

The South African Association for Food Science and Technology



SAAFoST COUNCIL Minutes		
Thursday, 20th October 2022	09:00 – 12:00	Zoom Meeting
MEMBERS PRESENT		
Prof Elna Buys (EB)	President	University of Pretoria
Prof Riette de Kock (RdK)	President Elect	University of Pretoria
Prof Lucia Anelich (LA)	Treasurer	Anelich Consulting
Ingrid Woodrow	CEO	SAAFoST
Madelein Jansen (MJ)	Chair: KZN	Kerry Ingredients
Dr Vusi Mshayisa (VM)	Chair: Cape Branch	CPUT
Petri Horn (PH)	Vice Chair: Cape Branch	Merieux NutriSciences
Dr Gerda Botha (GB)	SACNASP	
Nwabisa Mehlomakulu (NM)	University of Pretoria	MySAAFoST Chair
Shanece Ramkisson (SR)	University of Pretoria	MySAAFoST Vice Chair
Sharon Beeming (SB)	National Secretary	Turners Conferences
BY INVITATION		
Irene Burke (IB)	Membership Development Officer	SAAFoST
Tricia Fitchet (TF)	Editor: FST	SAAFoST
Tsetse Baloyi (TB)	Communications Officer	SAAFoST
Gill Slaughter (GILLS)	Turners Director	Turners Conferences
Liezl Erasmus (LE)	TC Financial Team Leader	Turners Conferences
Joanne Martins (JM)	Webmaster	Turners Conferences
APOLOGIES		
Prof Arno Hugo	FS Representative	University of Free State
Prof Gunnar Sigge	Vice President	Dept. Food Science, SU

No	Item	Action	Document
1	WELCOME AND APOLOGIES	EB	
	EB welcomes all to the last meeting for the year. Apologies received from AH and GS		
2	CONFIRMATION OF THE AGENDA	ALL	
	Agenda confirmed. Approved by GB Seconded by LA		
3	READING & CONFIRMATION OF MINUTES FROM 09 June 2022	ALL	
	Approved by VM Seconded by PH		

4	MATTERS ARISING FROM PREVIOUS MINUTES	ALL	
	No matters arising from previous minutes		
5	MOTIONS, PRESENTATIONS & DOCUMENT SIGNING	ALL	
	<p>1. Motion to be discussed on proposal to charge students a membership fee; presentation to be done under membership</p> <p>2. RdK puts a motion forward to increase membership fees by 7%</p> <p>Propose: LA and seconded VM</p>		
6	FINANCES OF THE ASSOCIATION	LA/ALL	
	<p>LA reports back on the finances as follows:</p> <ul style="list-style-type: none"> Bank balances at 30 September 2022, all accounts included: current account, money market, BDA investment account and OMW investment account totaled R4.2 million. This figure is lower than usual, but a considerable knock was taken financially at the last congress. This figure is about R2 million down as the previous figure was around R6million. A deficit of R275 698 was budget for 2022, but the actual deficit year to date at the end of 30 September 2022 was R580 049. The Association is not in crisis. However, there may be a larger deficit than what was budgeted for, with an additional R309 351 deficit. It is still early as more membership fees are being collected. LA presents the Membership slide up until 14 October. SB's summary of membership was more accurate than that of the financials as it reflected up until 14th October 2022. The budget for all categories amounted to R1 868 000 and actual till 14 October is R1 465 350. LA is not concerned with the variance of R402 650 and SB's amount of R701 195, as this will sort itself out near the end of the year. IB, IW and SB are working hard in getting the membership fees in. 78.5% of membership fees has been collected which is good in comparison to the previous two years which weren't this successful. SAAFoST will need to release some funds from investments as we still have several expenses that need to be paid such as Turners monthly fee as well as the Congress deposit of R270 000.00. LA requests IW to explain about Custodians who have not paid for a number of years. IW has made an effort to get some of these Custodians to pay not only for 2022 but also for 2021 fees. IW advises the list of Custodians from the beginning of the year, contained Custodian companies no longer operating as they have been bought or merged. Several Institutional Members also have not paid and were contacted, some which didn't want to be members anymore. SB and Nomfundo contacted professional and members however, some changed their jobs and it was difficult to get hold of them. IW thanks IB and SB for all their hard work and felt that a lot was achieved. IW, IB and SB are not done and will continue to get membership fees in. The actual list of members will be cleaned up by latest year-end. IW mentions that TB also sent out messages on social media to encourage payment of outstanding membership fees. Several members on data base have changed contact details, hope to reach them via social media. <p>RdK wants to know when the 2023 budget will be approved and suggests the budget is approved in future at the last council meeting of the previous year. Membership fees should also be approved at this meeting.</p> <p>LA agrees with RdK re membership fees for the coming year. As it is a Congress year, at the BGM membership fees for the next two years will be decided. All income and expenses until end of December as well the interest received from investment account is only fully known then. LA confirms that budgets are only approved at the first meeting in March.</p> <p>RdK mentions the decision taken at the BGM was to give Council the mandate to increase membership fees between 3% and 7% for 2023. No increase was given in 2022 and RdK proposes a 7% increase in membership fees. She asks when invoices are sent out to start collecting fees for 2023. It might make sense to send invoices out during Q4 when companies are looking at their budgets for 2023.</p> <p>IB reports, the database will be up to date; all contact details and membership</p>		

	<p>will be current in December for budgeting purposes. Only paid-up members will be on data base. For 2023 invoices will start to be sent out to individual members in Q4. Custodians and institutional members usually require an invoice for the current year. The plan is to ensure by the end of March 2023 anyone with unpaid membership fees will be followed up on to make payment.</p> <p>IW explains there are several Custodians and Institutional members who pay for their members and require these to be included on the invoices.</p> <p>IB goes through the report that SB prepared prior to the meeting and circulated to Council:</p> <ul style="list-style-type: none"> • IB advises, the figures shown are the actual figures of actual members and actual figures for budgeting purposes. These are the figures we have, and from here we need to grow the membership again to get back to where we were prior to Covid. • The actual income is also shown and corresponds with what is in the bank. All these members have paid, are active and their details are correct. This was also part of the exercise to get up to date details from members so that going forward it will be much easier to follow up. <p>SB reports as follows:</p> <ul style="list-style-type: none"> • A massive drive was done on SAAFoST membership with most of Turner's conferences staff also involved, sending out follow up emails with invoices and phone calls. • Every unpaid member was contacted telephonically, if a valid contact number was available. The staff tried to get hold of those they could not get hold of, via LinkedIn, their old companies if they were willing to give forwarding contact details, keeping the POPIA Act in mind. • A number promised to pay, some members cancelled as they could no longer afford the fees or were no longer interested. • Members who cancelled their membership were informed of the benefits they would be losing. <p>After a discussion, the fees for 2023 are agreed to as per below table:</p> <p>2023 Membership fees (7% increase) – VM seconded and motion accepted.</p> <table border="1" data-bbox="310 1104 1049 1415"> <thead> <tr> <th></th> <th>2023</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Custodian Membership</td> <td>R17 120.00</td> <td>R16 000.00</td> </tr> <tr> <td>Institutional Membership</td> <td>R 4 494.00</td> <td>R 4 200.00</td> </tr> <tr> <td>Membership</td> <td>R 786.00</td> <td>R 735.00</td> </tr> <tr> <td>Professional Membership</td> <td>R 786.00</td> <td>R 735.00</td> </tr> <tr> <td>International Membership</td> <td>R 969.00</td> <td>R 969.00</td> </tr> <tr> <td>Post Graduate Membership</td> <td>R 268.00</td> <td>R 250.00</td> </tr> <tr> <td>Consultant Membership</td> <td>R 1 070.01</td> <td>R 1 000.01</td> </tr> </tbody> </table> <p>FST voluntary will remain the same.</p> <p>LA was in contact with Niel Roode from Nedbank Private Wealth; she asked various questions. At Exco the issue of possibly closing the money marketing account was discussed. LA requested clarification from Niel Roode as he previously mentioned SAAFoST's one investment was similar to a money market account. Hopefully he will respond soon and then a decision can be taken.</p> <p>EB comments that the finance situation is not where SAAFoST should be, but it was a truer reflection of the actual situation and thanks everyone involved for getting SAAFoST to the current status.</p>		2023	2022	Custodian Membership	R17 120.00	R16 000.00	Institutional Membership	R 4 494.00	R 4 200.00	Membership	R 786.00	R 735.00	Professional Membership	R 786.00	R 735.00	International Membership	R 969.00	R 969.00	Post Graduate Membership	R 268.00	R 250.00	Consultant Membership	R 1 070.01	R 1 000.01		
	2023	2022																									
Custodian Membership	R17 120.00	R16 000.00																									
Institutional Membership	R 4 494.00	R 4 200.00																									
Membership	R 786.00	R 735.00																									
Professional Membership	R 786.00	R 735.00																									
International Membership	R 969.00	R 969.00																									
Post Graduate Membership	R 268.00	R 250.00																									
Consultant Membership	R 1 070.01	R 1 000.01																									
7	Constitution ACTIONS AND DISCUSSIONS	RdK/IW																									
	RdK reports that the changes suggested to the Constitution were in progress and will need to be approved by the BGM.																										
8	CONGRESS	GS / VM																									
	8.1 Congress 2023 VM reports back as follows:	VM/LE/GS																									

LOC has been meeting frequently to plan the Congress. The budget has been discussed and agreed upon.
The prospectus was completed and the following day, the marketing, sponsorships and exhibition teams will launch the prospectus to Custodian members. IW is assisting with this. The prospectus will also be shared with Council.
Several items have been added to the Congress website, so if the budget is approved by Council, the registration fees can also go up on the website, which will take less than 48 hours.
Hotels and accommodation have already been updated.
The call for abstracts will probably go out the following week.
A meeting with the Scientific Committee will take place on Thursday next week to do some brainstorming. However, the themes were already shared at the previous council meeting.

8.2 Budget

VM requests approval of the Congress 2023 budget by Council to move on with preparations and pay the deposit of R270 000 to the CTICC.

LE presents the budget on a slide and explains as follows:
The Congress 2023 budget has been extensively discussed, broken down and reviewed to ensure that no loss will be incurred.
Registrations fees are based on 2019 rates increased by 10% + R100 per category.
The student and retired member rates are increased by an additional R300.00 to ensure a little profit is made on these fees as CTICC is a lot more expensive than Birchwood.
The day rate was discussed and decided to increase to R300.00 per person, this would only be to the exhibition area but not for the product theaters.
The total number of exhibition stands is about 72; however, 72 exhibition stands is quite a lot to view and visit.
Sponsorship items were discussed and changed several times. It was very conservative, there are opportunities to increase on the income side with the sponsorship items.
The exhibition stands are of two different sizes: 3x3m and 2x2m.
Currently we are looking at a minimum surplus of R735 618.00 before any contingency. The total number of paying delegates is about 369, which is fairly conservative.
There is a possibility for Congress to make more profit, but better to keep it conservative as high expectation might end in huge disappointment.

LE explains why comparisons are against 2019 budget as that was the last in-person event; Congress 2021 was a virtual event. It makes no sense to do a comparison when there was no physical venue and different categories for payments were used.

EB asked the question about insurance for congresses as this was the issue for 2021 and will there be insurance taken out for this congress?

Gill responds, all suppliers always have public liability insurance in place for an in-person event, to cover any type of injury to a delegate. A cancellation insurance can be purchased, but it does not cover the possibility of too few numbers of delegates, or poor sponsorship support. She can get a quotation and share with the LOC. EB reckons it is not necessary.

RdK requests that the budget be distributed to Council members.
LE will distribute to all on Council.

LA has been involved in the budgeting process due to the problems with the previous congress and that she wanted to ensure that this congress will not run at a loss or even break even as at this point it is not an option. There is a finance team, a small subcommittee of a few people in the LOC who work on the budget. Jennifer Ricketts is chairing this team. LA concurs that the budget is conservative. Council should have the opportunity to go through the budget, it has gone through a rigorous process. We need to then get approval electronically to pay the deposit to the CTICC within two weeks.

EB comments that where the budgeted started and to where it is now, a lot of work has been done.

EB asks VM what the exact amount is that is needed for the deposit.

VM confirms the amount is R262 272.61 to round off to R263 000.00 required for the deposit. This budget has already gone through a lot of scrutiny and alterations to meet standards.

IW proposes that the deposit for congress be paid as LA the treasurer as well as EB the President were included in these meetings and approved at LOC.
LA and RdK seconded the proposal.

	<p>The Congress budget and prospectus will be circulated to Council members.</p> <p>IW advises the prospectus can be shared with Council members but requests that it not be shared with anyone else until such time it was live on the website.</p> <p>Budget approval responses requested by all not on LOC by Monday – approved in principle.</p>		
9	<p>FOUNDATION</p>	LA	
	<p>9.1 Update</p> <p>LA gives feedback on a meeting on 07th October 2022 to discuss finances and various bursaries which have been received. The Trustees looked at the number of applications received and a decision was made to support student bursaries to study. Finances may need to be cut; investment funds are currently dipped into, which is not ideal; the future needs to be considered. Either the number of bursaries received from companies needs to increase which currently amount to R40 000/bursary, although any amount will help, even R5 000. All donations receive a tax certificate which is important to note. Everyone should market the Foundation as much as possible. Better to rather support student studies and cut the SAAFoST awards every year. It was decided to present only 1 Koeppen award and not one per tertiary institution.</p> <p>More details can be provided, from the Foundation meeting if required.</p>		
10.	<p>WEBINARS AND WORKSHOPS</p>	IB/ALL	
	<p>10.1 Extrusion workshop feedback by IW as follows:</p> <ul style="list-style-type: none"> • Workshop took place on 06th October 2022 • 41 registrations with several people as presenters • Not much profit was made on the workshops with such low attendance. <p>IW mentions that at the Chemical Engineering meeting which took place a week prior there were also low numbers, so SAAFoST cannot expect high numbers yet. Not a lot of money was made from the expert workshops but they should continue as they do provide value.</p> <p>Webinars</p> <p>IB advises that all the webinars are in the report prepared by SB. Most were presented by the Cape and Northern Branches. The webinar with SAAFoST and AIFST was well attended. Webinars are still popular, especially if Janusz Luterek from Hahn & Hahn is on. More people can join and all webinars are well attended. Webinars should be continued in between the workshops with enough time to advertise them.</p> <p>10.2 Bacterial modeling workshop – January 2023</p> <p>EB advises that a Save the Date was sent out and more information will follow. It is for industry with 6 overseas experts and the programme is ready. Planned as an on-line workshop to discuss bacterial models that can be used for validations of food safety and shelf life of e.g., dairy and various food products and ingredients. The workshop will be interactive with 6 sessions over two days. The reason it will be held in January, is that it is the only time the presenters around the world are available.</p>		
11	<p>MEMBERSHIP</p>	IB/IW	
	<p>11.1 Custodians</p> <p>RdK mentions that some Custodians who have not paid for a while are still getting the benefit of advertising on the SAAFoST website.</p> <p>IW responds that not enough effort was made during the previous two years to contact Custodians; contacts have changed and within the next few weeks those who have not paid will be taken off the website.</p> <p>LA mentions that Owen chased Kellogg's for years and that they should be taken off. A discussion will need to take place as to how to bill Kellogg's should they wish to remain Custodian members.</p>	IW	
	<p>11.2 Membership Update (Report sent prior to meeting)</p> <p>IB advises student membership was a problem as each year notices go out requesting proof of registration with no response. SAAFoST had about 1000</p>	IW	

	<p>students but due to not responding actually only 400. Students should pay a membership fee; at the previous Council meeting IB and TB were requested to put through a proposal to this effect. The proposal is R250 per student and R350 for Postgraduates. All students and postgraduates will be informed to reapply for membership in 2023 and when applying they need to pay on the payment portal. Joanne from Turners was requested to prepare an application form for the website. Students will need to re-apply every year, so the onus is on the student to be a member. The target for student members is 400 with congress coming up and 150 for Postgraduates. A termination letter will be sent to all students.</p> <p>JM demonstrates the proposed new application form with payment portal:</p> <ul style="list-style-type: none"> • The application forms are easy to complete. • Many fields are compulsory. • They need to upload their proof of registration. <p>IB proposes that students pay a fee and VM seconds the proposal.</p> <p>IB requests that the process for professional/members and institutional members will be the same: payment when applying form membership. This will then eliminate a pending list. As members applied for membership, an invoice was sent by SB but they do not necessarily pay.</p> <p>VM suggests making all the fields compulsory, especially the student number and for the address be more specific, physical home or at university. On uploading of proof of registration, various file types must be possible.</p> <p>RdK asks whether Council has the authority to implement fees for students as currently students do not pay. Should it not be approved by members at the BGM?</p> <p>IB advises when she joined SAAFoST, students used to pay a fee, or some of the Universities used to pay for students. Then when Rosie Maguire came in, it was decided to make it a free membership and it never went to the BGM for approval.</p> <p>EB advises IB's points are valid, however RdK is referring to the Constitution. Council has accepted, but RdK and IB should look at it and see what the Constitution states about student members paying.</p> <p>EB continues if there is no direct guidance, council can accept the proposal.</p> <p>Numbers for budget and fees agreed on:</p> <p>Students rate R240.00 x 200</p> <p>Post Graduate rate R268.00 x 50</p> <p>Council also accepts the online form for individual membership.</p> <p>11.3 Turners Report (Report sent prior to meeting)</p> <p>Discussed under Finances.</p>	SB/JA/LE	
12	MARKETING	TB	
	<p>12.1 Update</p> <p>TB explains his report that was circulated:</p> <ul style="list-style-type: none"> • Overview on social media, LinkedIn is growing faster than others, Facebook over 3300, Instagram not doing so well; they do not share links. • Click through: biggest request to promote Custodians; IW requesting approval from them for social media; responses so far 9 shared, posts mainly on fb and twitter post on information. • Promote our Custodians, propose two weeks when no other events are shared, as more follow/like of the posts. Only share information if they have agreed. • Over 13 notices have been sent out. Notices aren't going where they should. On social media requests to update their contact details/emails. • Posts to pay membership fees. • Student activities followers that are students but not on the MySAAFoST platforms. TB checking why. He noticed Roadshow and other student activities followed and liked. 		

	<p>EB shares that UP faculty picks up the SAAFoST hashtags and are sharing. Nwabisa on MySAAFoST could be the reason.</p> <p>TB – picked up on LinkedIn not enough happening on KZN branch, needs to motivate the KZN branch.</p>		
13	REPORTS:	ALL	
	<p>13.1 CEO (Report sent prior to the meeting)</p> <p>No discussion</p> <p>13.2 Cape Branch (Report sent prior to the meeting)</p> <p>VM reports as follows:</p> <ul style="list-style-type: none"> • It was noticed a high number of people registered for webinars but attendance was far less and a suggestion is to charge for webinars. • It was discussed in the CB meetings to think of ways to charge for these webinars. <p>EB advises that the exact discussions took place at the Exco meeting and options were being looked at in favour of paying for webinars. It was currently not an option on the SAAFoST Website.</p> <p>IW reckons we need to keep in mind that this would cost SAAFoST money too. How does one establish what a webinar is worth for a non-member? How many people who register for webinars currently are non-members?</p> <p>VM suggests one can track on a membership number as to who is looking at the recordings. The CB started using an online payment portal Quicket for in-person events and it worked very well.</p> <p>RdK wants to know if there was tracking on the website as to how many are watching the webinars on the website?</p> <p>IW advises that the numbers watching stored webinars on the website could probably be obtained.</p> <p>There have been discussions around the immediate payment with the Cape Branch and it was also used for the SAICHe-SAAFoST event. The older members are not pro Quicket; they do not want to give their bank details to another payment portal. A survey was sent out just after the SAICHe meeting but did not include the Northern branch members. Most of the members like it, but some prefer to do an EFT as they already have the SAAFoST Banking details.</p> <p>It is not certain if many will register for paid webinars; it will be a disaster if a prominent person is organised to do a presentation and only a few register. IW shares that companies she has visited, realise their employees are screen-fatigued. It all has to be considered.</p> <p>13.3 KZN Branch (No report sent)</p> <p>(Report sent during meeting)</p> <p>No discussion</p> <p>13.4 Northern Branch (Report sent prior to the meeting)</p> <p>No discussion</p> <p>13.5 Regional Representatives (EC & FS)</p> <p>(FS report circulate prior to meeting)</p> <p>No discussion</p> <p>13.6 MySAAFoST (Report sent prior to the meeting)</p> <p>NM reports as follows:</p> <ul style="list-style-type: none"> • Webinars on Food Entrepreneurship at the beginning of the year and a Food Recall Hackathon in August; both went well as they were advertised early. • NB and SR contacted individuals from the various academic institutions directly to spread the word with their students. 		

	<ul style="list-style-type: none"> • KZN students at DUT were not that present; will try to do more to activate that branch. • These were successful as topics covered were relevant to what was happening in the industry; knowledgeable people assisted and presented and topics are good for the students to learn about. • For future similar topics will be presented and industry mentors used. 		
14	INTERNATIONAL RELATIONS / LIASON	GS/LA	
	<ul style="list-style-type: none"> • IFT – GS attending in July in Chicago • SAAFoST-AIFST collaboration efforts IW advises that there was an AIFST / SAAFoST webinar that took place on 12th October and it was well attended. • IFT- FSRD SAAFoST competition IW shares the Holanathi / SAAFoST competition with the box containing meals which Holanathi supply to the rural areas. We will continue to collaborate with more projects hopefully with the FSRD. 		
15	FST	TF	
	<p>TF reports back as follows:</p> <ul style="list-style-type: none"> • November issue available by end of next week by members to read. • Two-page eulogy by Owen Frisby for Bernard Cole. • Has 1.5 pages of adverts. TF has been trying to get more adverts, but companies are cutting back. • This year FST carried 4 articles by Custodian companies • 2 articles on Congress in April 2023 and July 2023 issues • Teaser to encourage readership will be sent beforehand to encourage members to read FST. • TF suggest not to increase the FST voluntary contribution. 		
16	FOOD ADVISORY CONSUMER SERVICES (FACS)	GB	
	<p>GB gives feedback as follows:</p> <ul style="list-style-type: none"> • Last meeting on 21 September, • Valuable to add glossary of terminology, gathering legislation or links to websites, explaining definitions topics • Misconduct or adulteration of products and how to analyze or where to send. • If anyone on Council has a short definition or explanation of anything on food in the consumer space or info on legislation; please send to GB. • Marketing – FACS to be added to back of FST magazine; more exposure is needed. • Next meeting 16th November, SANCU contract ends March 2023 and IW is handling the agreement; will be changed to annual contract. <p>EB adds it is a good idea to have the regulations available on the FACS website. Once one finds it there, one remembers where the regulations are available on that website.</p>		
17	REGULATIONS	ALL	
	<ul style="list-style-type: none"> • LA asks this report to be reported on by all in future. • No Updates on Micro - R692 revision still looked at: report awaited from FAO-WHO expert committee on reviewed levels of <i>Listeria monocytogenes</i>. 		
18	SAAFoST MAJOR OBJECTIVES 2022	ALL	
	<ul style="list-style-type: none"> • Planned events 2023 – Branch reports to be sent prior to the March 		

	meeting of events planned for 2023. IW plans a Water Workshop in Johannesburg and Durban		
19	SACNASP	GB	
	<p>GB reports as follows:</p> <ul style="list-style-type: none"> • New CEO Dr Nompumelelo Obokoh took office on 01st October. It was a lengthy process her background is available and she was the previous Chairperson of the NRF. • New PAC (Professional Advisory Committee) members, the subcommittee of registration of the Food Scientists needed – SACNASP requested succession planning and a more representative committee. GB engaged with IW and IB to search for potentials under long standing professionals, eventually 3 people were identified. GB contacted them, CVs were sent and as there is no fixed number for PAC committees, GB will see who stays for the long term. A short induction was given to Pholisa Dimalisile (Pepsico), Mutsa-Mercy Rwasoka (Merieux NutriSciences) and Maphuti Kutu (NRCS). • GB, AH and Jessy are still participating, for applications two or three opinions are needed to see consensus through, • SACNASP is moving to more automation; courses and events registered at SACNASP are uploaded; work experience stays an important aspect. • Science Forum (DSI) from 5 – 9 Dec, SACNASP session, she was invited on the panel. • CSIR conference soon, Alumni invited all attendance is free and planned for early November. 		
20	ADDITIONAL ITEMS & GENERAL		
	No additional items.		
21	DATE OF NEXT COUNCIL MEETING & SUBSEQUENT MEETINGS Exco Meeting – 22 March 2023 – Virtual Council Meeting – 23 March 2023 Virtual		
22	MEETING CLOSED EB thanks everyone and meeting closed at 11h36		