



**Document type:** Minutes of the IAIAsa Annual General Meeting 2014

**Event:** IAIAsa Annual General Meeting,  
Gallagher Convention Centre, Gauteng

**Event date:** Thursday, 28 August 2014

**Event time:** 11h45 – 12h45

1.	<b>Welcome</b>	Members were formally welcomed by the facilitator (Sean O’Beirne)
2.	<b>a. Attendance</b> Refer to Attendance registers ( <b>Appendix A</b> ) – <b>total 159 present.</b>  <b>b. Apologies</b> Terry Calmeyer Marius Marais Michael Braack Adrienne Edgson Sarah Allen Marita Thornhill Neil Devenish Greg Beyers	
3.	<b>Approval of Agenda</b>	Notification and agenda for this AGM was circulated to the members via e-brief on 29 July 2014 to fulfil the organisation’s constitutional requirement for adequate notification. The agenda was accepted without changes.
4.	<b>Minutes of the previous AGM (17 September 2013)</b>	Minutes of the previous AGM were circulated to the members via e-brief on 29 July 2014. No comments or corrections were received. Patrick Sithole proposed acceptance of minutes, seconded by Ntsako Baloyi.
5.	<b>Matters Arising</b>	Patrick Sithole indicated that matters arising from minutes of the previous AGM were all covered in the progress report and agenda items for the current AGM. No objections came forth. Patrick Sithole reminded all present that matters proposed for resolution during this meeting could only be voted on by paid up members.
6.	<b>a. 2013/2014 President’s Report by Patrick Sithole</b>	Patrick Sithole thanked the IAIAAsa members and NEC for entrusting him to lead the organisation during the 2013/14 year. Patrick outlined IAIAAsa’s vision and mission and strategic outcomes, and reflected on the 3 priority issues identified at the inception of his term as President: <ul style="list-style-type: none"> <li>i. Improvement of the organisational form, structure and capacity</li> <li>ii. Strengthening strategic alliances between sectors and disciplines</li> <li>iii. Preparation for Continuous Professional Development (CPD) – Branch events and Draft CPD Programme.</li> </ul> <ul style="list-style-type: none"> <li>- Membership increased from approximately 900 members to just over 1000.</li> <li>- Jenny Mitchell was acknowledged for her work on the proposed amendments to the Constitution. A lawyer was engaged for assistance with the proposed amendments, which will be presented later by Jenny. It is intended to register IAIAAsa as an NPO once the amendments to the Constitution have been adopted.</li> <li>- Sue George was acknowledged for the work she put into getting the new website up and running. While some functions are still to be implemented on the new website, such as the members’ database, it is a great improvement to the previous one, with a professional look and feel.</li> </ul>

	<p><b>b. 2013/2014 Treasurer's Report by Jenny Mitchell</b></p>	<ul style="list-style-type: none"> <li>- Improvements in IAIA's presence in social media (twitter and facebook), with lively discussions taking place on LinkedIn, and prizes (free registration) being awarded on competitions on facebook.</li> <li>- Unfortunately there were two resignations from the NEC during the year.</li> <li>- Next year intend to implement formal reporting of NEC Portfolios.</li> <li>- Sue was acknowledged for co-ordinating the branches and taking over the operational issues following Liz's resignation at the beginning of the year. Sue also represented IAIA in Chile this year at the IAIA annual conference.</li> <li>- Terry was acknowledged for her continued contribution to IAIA in her role as past President this year. It was note that she was elected to the committee of IAIA.</li> <li>- IAIA formed new alliances and maintained existing alliances with IAP2sa, SAIEA, UNDP and EAPASA.</li> <li>- IAIA provided input/comment on the Environmental Impact Assessment and Management Strategy (EIAMS) for South Africa and the Draft Regulations for the Planning Profession Act (Act 36 of 2002).</li> <li>- A draft CPD strategy is in place and will continue to be developed this coming year.</li> <li>- Kate was acknowledged for her active participation with the student bodies.</li> </ul> <p>Branch Reports:</p> <ul style="list-style-type: none"> <li>- KZN: 8 events, membership increase from 168 – 234</li> <li>- Limpopo: 4 events, membership increase from 37 to 51</li> <li>- Free State: 3 events, membership increase from 27 to 34</li> <li>- Western Cape: 6 events, membership at 213</li> <li>- Gauteng: 4 events, membership at 353</li> <li>- Mpumalanga: 2 events, membership increase from 9 to 31</li> <li>- North West: 6 events, membership at 49</li> <li>- Eastern Cape: 2 events, membership at 39</li> </ul> <p>Jenny Mitchell reported that IAIA is in a fairly strong financial position. However our overall income decreased from 2.1M to 1.5M. At the upcoming NEC Strat Plan, attention will be focussed on the need to generate additional sources of income, as IAIA can no longer rely on the annual conference as the primary source of our funds.</p> <p>The 2013/2014 annual financial statements were presented, with 2012/2013 figures shown in brackets.</p> <p>Current assets of R973 079 (R1 059 488) made up of:</p> <ul style="list-style-type: none"> <li>• cash - R629 438 [current account R69 108; call account R560 330]</li> <li>• deposits - R191 971</li> <li>• trade receivables - R151 670 (R253 806) [conferences R127 554; membership fees R23 660; advertising R456]</li> </ul> <p>Equity and liabilities made up of:</p>
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<p><b>Questions/Comments and Answers</b></p>		<p><b>C:</b> Nick King – Requested an explanation for the decline in conference income.</p> <p><b>A:</b> Jenny Mitchell - Low conference income is directly related to low attendance. Jenny noted that it is a concern and that the matter is scheduled to be discussed at the NEC Strat Plan after this conference. Jenny clarified that the lower income was not due to unpaid registration fees as in previous years, since strict measures had been applied this year to ensure that this would not happen (everyone present this year has paid in full already, or at least has a purchasing order).</p> <p><b>C:</b> Mari de Villiers – Expressed concern that the conference cost this year was too high, and recommended that means to reduce the fees must be investigated.</p> <p><b>A:</b> Sean O’Beirne – Confirmed that the matter is on the agenda for discussion by the NEC at Strat Plan this weekend.</p> <p><b>C:</b> Nick King - Re-iterated his comment submitted in response to proposed changes to the Constitution that the organisation is obliged to ensure that its investments are in line with its own Code of Ethics.</p> <p><b>A:</b> Jenny Mitchell – In addition to the requirements for being a Public Benefit Organisation and a Tax Exempt Organisation, there are strict requirements associated with securing an interest bearing account. Currently IAIAsa has a current and a call account with Standard Bank. If for any reason Standard Bank is seen not to be suitable the members will be required to vote to change banks.</p> <p><b>C:</b> Nick King – Advised that enquiries ought to be made with Standard Bank to ascertain whether the institution is investing our account funds in non-sustainable practices (eg. Tobacco, munitions etc.)</p> <p><b>A:</b> Jenny Mitchell – Agreed that this would be investigated.</p> <p><b>C:</b> It was recommended that IAIAsa needs to look into diversification of revenue streams. We are not doing enough to grow skills as professionals and that we should be looking specifically at exciting</p>

		<p>training opportunities.</p> <p><b>C:</b> It was recommended that conference invitations go out to a wider audience, and that the theme needs to be considered more carefully to attract better participation, a wider range of sectors, and better opportunities for sponsorship.</p> <p><b>A:</b> Sean O’Beirne – Noted the comments, and re-iterated that the matters raised would be taken up at the upcoming NEC Strat Plan.</p>
7.	<b>Amendments to Constitution</b>	<p>Janice Tooley explained that in terms of Article 6 of the current Constitution, amendments can be made to it by two thirds majority of AGM attendees. The Constitution stipulates that when joining the organisation, a member agrees to the rules of the Constitution. The Constitution was last amended in 2009. Janice outlined the procedural requirements for amending the constitution, and explained that the procedures had been complied with as follows: The proposed amendments were circulated to the members via e-brief 30 days prior to the AGM, followed by three separate reminders to members to submit comments. Two members submitted comments which were taken into account in the amendments being proposed.</p> <p>Jenny Mitchell presented the proposed amendments to the constitution which will fulfil the following main requirements:</p> <ul style="list-style-type: none"> <li>▪ Ensure that IAIAAsa complies with the requirements of the Non-profit Organisation Act 1997.</li> <li>▪ Ensure that IAIAAsa meets the requirements of section 30B of the Income Tax Act 1962 as required by SARS.</li> <li>▪ Align the constitution with the vision, mission and strategic outcomes identified in the IAIAAsa Strategy 2015.</li> <li>▪ Generally refresh and update the constitution to allow for better management of the organisation.</li> </ul> <p>The proposed constitutional amendments are for adoption under section 9 of the agenda. If adopted these amendments would replace and repeal any previous constituting provisions.</p> <p>In addition to the Constitution IAIAAsa would be governed by a Code of Ethics, Code of Conduct and Disciplinary Procedure. These documents were in the process of being reviewed and amended and would be published in due course.</p>
	<b>Questions/Comments and Answers</b>	<p><b>C:</b> Nick King – Indicated that proposed amendments were satisfactory, but added that he still had reservations about ethical investments – IAIAAsa can’t be seen to be making unethical investments and advised that this could be accommodated in the Constitution by adding a clause that stipulates that IAIAAsa must endeavour to invest its funds with an ethical organisation.</p> <p><b>A:</b> Jenny Mitchell – agreed to make this amendment to the constitution.</p>
8.	<b>Introduction of the NEC 2014/2015 by incoming President Sue George</b>	<p>Incoming IAIAAsa President, Sue George reflected on IAIAAsa’s vision as per the 2015 Strategy, which is to be a professional association that leads Integrated Environmental Management (IEM) in Southern Africa, and re-iterated that as an organisation we must give effect to our mission which is to: Provide the regional platform for advancing innovation and communication of best practice in IEM so as to further the development of local, regional and global capacity for</p>

		<p>sustainability; Provide leadership for defining quality and enhancing professionalism in the practice of IEM; and promote sound science and integrated participatory decision-making to support sustainable development. Sue acknowledged that in order to achieve this we need the active participation of government, academia, consultants, and our students. Sue indicated that since the NEC Strategic Planning Session was scheduled directly after the conference, we would have the benefit of using the input received at this conference and AGM to guide the NEC going forward.</p> <p><b>NEC for 2014/2015:</b>  <u>Executive</u>  Sue George, Patrick Sithole, Jenny Mitchell, Robyn Luyt, Ntsako Baloyi, Sean O’Beirne, Danielle Michel, Janice Tooley, and Kate Leigh Strachan  <u>Branch Chairs</u>  Gauteng – Snowy Makhudu  Western Cape – Oliver Stotko  KZN – John Richardson  Free State - Neil Devenish (apologies)  Eastern Cape – Brendon Steytler  North West – Carli Steenkamp  Mpumalanga – Greg Beyers (apologies)  Limpopo – Elijah Monyai</p> <p>Sue introduced and thanked our bookkeeper Therina Thyse, who also responds to account queries.</p>
9.	Items for Adoption and Resolutions	<p><b>a. Adoption of Annual Financial Statements</b></p> <p>Proposed: John Geeringh  Seconded: Sue George</p> <p><b>b. Adoption of amendments to the Constitution</b></p> <p>No objections, provided Nick King’s request to include the clause as discussed in Point 7 is included.</p> <p><b>c. Appointment of Accounting Officer for 2014/2015 (retain Julie Harvey)</b></p> <p>Proposed: Robyn Luyt  Seconded: Ntsako Baloyi</p> <p><b>d. Appointment of Bankers for 2014/2015 (retain Standard Bank)</b></p> <p>Proposed: Nick King  Seconded: Greg Chandler</p> <p><b>e. Adoption of membership fee increase effective 1 July 2015</b></p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>▪ Patrick Sithole indicated that the NEC recommended that the membership fee be increased as follows from 1 July 2015:</li> </ul>

		<p>Full Member: R600 Student and Retiree: R240</p> <ul style="list-style-type: none"> <li>▪ Nick King questioned the rationale, as the organisation appeared to be in a financially healthy position.</li> <li>▪ Sean O’Beirne explained that the expenses incurred in the last financial year required us to access our financial reserves. Jenny Mitchell indicated that IAIAasa cannot sustain drawing on financial reserves to cover day to day operations. She further indicated that members’ expectations are high, and in order to meet these expectations we need to be in a position to employ staff and provide quality branch events.</li> <li>▪ Nick King indicated that the rationale seemed laudable, and advised that in future the rational for membership increases be provided upfront. He stressed the need to look into reducing the cost of the conference.</li> <li>▪ Mari Wolmarans questioned whether we should not be considering alternative income streams before raising membership fees.</li> <li>▪ Sean O’Beirne indicated that the conference needed to be more accessible for the sustainability of the organisation, and that increasing membership fees is a short-term intervention. Each year an increase is avoided, a knock on effect is created for subsequent years. The proposed increase is with a view to sustain the organisation, and to keep future increases to a minimum.</li> </ul> <p>Proposed: Peter Teurlings Seconded: Zanele Phoku</p>
10.	Other items from the floor	<ul style="list-style-type: none"> <li>▪ Nick King expressed his concern with the organisation of the annual conference. Attendance is low, the programme was received late (week of conference ), and being harassed by the conference organizer for payment before being notified of your abstract’s acceptance is unacceptable.</li> <li>▪ Gwen Gosney requested that the Awards Portfolio be investigated – people need more time to apply for Awards, otherwise, as in her situation, people are unable to compete due to insufficient submissions.</li> <li>▪ Boyd Escott recommended that IAIAasa should be represented at other similar conferences around the country (eg. Biodiversity Symposium) and vice versa.</li> <li>▪ Sean O’Beirne acknowledged the comments and requested that ideas and suggestions that will contribute to improving future conferences be submitted in writing (operations@iaiasa.co.za)</li> </ul>
<b>11. CLOSURE</b>		

APPE NDIX A: ATTENDANCE REGISTER



IAIASa ANNUAL GENERAL MEETING AUGUST 2014 ATTENDANCE REGISTER

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Mendy Shazi	078 866 4013	[Signature]
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Greg Schreiner	083 321 4355	[Signature]
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Caren Cooney	083 577 2031	[Signature]
Aldine Armstrong	082 828 1520	[Signature]
Nickene Venter	083 377 9112	[Signature]
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