT COUNCIL MEETING & SUBSEQUENT MEETINGS		
	<p>The next meetings will take place as follows:</p> <p>Exco – 15 September 2021</p> <p>Council – 16 September 2021</p>		
	<p>James thanked all for attending the meeting.</p> <p>The meeting closed at 11:14</p>		