

# The South African Association for Food Science and Technology



<b>SAAFoST COUNCIL Minutes</b>		
<b>Thursday, 23<sup>rd</sup> March 2023</b>	<b>09:00 – 12:00</b>	<b>Zoom Meeting</b>
<b>MEMBERS PRESENT</b>		
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
Prof Gunnar Sigge	Vice President	Stellenbosch University
Ingrid Woodrow	CEO	SAAFoST
Petri Horn (PH)	Vice Chair: Cape Branch	Merieux NutriSciences
Dr Gerda Botha (GB)	SACNASP	
Prof Arno Hugo	FS Representative	University of Free State
Nwabisa Mehlomakulu (NM)	University of Pretoria	MySAAFoST Chair
Shanece Ramkisson (SR)	University of Pretoria	MySAAFoST Vice Chair
Sharon Beeming (SB)	National Secretary	Turners Conferences
<b>BY INVITATION</b>		
Irene Burke (IB)	Membership Development Officer	SAAFoST
Tricia Fitchet (TF)	Editor: FST	SAAFoST
Tsetse Baloyi (TB)	Communications Officer	SAAFoST
<b>APOLOGIES</b>		
Dr Vusi Mshayisa (VM)	Chair: Cape Branch	CPUT
Madelein Jansen (MJ)	Chair: KZN	Kerry Ingredients

No	Item	Action	Document
1	<b>WELCOME AND APOLOGIES</b>	EB	
	EB welcomed all to the meeting and it was noted that Vusi Mshayisa was attending the Draft labeling workshop in Cape Town.		
2	<b>CONFIRMATION OF THE AGENDA</b>	ALL	
	Agenda accepted.		
3	<b>READING &amp; CONFIRMATION OF MINUTES FROM 20<sup>th</sup> October 2022</b>	ALL	
	Approved by: James McLean and all in favour. Minutes confirmed as correct and confirmed.		
4	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b>	ALL	
	No matters arising from previous minutes		
5	<b>MOTIONS, PRESENTATIONS &amp; DOCUMENT SIGNING</b>	ALL	
	None		

6	<b>FINANCES OF THE ASSOCIATION</b>	LA/ALL	
	<p>IW, IB, TB and TF were asked to leave the meeting during the Finance discussion.</p> <p>LA presented a power point slide of the budget and pointed out the following:</p> <p>Income:</p> <ul style="list-style-type: none"> <li>• Conservative on membership fees since Custodians in 2022 was R944 647 so for 2023 had a slight increase to R1 101 631.00 which was based on what IW had indicated she could bring in.</li> <li>• Institutional members were pushed up to R270 000.00 as the Association should aim to bring in more Institutional members in the coming year. This was based on what IW had indicated that she wanted to push the Institutional members from 57 to 75.</li> <li>• As there was only 2 International members, the fees were left at R2000.00</li> <li>• R120 976 was the figure brought in for members, but could change and for 2023 hoping to reach at least R150 000.00</li> <li>• Student membership – R15 000.00 and Postgraduate membership fee – R8 000.00</li> <li>• Professional membership was R190 007.00 and made it R210 000.00 for 2023 which was realistic.</li> </ul> <p>LA advised that the budgeted amounts for membership was not up to standard and more should be budgeted for as members should pay. This also boiled down to the discussions that have been had for some time with regards to membership benefits, the value statement etc. Once we can review all of this, perhaps members would see greater value in being members of SAAFoST and we could bring in the funds that we should be bringing in based on the number of members that we had.</p> <p>LA continues to report on the other expected income:</p> <ul style="list-style-type: none"> <li>• Custodian income which was quite modest.</li> <li>• Congress surplus, which was a worry, as R700 000.00 was originally estimated and now it is down to R500 000.00. We must bring in Congress surplus as SAAFoST relied on the surplus every second year. Prior years R1.5 million to R1.7 million surplus every two years carried the Association until the next Congress. Unfortunately, we were not where we should be in terms of Congress' income.</li> <li>• Consultant fees were the same.</li> <li>• Interest Received and Investment returns – unfortunately there was no figure as LA had requested the figure from Liezl at Turners on several occasions but nothing was received. Normally there was R200 000.00 gained from interest, this figure could be too high. The investment portfolio was at R6 million in 2019 and since 2019 has decreased and we are currently at R3.1 million and we have lost half of the investment which was concerning. A decision was made a few years ago that we should never go below R4 million.</li> <li>• Congress would need to make a profit otherwise a loss would mean that more money would need to be taken from the Investment account and this could potential be a problem and then the investment would be down to R2 or R2.5 million which would not be ideal.</li> <li>• FST income was R65 000 as that was what was brought in for 2022 and currently people did not see value in advertising in the FST magazine for a variety of reasons.</li> <li>• The voluntary Custodian FST contribution was kept at R84 000 as in 2022.</li> <li>• The branch figures were rounded off and dropped as they may not be as substantial for 2023.</li> <li>• Labelling workshop was based on the figures that IW had given LA and it could be higher based on the figures that IB was discussing.</li> </ul>		

	<ul style="list-style-type: none"> <li>This concluded the income for 2023 of R2 877 631 million</li> </ul> <p>LA presents the expenditure for 2023</p> <ul style="list-style-type: none"> <li>Turners had requested a 7% increase and she had proposed a 5% increase and SAAFoST did not have the financial service that it should have from Turners.</li> <li>Accounting fees – R5 000.00</li> <li>Auditing fees – R50 000.00 and also a problem as still waiting for financial audits for 2019, 2020 and 2021 as they have still not been done.</li> <li>R65 000 – for advertising and promotions, which was mainly for graphic mail.</li> <li>Foundation – there was an anonymous donor who would be donating R300 000 to the foundation, but the money would be paid into SAAFoST then transferred to Foundation.</li> <li>Salaries to be increased by 7% across the board for IW, IB and TB</li> <li>FST expenses - R496 500 for editor's fee, design and proof reading, telephone, internet, indemnity insurance etc.</li> <li>LA goes through the other expenses.</li> <li>Deficit of R440 615 which related to R36 718 monthly loss.</li> </ul> <p>EB queried why there was still such a large office expense as she thought it had downsized.</p> <p>LA responded that this was the figure that she had received from IW.</p> <p>RdK queried when was SAAFoST's financial year end.</p> <p>LA advised at the end of December.</p> <p>RdK then queried so the actuals are then calculated until the end of December.</p> <p>LA responded that sometimes they may go into January to get the final figures out.</p> <p>RdK queried that if membership for 2022 came in January would it be calculated as 2023 figures. LA responded no it should still be part of the 2022 figures that was why time was given in January 2023.</p> <p>RdK queried how branches brought in income.</p> <p>GS responded that it could be by charging a fee for breakfast or for attending an event.</p> <p>RdK asked the question where provision was made for unexpected expenses.</p> <p>LA advised that under general expenses, R2000 had been allocated and that Council should be mindful of what it spends and that it should not be more than what was allocated. Unless it was important like making a submission to government on the latest labelling regulations.</p> <p>RdK queried as to where in the budget was their provision made for IW to increase membership strategy as sometimes you had to spend money to make money.</p> <p>LA advised it would depend on whether it was for a small group, for example GS doing a revision on the membership benefits and maybe TB could help work on a strategy. Or if we felt that we needed a marketing company then we would have to budget for that.</p> <p>Budget was proposed by Riette de Kock and seconded by Petri Horn.</p>		
7	<b>Constitution ACTIONS AND DISCUSSIONS</b>	RdK/IW	
	RdK has nothing to report; there are matters linked to PBO-certification, so this will need to stand over and addressed after Congress.		
8	<b>CONGRESS</b>	GS / VM	
	GS reports on Scientific Programme: 221 abstracts received – 60 spots in oral presentation - rest will be posters. Confirmed speakers: will go out during the next few days; 17 of the 19 Plenary speakers were confirmed: Nestlé, PepsiCo, Centre for Food Safety, SU (2 international speakers), Cargill, Wandile Sihlobo, Don McFarlane, Julie Mann,	VM/LE/GS	

	<p>Myles Kubeka, Clinton &amp; Samantha Payne, one from Kenya, ExtruPet, Lisa Ronquest, Tate &amp; Lyle, Mane and Johan vd Merwe; InnoFood Africa, SASDT and more. 4 Moderated panel discussions are planned with 3 – 5 panelists. First day only plenary sessions and panel discussions. The other days will have parallel sessions. Promoting of speakers will be started soon.</p> <p>RdK congratulates GS on the programme and asks whether Vusi and team will apply for NRF funding. IW reckons it needs to be done and she has contacted FoodBevSeta as well. RdK mentions the LOC needs to apply and otherwise the Universities up North (and others) for assistance can also apply. IW will inform VM, and EB and RdK can assist.</p> <p>GB also commends the programme. SACNASP should also not be forgotten. AH asks what student support for attendance is available – RdK will share the info from the NRF.</p> <p>IW mentions input from all will be required to motivate for attendance at different companies, so the Congress budget can be achieved and preferably exceeded. Exhibitors and Sponsorship are also still needed. Many companies are not members of SAAFoST anymore.</p>		
9	<b>FOUNDATION</b>	LA	
	<p>Currently only 3 Trustees, as Lucia and another have still not been registered due to a huge backlog. No decisions can be made, so The Koeppen award cannot yet be decided on.</p> <p>LA mentions it is her and Sibongile Chiumya from Coca-Cola who are the new Trustees.</p> <p>RdK is concerned about the low numbers of students and asked how is this handled. IB explains that emails went out and all info on social media with Tsetse's help. She has also sent mails to lecturers. GS mentions MySAAFoST should assist. He requests that the info is sent to him. Worried about general numbers and will finalise the value proposition. We should push for membership across the board; the value proposition must state it is to enrich yourself in terms of your career and growing as a food scientist. Custodian companies should know what individual membership means and supporting that as well as the Association financially. One page infographic is also needed to promote membership. GS strongly recommends putting all resources to promote membership for the following years.</p> <p>IB would like to use value proposition to all suspended members to invite them back. GS will send the proposal on Monday.</p>		
10.	<b>WEBINARS AND WORKSHOPS</b>	IW/ALL	
10.1	<p><u>Predictive Microbiological Modelling</u> workshop: from 11 &amp; 17 January – 41 attendees. Feedback fairly good; one person attended who did not know what it was about. Google form was sent out and 12 responded. IW also spoke to some during visits; most were positive.</p>		
10.2	<p><u>Draft Labelling Regulation</u> workshops in JHB, KZN and CPT during March: incorrect version was published. Presenters were only available during March, so decided to go ahead. 75 in JHB, 19 in Durban and 41 in CPT; IW had to contact many companies to motivate attendance in all provinces. KZN needs to be visited. So far all very well received; CPT only taking place on Council meeting day and VM assisting there. Presenters will do a document on any changes should the correct version be published before submission, which will be sent to all attendees.</p> <p>There were also other companies/institutions offering workshops.</p>		
11	<b>MEMBERSHIP</b>	IB/IW	
	<p>Report sent was up to February 2023. All Institutional and membership invoices have been sent out. 4 new Institutional members have joined. 32 new Member/Professional members joined. So far 39 students and 29 Post Graduate students have joined.</p> <p>IB is already starting to phone Institutions to remind them to pay membership fees.</p>	IB	
12	<b>MARKETING</b>	TB	
	<p>IW mentions that Tsetse's power will go off shortly.</p> <p>EB says a concern was raised regarding our membership numbers and although a huge effort is made, we need some initiatives which are out-of-the-box. A small group of people should get together to assist in this. LA suggests reaching out to people in industry; e.g., Emma Johnson now at Mane/Deli Spices. EB will meet with NM, and IW and come up with suggestions.</p>		

13	<b>REPORTS:</b>	ALL	
13.1	CEO		
13.2	Cape Branch		
13.3	KZN Branch		
13.4	Northern Branch		
13.5	Regional Representatives (EC & FS)		
	All reports were received and taken as read. RdK mentions IW has done a lot of work visiting Custodians. Due to POPI Act it is not that easy anymore to know who is still a member. Difficult for future planning also for council members. AH tried to assist the MySAAFoST to get students to join in the Free State. He will connect with Irene and NM.		
13.6	MySAAFoST		
	NM would like to have a video for social media and for any promotional material to motivate students to join. NM mentions, that some representatives do not attend the MySAAFoST meetings but emails are also sent. However still not sure whether they are on board fully as they do not communicate effectively. She wants to ensure that the info is spread around everywhere.		
14	<b>INTERNATIONAL RELATIONS / LIASON</b>	GS/LA	
	<ul style="list-style-type: none"> <li>• <b>IFT</b> – GS reports he was in Chicago for a Board of Directors meeting a week ago and met with Bill McDowell, Editor of Food Technology magazine, - we have collaboration with them and FST and going well. MOU is done yearly; they are looking at a multi-year agreement.</li> </ul> <p>GS congratulates RdK for the Award on Sensory Science which will be handed to her during July at IFT. EB also congratulates her as well as everyone else.</p> <ul style="list-style-type: none"> <li>• <b>SAAFoST-AIFST collaboration efforts</b> – nothing new</li> <li>• <b>IFT- FSRD SAAFoST competition</b> – nothing new</li> </ul>		
15	<b>FST</b>	TF	
	<p>TF reports FST has been noticed internationally twice this year, firstly due to GS' book reviews, and secondly Camden Publishers who requested insight to an article by Dr Harris Steinman on allergens, which is really great.</p> <p>A communication form with the Editor has been placed on FST website and has been used quite a lot. Some were non-members of SAAFoST who were keen to read the FST, so Tricia managed to get some people to join as members.</p> <p>Advertising income is still a major problem as mentioned in her report.</p> <p>Nick Stark suggested that we send the FST to some international organisations, like AIFST, IFST, EFoST, IFIC, Camden etc., EB, GS support that suggestion.</p> <p>GS mentions we need to expand the FST reach, so a meeting with GS, TF, EB and anyone else from Exco, will be organised to discuss.</p>		
16	<b>FOOD ADVISORY CONSUMER SERVICES (FACS)</b>	GB	
	<p>Meetings are regularly held. FACS will be advertised in April FST issue. SANCU's secretarial fee has been discussed and is in the budget.</p> <p>Article on Ultra processed food is looked at and current articles are updated.</p>		
17	<b>REGULATIONS</b>	ALL	
	<p>EB confirms EXCO approved SAAFoST's submission on the draft R3337 to the NdoH; Nigel Sunley has sent a quote; we will need to negotiate that with him, but SAAFoST's submission will go ahead.</p> <p>RdK asks about the FLAG-Group that has fallen away; suggestion to organise a group within SAAFoST on Regulations to advise industry. MJ mentioned, the format of submission to be sent out to all with advice on how to do that. Should</p>		

	<p>we collate? IW confirms all attendees receive the template after the workshop with the presentation. All food processors need to submit themselves, so we cannot collate or submit on anyone's behalf. SAAFoST submits mainly on scientific issues. IW keen to have a committee to assist in future; will also ask Hahn &amp; Hahn that any new info be sent to SAAFoST.</p> <p>GB asks for the submission for SAAFoST whether we can add companies by name? EB reckons we would need to ask Janusz whether that can be done. IW reckons we can discuss it with Hahn &amp; Hahn; although the NdoH know SAAFoST. EB asked whether MJ can assist with the SAAFoST submission, which she affirmed.</p>		
18	<b>SAAFoST MAJOR OBJECTIVES 2023</b>	ALL	
	RdK asks whether there will be potentially time to discuss objectives and strategy for 2023 and 2024 with everyone. EB mentions the first meeting will only be after Congress. Maybe IW can arrange a slot.		
19	<b>SACNASP</b>	GB	
	Monthly meeting of registration committee so turn-around times for SACNASP-registrations are improving. SACNASP will be at Congress.		
20	<b>ADDITIONAL ITEMS &amp; GENERAL</b>		
	<p>PH mentioned in the CEO-report that there is a request for flights for Nigel Sunley to attend the Nutritional Congress. LA not present anymore, so IW will send a mail to her. She supplies background info on SAAFoST's involvement at the NSSA-Congress: GS, Janusz Luterek and Pieter Gouws will all be part of workshop but in CPT anyway, so Nigel requested assistance. IW will send to EXCO for approval.</p> <p>EB mentions that new members of EXCO will need to be nominated and voted for before the BGM, so all should think about possible candidates. SAAFoST permanent staff are not allowed to nominate or second anyone.</p>		
21	<b>DATE OF NEXT COUNCIL MEETING &amp; SUBSEQUENT MEETINGS</b>		
	<p>Exco Meeting – TBC</p> <p>Council Meeting – TBC</p>		
22	<b>MEETING CLOSED</b>		
	EB thanks everyone and meeting closed at 11h29		