

**MINUTES OF THE ANNUAL GENERAL
MEETING OF IAIAAsa
HELD AT THE LORD CHARLES HOTEL,
SOMERSET WEST AT 8:50
ON TUESDAY 28 AUGUST 2012**



1. Welcome

Members were formally welcomed by Stephen Stead (President of IAIAAsa, 2011/2012 – Outgoing President). Ms Bronwen Griffiths compiled the minutes of the meeting.

2. Attendance

a. Present

Attendance registers (**Appendix A**) – 152 signees, 4 additional present (unsigned), **total 156 present**.

Unsigned but present: Terry Baker (President 2012/2013 – Incoming President)

Ian Jameson (Treasurer 2011/2012)

Jenny Mitchell (Treasurer 2012/2013)

Bronwen Griffiths (Secretary 2012/2013)

b. Apologies

Marita Thornhill (NEC member 2011/2012)

3. 2011/2012 President's Report

Mr Stead requested all attendees to sign the attendance register and then presented his report on the 2011/2012 year including:

- After the previous conference, the 2011 – 2012 National Executive Committee (NEC) set objectives for the coming year. They all related to our 2015 strategy and are listed below:
 - To implement the **strategy** but to not try to grow IAIAAsa beyond what the members want it to be;
 - To improve our **systems** to deal with financial matters, complaints, communication, marketing etc ;
 - To maintain & improve the **value for money** aspect of IAIAAsa;
 - To maintain good **relations** with DEA (EAI&M Strategy);
 - To establishing good **relations** with EAPASA;
 - To revamp and redesign the **website** to be able to share information better;
 - To establish a permanent **secretariat/directorate** for IAIAAsa;
 - To deliver **Continued Professional Development**; and
 - To deliver a state-of-the-art **conference**.

- The biggest change that took place last year was that this was for the first time, we would be trying out some of the new structural changes proposed in the 2015 strategy. With this in mind, we adopted the slogan, **“Go Better to Go Big”**.

- Knowing that these “few objectives” would not easily be achieved we set off at a brisk pace, and have now set a precedent for having IAIAAsa NEC meetings every month.
- Regional Branches form the base of our membership. With this in mind, the appointment of Sue George as **Branch Co-ordinator** has helped the branches to achieve their individual goals, and has allowed the NEC a clearer idea of what is taking place at branch level. This worked very well. Most branches have achieved the objective of holding a minimum of four events during the year, and some of the larger branches have held many more. Well done to all the branch chairs. There are still challenges as branch chairs and committees are also struggling with capacity issues. Southern Cape has decided to become a satellite branch and Eastern Cape will also continue with this status.
- A key development that has taken place, is that some of the larger branches have started to make connections with the **young professionals** in tertiary education centres. This is a very positive step forward and a critical component of the IAIAAsa transformation and growth strategy. This connection with the young professionals is further reinforced by the fringe program at the conference. We have sponsored 50 young professionals to attend the proceedings so that they can start networking with established practitioners, and to ultimately know that IAIAAsa is the organisation that you need to join if you want to get connected to the Integrated Environmental Management (IEM) sector.
- Financially, our objective was to improve our systems to enable the organisation to better to deal with financial matters and strategic reporting. Glaudin Kruger and Ian Jamison have worked hard on the transferral of the accounting system to Pastel, and we are well on our way to achieving this goal.
- Our communications and marketing goal was to revamp and redesign the **website**, in order to share information better. We also wanted to increase the visibility of IAIAAsa on social media platforms. Achievement of the website goal has taken longer than expected, due to the decision to design the website around the IAIAAsa membership database.
- Increasing the visual capacity of IAIAAsa on social media has started in conjunction with the IEM goal, where the objective was to unpack IEM best practice. The main focus by Diane Erasmus during the year has been the setting up of the IAIAAsa Group on **Linked In**. This social media platform now has over 350 members. We have started a process of adding IAIA guidelines as discussion documents, as these represent and benchmark international best practice. This new platform has enabled members to have many best practice related discussions and we will continue to do so. To protect our members from spammers, this is a closed group.
- The objective for the Policy and Legislation portfolio was to continue to maintain good working relations with DEA as well as to establish good relations with EAPASA. Gerrie van Schalkwyk continues to successfully represent IAIAAsa at the DEA EAI&M Strategy process. In terms of EAPASA, IAIAAsa continues to recognise the critical role that this organisation will play as the registration authority and we will continue with our support and our communication.

- Regarding the objective to establish a permanent secretariat/directorate for IAIAAsa, noting that the NEC “can’t keep up”, we have spent a lot of time debating and looking at many different scenarios. At the last Strat Plan session, we made a clear resolution. Terry Baker, the 2012 -2013 President, will give you more details about this in the next letter where she outlines some of the strategic objectives for the 2013 year. However, we have to bear in mind the vital role which Glaudin does fulfil within the organisation, and that the necessary transfer of skills to a full time person will take time.
- The CPD objective is strongly linked to capacity and although we did have capacity to ‘Go Better’, the realisation was that CPD is strongly associated with ‘Go Bigger’ and requires more capacity. I believe that we will be able to establish this as a core deliverable in the near future.
- The objective for the Conference was to deliver a state-of-the-art conference, with a fantastic party. The importance of this function is critical as this is our core income stream. With almost 400 people attending this year’s conference, we are relieved as this will assist with the plans to increase our management capacity in the coming year. Thanks to Glaudin as conference co-ordinator and to Terry for organising the conference program.
- I would also like to take this opportunity to thank the NEC for all the voluntary time and dedicated effort that you have all put into kick-starting IAIAAsa into the new strategic structures. I would like to make a special comment on the work and effort that Marita Thornhill put into the development of the 2015 Strategy; it was a huge task and was very comprehensively undertaken.
- This year Glaudin underwent chemotherapy, and despite discomfort, has continued to operate at a relentless pace as the secretariat. Thank you to Glaudin for all her efforts, and our thoughts and best wishes are with her for your speedy recovery.
- Mr Stead wished Terry and the new NEC all the best in achieving all their strategic outcomes in 2012/2013.

4. 2011/2012 Budget Report

- Refer to the budget presentation included in Appendix B.
- Key points to note:
 - A drop in income year-on-year was noted – this was linked to the expected growth not being encountered as for instance a number of members did not renew their memberships across the “double-dip” economic recession period.
 - In terms of the line items included in the budget – there were few significant changes noted. One specific change relates to the fact that the newsletters are no longer printed and this line item has thus been removed, this is linked to the upgrade of the website.
 - Integration of branches’ budget information feeding into the main IAIAAsa accounts was not finalised. Delays due to not having information timeously available so as to make.
 - Milestones achieved: Accounting system has been moved to Pastel, with related training and capacity building carried out.
 - Additional / extraordinary expenditures: Legal costs, and, strategy development.

- Even with these extraordinary costs, savings were still made and income was enhanced through good sponsorship of this conference.

5. Vision 2012 / 2013

Mr Stead introduced and handed over to the 2012.2013 President, Ms Terry Baker.

Terry introduced her 2012/2013 NEC team:

- Executive:
 - Stephen Stead – Past President
 - Patrick Sithole – Vice President and President Elect
 - Jenny Mitchell – Treasurer
 - Bronwen Griffiths – Secretary
 - Sue George – Branch Coordinator
 - Marius Marias – Membership development
 - Robyn Luyt – IEM Standards
 - Gerrie van Schalkwyk – Policy and Legislation
- Branch chairs:
 - Elbi Bredenkamp – Free State
 - Dave Cox – KwaZulu Natal
 - Lene Grobbelaar – Gauteng
 - Setenane Nkopane – Limpopo
 - Mette Rossaak – Mpumalanga
 - Brendon Steytler – Eastern Cape
 - Fabio Venturi – Western Cape. and
 - Jan-Albert Wessels – North-West

The NEC composition complies with the Constitution as it stands, and includes ability to address the key focus areas identified in the 2015 Strategy.

Terry provided information on the 2015 Strategy highlighting the three (3) priorities, which are (non-hierarchical order):

- (1) Organisational form, structure and capacity (internal focus to association), and
- (2) Strategic alliances between sectors and disciplines (external), and,
- (3) Professional Development (member focused).

- **Priority 1:** Aim to register IAIA as a Non-Profit Organisation and Register as a Public Benefit Organisation with SARS, which would be of benefit to IAIA as an entity and to its members in terms of tax rebates. The recommendation is that IAIA does not register as a company, as the benefits are not sufficient given the administrative load and costs.

To move the Association onto a more professional basis and to drive the vision and its priorities, the NEC has after deliberation decided that the best option is to appoint an Operations Manager (OM). The intention is that this person will be appointed on part-time basis (i.e. 2 days per week for 1 year). The OM needs to have sufficient seniority as one of their function will be to help implement strategy and to drive linkages outside of the Association. The intention is not to open a physical office at this time.

Changes to the IAIAsa Constitution related to the above will be done by postal vote in next few months.

- **Priority 2:** Ongoing focus of maintaining and enhancing links with external organisations, especially the various authorities and critically, the EAPSASA.
- **Priority 3:** CPD has been identified by the members as a need. The imminent requirement to register with EAPASA and maintain EAPASA CPD points makes CPD more critical. This year, IAIAsa will launch a CPD service in the form of endorsing activities as IAIAsa CPD accredited and providing various types of activities. The IAIAsa CPD accreditation cannot be claimed as EAPASA CPD credits at this stage as the EAPASA system has not been initiated yet and IAIAsa is not recognised as an EAPASA accreditor. The IAIAsa NEC, however, believes that there is a need for and value in recognising CPD activities in the interim and continuing the liaison with EAPASA on how to support their implementation. A concerted effort to facilitate the types of activities that will benefit members is also intended.

Ms Baker reported that there are two (2) additional items requiring mention:

- A complaint from an IAIAsa member against another EAP with respect to a perceived breach in professionalism was received by the NEC. The request being that IAIAsa takes action against the complaine. Terry explained that IAIAsa is a voluntary organisation and not a statutory body regulating the profession. The body which regulates the professional conduct of environmental practitioners in South Africa is currently the Interim Certification Board (ICB) for Environmental Assessment Practitioners in South African (EAPSA) which, will be replaced by the Environmental Assessments Practitioners Association of South Africa (EAPASA) once promulgated in terms of the National Environmental Management Act's (No 107 of 1998) (NEMA). IAIAsa is not mandated nor capacitated to play a sanction role in terms of the professional practice of EAPs, and
- Support to young professionals – this is a part of ongoing membership programme and is deemed to be of critical importance. This issue has been highlighted by the members and will continue to be considered.

6. 2012/2013 Budget Report

- Jenny Mitchell noted that the IAIAsa NEC is poised to launch a number of new initiatives, whilst continuing good work carried out to date.
- The proposed 2012/2013 budget was presented as in **Appendix B**.
- The **total budget** required for 2012/2013 is expected to be just over R900 000-00, which is larger than last for the 2011/2012 year.
- **Highlight changes:** Ongoing finance items such as administration, communication, Glaudin Kruger remains as the IAIAsa Secretariat. The hard-copy newsletter has been phased out. IAIAsa has been called on to take part in wider Strategic initiatives; as such a Strategic budget item has been set aside – related to IEM initiatives.
- **New line items:**
 - (1) Operations Manager – position to provide impetus to implement the strategic plan.
 - (2) Branch co-ordinator – consolidated amount for branches and an amount to allow the Branch co-ordinator to assist and co-ordinate the branches.
- **Income:** An income R630,000-00 is projected for the 2012/2013 financial year. This includes income from the 2012 conference, which is well attended, and is conservatively estimated to realise R250,000. Membership fees is the other source of income predicted to be approximately R300,000-00. IAIAsa also

has a call account which currently has an amount of approximately R730,000-00 that results in a small interest income. It is assumed that IAIAAsa will facilitate various CPD activities during 2012/2013 that will generate an additional income of approximately R30,000.

- **Proposal:** Ms Mitchell proposed that it is time for IAIAAsa to call on its reserves to match the proposed expenses of a maximum possible amount of R920,000. The aim is not to draw-down all of these reserves, but to at all times leave at least a 6 month operational running cost reserves in the call account.

- Question – Concern about total of draw-down amount.

Answer – Ms Mitchell explained that IAIAAsa needs to spend more than the income generated for a limited period of time so that the Association can position itself to generate more in the future. The plan includes growing the CPD function and increasing the professional status of organisation which requires an enhanced membership service. These all have costs. Note that some items are only drawn-down when needed and the specific expenditure will be assessed based on the status of the finances at that specific point. If the various drives and changes don't begin to show returns, the Association can drop back to existing model. It is deemed to be a reasonable risk for potentially high returns. The proposal is to draw-down the call account by a maximum of R300,000, leaving a minimum of R400,000. This presents the worst case scenario as the income is calculated on conservative assumptions.

- Question – What the cost implications of registering as a NPO?

Answer – Registering as a NPO has no or very minimal administrative costs (i.e. limited to filling in and submitting forms). Registering as a Non Profit Company in terms of the Companies Act, however, would have costs. A NPO status will improve credibility of organisation and allow us to receive donations.

- Question – Suggested that the NEC is acting in secrecy and not transparently. The membership is being asked to make significant decisions without being provided with any information or warning. The membership is therefore not empowered.

Answer – Ms Baker responded that the IAIAAsa 2015 Strategy is based on input from members over a number of years. The draft 2015 Strategy document was distributed to all members 2 years ago for comment and registering as an NPO is directly linked to one of the priorities in the strategy. The intention to vote on the decision to register as an NPO was also communicated in the notice and agenda for this AGM. It is postulated that these proposals have been known by members for a long time with ample opportunity to engage with the NEC on any concerns.

- Acceptance of 2012/2013 budget:

The budget as presented (Appendix B) was proposed for acceptance by Jenny Mitchell.

- Accepted – John Geeringh
- Seconded – Ilse Aucamp
- No objections, thus carried.

7. Proposal for a Non-Profit Organisation (NPO)

- Proposed to follow process to become an NPO – Terry Baker
 - Accepted – Peter Davies
 - Seconded – Annarie Boer

- No objections, thus carried.

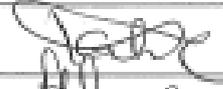
8. Other items from the floor

Mr Peter Kantor explained the co-operative relationship between IAIAAsa and the ELA and requested that individuals join the ELA.

9. Closure

Ms Baker thanked everybody for their participation and adjourned the meeting at 9:00.

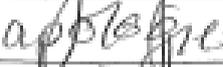
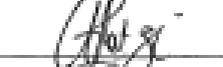
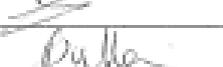
ATTENDANCE AT THE 2012 IAIAsa AGM

NAME	TEL	SIGNATURE
KELVIN LEGGE	012 336 8677	
PETER DAVIES	031 77 2300	
MICHELLE PARKER	012 336 8252	
CASSIAN LUSHINGE	+255787712949	
Annah Motokane	011 800 4057	
Jackson Kwapit	+254722233665	
CHARLES MANKWEPPE	077 972 6884	
SABINO B. NICOSI	051-322 4301	
Paul Mankwelle	012 579 7045	
Sibonelo Mbenjwa	0834400 278	
Ilse Aucamp	082828 0668	
Pieter Mocke	082 281 9278	
Cwen Cooney	083 5712031	
Hlamalani	023 514 1736	
Ante Mchane	0120076012	
Colleen McCreadie	083 695 1664	
Linda Rossouw	082 77 25880	
Oliver Stotko	012 505 0386	
Steve Kleinhans	079 881 4994	
LAUREN JANSEN	071 9922341	
Gerhard Gerber	021 483 2787	

APPENDIX A: Attendance Registers

NAME	TEL	SIGNATURE
Mhlanga Magezi Enoch	012812 8668 071 853 1227	
Ishepiso Monnakyala	012 312 8681 083 363 4854	
Moronswa TAU	015 290 7069 082 463 9519	
Masungu Ishuketana	0152907160 082 3716256	
Jan-Albert Weesels	0795244847	
J.H. van der West	0842352623	
Claudine Mngale	+258 827384631	
MARK GORON	012-310 3268	
ZANDAH TOFFY	021 483 2701	
JAGUETA KEET	021 483 5116	
Hanneline Smit	021 784 1122 082 4534714	
Wouter Fourie	082 8515575	
Lucky MALAZA	0762474103	
L. Swales	0824285355	
P. Teylors	012 421 3854 0832538322	
Nelis Bezuidenhout	0823016989	
Jessica Kat	0825725175	
Janet Bodenstein	021 4872133 0784298677	
Louise Corbett	0215266027	
Khululwa Gangaletwe	0724443513	
Herato Molywa//kong	0845806167	
Steph Stead	0835609911	

APPENDIX A: Attendance Registers

NAME	TEL	SIGNATURE
FABIO VERRUM	0825753800	
SUE GEORGE	0829615750	
MARITA THORNHILL		
Sonja van Eden	082 708 5014	
Len Archer	083 274 1330	
Annemarie Kotze	082 324 8885	
JACQUES DU TOIT	0835565778	
Ryan Nel	082 3099552	
Notuhle Hughes	073 220 6388	
Mamokete Mqumlo	0829027166	
Lindivwe Motaung	083 388 3372	
Rosetta Ramathla	079 508 6878	
Enock Madumuse	0829535246	
Mercia Komen	0829977880	
Budu Manaka	0825485563	
Patricia W. Gibril Ali	+211955000310	
STEPHAN MUDAU	011-498 7274	
Benito Williams	051-404 2980	
Nontshale Mkhwanazi	0726288012	
Tshego Lekgari	051400 4846	
REFILWE LIKHOLE	051 400 4313	
Aija Nell	0762655506	
Everard Burger	0829270519	
Shireen Pullen	044 805 8616	

APPENDIX A: Attendance Registers

PAGE 5 / 7

NAME	TEL	SIGNATURE
Deon van Tonder	071672 7324	
Jef Jofardein	082800 2948	
K. Wibeman	021-4872283	
J. CROWTHER	021 461-1118	
G.C. PIENAAR	018 5713005	
M. Pienaar	018 5713005	
M. de Villiers	021 8874000	
P. de Villiers	021 887 4000	
Robyn Luyt	082 672 7868	
E. Bredenkamp	082 562 4124	
Peter Kamtor	082 0832653313	
Tshepiso Seabi	073 573 8827	
MAUSI BUTHELEZI	072 4998895	
PATRICK SITHOLE	572 422 8541	
Lyn Jones	084 626 004	
Kevin Whittington-Jones	082 801 3799	
Jessica Courtoreille	083 253 6614	
Finnick Waldhoff	083 390 9009	
KIM PONTAC	082 4100 998	
ESTÉE SWARTZ	021 912 3000	
K van Zyl	061-23 3336	
Stephanie van Zyl	+264 81287002	
Ria Pretorius	082 568 6344	
Reena de Jagers	0245844707	
Willem Olivier	0845481607	
Emukelaniwe Mkatshwa	0829084367	

AGM 2012

APPENDIX A: Attendance Registers

NAME	TEL	SIGNATURE
MARIGNE LAROS	0833359464 021 7801120	
Sbu Hfela	012-310 3045 0833888 024	
S. Newell	033 - 3854432 0824618710	
GERRIE V. SCHALKWYK	0728585855	
DESMOND MUSEIHO	0834101477	
THABELO MHLANDZI - MUSEIHO	083 412 5917	
TSHINAMNE MUGSHAGHI	011 800 4612 0722457761	
MADELINE OSTHUIZEN	082 479 3313	
Elizabeth Warren	082 3304013	
A. EPSON	084619850	
TRACE MURDOCH	0115167585 / 083277477	
P. UDZANI RANMEDZI	011 96 7584 079 4424 97	
Chumiso Mhenguza	0813117617 071 850 3414	
BRONKHANI MACHOEDZI	031 311 7119 073 59 0404	
AUDREY CHADZ	082 708 5514	
ISHMAEL KORO ^{EMENYA}	0834577097	
SIFISO NKOMTWANA	079 087 6988 033 355 9532	
Mona Zoroso	082 056 9002	
Hloriphile Domini	033 355 9431 082 558 4773	
Tommy Hale	083 7912342 0312791208	
JONAS HAVSIKU	+264(0) 223336	
JOHN GREERINGH	083 6527668	
Rene Grobbelaar	082 2772 872	
DAVID COX	082 333 8341	

Neville Green 082412 4840
 Penelope Aplan 0282163724
 072 394 9841
 Humbulani Mkhamphele 012 8103358 / 083 7613457
 Natalie Newton 021 8504132

AGM 2012

APPENDIX A: Attendance Registers

NAME	TEL	SIGNATURE
LEA PARKES	021 7946320	
Henry Heard	028 3163386	
Noliswa Dobebe	082 2535313	
Caroline Silli	084 469 8613	
METTE ROSBAEK	083 922 0023	
Andrew Rossouw	082 3399627	
Nambla Dendi	0739875930	
Madré Hendriks	021 980 3675	
Grimmy Mapepe	019 962 4334	
Azarna van Wyk	0718504094	
Coert Welman	082 5088596	
Valery Pareise	0829047452	
Natalie Ritsch	011 673 2040	
MERVIN OLIVIER	0833759856	
Carla Saayman	(+24) 81 387 1166	
Eddy Kuluwaga	(+264) 81 231 3042	
Mike Mangwall	0837851492	
Bongano Hlirane	0733359471	
ANA LIA C. QUAGGIO	(+244) 937 934 938	
Douçalia Batista	(+244) 937 934 938	
Mokutu Nkete	0722424995	
Sarah Allen	0765782941	
LRA PETERSEN	021 483 4247	
KIRSTY TALK	011 366 0760	
PETER TARR	00264 61 220579	
Dalia Saad	0712428251	
Dolly Sebataona	0834715787	

AGM 2012

Vision for 2013

Annual General Meeting

28 August 2012



Terry Baker
President (2012/2013)

Vision for 2012/2013

- Strategy developed
- Implementation of strategy
- Structure
 - NPO
 - PBO
 - Operations Manager
 - Constitution
- IAIA's endorsement CPD
- Continued improvement of branch activities, conference, Best Practice Standards



FINANCES

Annual General Meeting

28 August 2012



Ian Jameson
Treasurer (2010/12)

Jenny Mitchell
Treasurer (2013/_)

Reflection on the past year

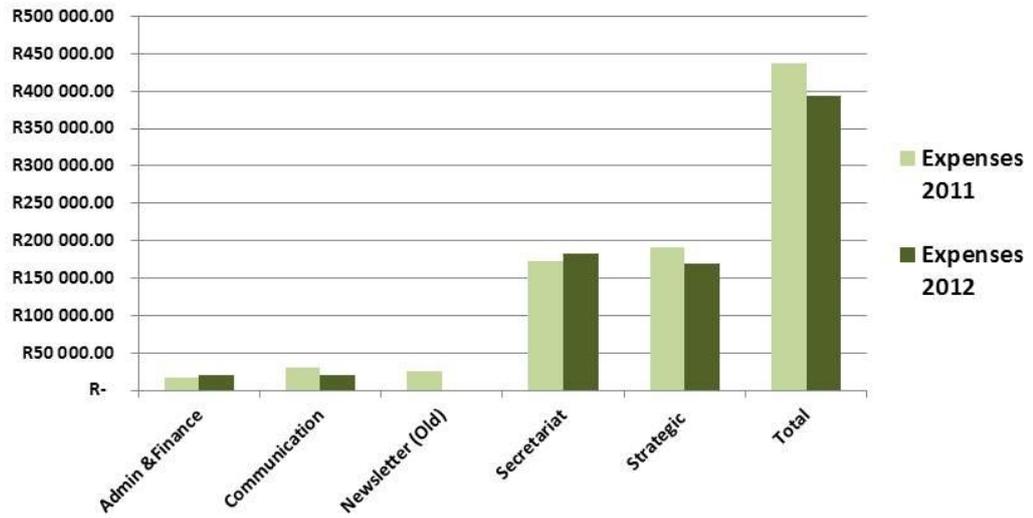
Annual General Meeting

28 August 2012

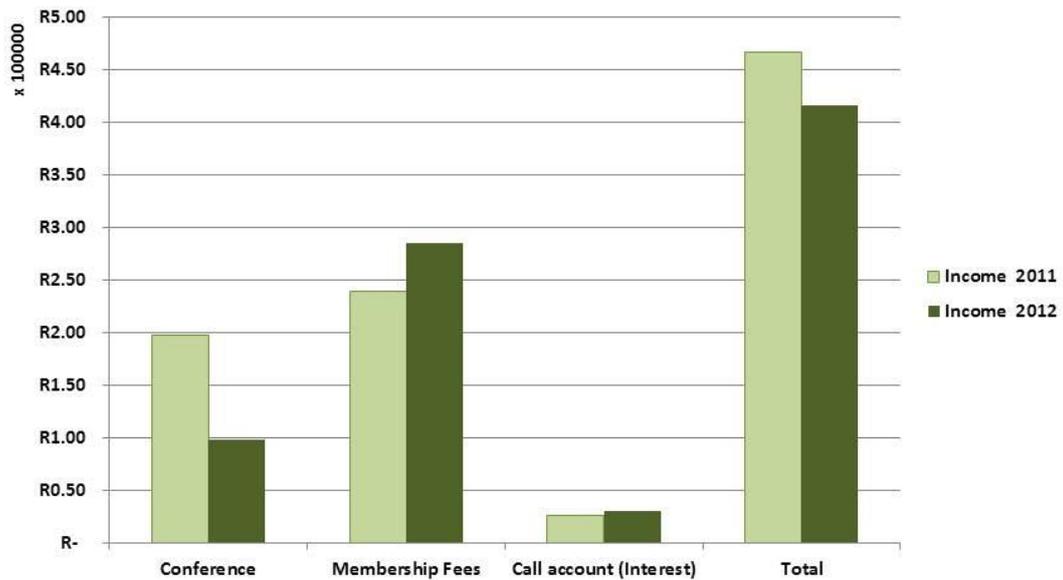


Ian Jameson
Treasurer (2010/12)

Expenses



Income Breakdown



Deferred Successes

- Integration of branch accounts with NEC accounts for better visibility.
- Delay in “real time” data projections (membership and conference) for budgeting purposes

What has been achieved

- Implemented financial management system (Pastel). Audited statements
- Training and capacity development (Pastel support for Secretariat)
- Better handle on expenses (even under extraordinary expenses made during the year) – e.g.: Legal costs, strategy development
- Increase in conference sponsorships (for next year’s budget)

Proposed Budget for 2013

Annual General Meeting

28 August 2012



Jenny Mitchell
Treasurer (2013/_)

Proposed Budget for 2013 FY

