



Document type:	Minutes of the IAIAsa AGM, Conference 2013
Forum:	IAIAsa Membership, Provincial Chairs & NEC
Event:	IAIAsa Annual General Meeting, Black Mountain Conference Centre, Thaba Nchu
Event date:	Tuesday, 17 th September 2013
Event time:	08:40 – 09:40
Minutes Captured by:	Lorato Tigedi
Minutes Reviewed by:	Bronwen Griffith

1.	Welcome	Members were formally welcomed by Terry Calmeyer (President of IAIAA, 2012/2013 – Outgoing President).
2.	Attendance	Attendance registers (Appendix A) – total 83 present.
3.	Apologies	Peter Davies Kate Strachan (NEC) Brendon Steytler (NEC) Mette Rossaak (NEC) Mike Cohen (NEC) Marita Thornhill Liz Warren (Operations)
4.	Agenda	Notification and agenda for this AGM was circulated to the members on 18 th August 2013 to fulfil the organisation's constitutional requirement for adequate notification. Minor changes were made to the agenda, therefore the agenda on the screen is proposed. No additions to the agenda, therefore it was accepted.
5.	Minutes of the AGM 2012/2013	Minutes of the previous AGM were circulated on 18 th August 2013. No comments and/or additions were received. Patrick Sithole proposed acceptance of the minutes, seconded by Sue George. Hard copies were made available.
6.	Matters Arising	Matters arising from minutes of the previous AGM will be covered in the progress report and agenda items for the AGM. Terry therefore proposed to report on activities of the year instead of going through the previous minutes. No objections came forth.
7.	2012/2013 President's Report by Terry Calmeyer	<p>Terry reported on the year's events within the organisation. She highlighted that IAIAA is a voluntary professional association that strives to lead Integrated Environmental Management (IEM) in Southern Africa. We do this by providing a 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 sustainability. We aim to 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. Our vision for the 2012/2013 year was to focus on the implementation of our 2015 strategy.</p> <p>Difficulties experienced in the 2012/2013 year:</p> <ol style="list-style-type: none"> 1. Non-performance of service providers: This is specifically related to our web page functioning. This resulted in a significant delay in the implementation of our new website. This delay placed a huge burden both on the NEC and the staff responsible for dealing with membership and finances. This used up a lot of our capacity and also reduced offerings aimed at our members. This issue has been resolved - we have replaced the service provider and have implemented set/stricter controls specifically regarding the confirmation of scope of work and time frames. We have adopted a stricter approach that is essential for the moving forward of the organisation. 2. Outstanding debt: We seem to have a culture in the organisation of not having to pay for something before receiving the service, and this has resulted in a substantial outstanding debt. We had an outstanding

		<p>debt of +R100 000-00 from the previous year's conference. Staff and committee members managed to reduce that to R50 000-00 but it seems like we won't be able to collect all of it. At this stage, we are not proposing to write off the debt. We have tightened our procedures by ensuring that members pay for conferences and courses before attending them.</p> <p>Milestones achieved guided by the strategy:</p> <ol style="list-style-type: none"> 1. Registration of the organisation as an NPO: To comply with the Non Profit Organisation Act, we obtained tax a clearance certificate, we are finalising our constitution and obtaining audited financial statements. 2. Liz Warren was appointed Operations Manager on 1 February 2013. She is the first staff member that the organisation has appointed. Liz has made a huge contribution to the organisation since her appointment and Glaudin (who previously undertook a lot of the secretariat services) has assisted in the handover and still plays a huge role in the organising of the conference. 3. Website was supposed to be live during the conference and that is achieved. Patrick to provide more information. 4. We undertook to focus on increasing our Continuous Professional Development; therefore the course on Integrating HIV and Gender into Environmental Impact Assessment, in association with SAIEA was rolled out this year. The course was held in Johannesburg, Pretoria, Cape Town, East London and Bloemfontein. 80 delegates, mostly members, attended that course. 5. Complaints against members: Over the last 2 years we have received a number of complaints against members relating to their conduct and work. As the NEC we developed a disciplinary procedure specifically for dealing with complaints received from anybody against our members. The disciplinary procedure comes into effect only if the complainant indicates that the member has contravened something in our constitution or in our code of ethics. Currently, we are in the process of dealing with our first substantive complaint, which will be dealt with in terms of the procedure. This will be used as a test case for the NEC. Fortunately, we have a transparent, consistent and a 'known to all parties' way of dealing with complaints against members. 6. Endorsement: We have received requests from people to endorse their guidelines, products and activities. This led to the development of an endorsement policy, which we have already implemented through the endorsement of BirdLife South Africa / Endangered Wildlife Trust Best Practice Guidelines for Avifaunal Monitoring and Impact Mitigation at Proposed Wind Energy Development Sites in southern Africa (including Minimum Requirements for Avifaunal Impact Assessment for Wind Energy Facilities, April 2013) 7. <u>Constitution</u>: We drafted substantive changes to our Constitution to comply with the requirements of the NPO Act, so that we can register as an NPO. We need to meet the requirement of Section 32 Income Tax Act. We need to align some things in the Constitution with our Strategy and align the Constitution with the revised memorandum of understanding between IAIA (parent body) and IAIAAsa. The draft changes to the Constitution were circulated in August 2013 to the
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		<p>members for comment. We are currently working on the minor editorial changes before sending those changes out to our members in the next 2 months . Thereafter the members will be required to vote to have the changes accepted. We encourage you to have a look at those changes and provide feedback.</p> <p>Activities:</p> <ol style="list-style-type: none"> 1. In April 2013 we responded to a call from the Parliamentary Portfolio Committee on Environment and Water Affairs for comment on The Efficacy of South Africa's Environmental Impact Assessment Regime: A call for responses to Government's legislative and policy framework to strengthen environmental governance and the sustainability of our development growth path. Our response emphasised the need for and value of the EIA regime, and proposed the urgent recognition of a Registration Body in terms of Section 24H of the National Environmental Management Amendment Act (NEMA), Act 107 of 1998, removing the requirement for independence, bringing mining under the jurisdiction of NEMA, increasing the use of review, developing norms and standards and guidelines, strengthening EIA follow-up, integrating authorisations across sectors and the need for strategic planning. A presentation was subsequently made to the Committee. 2. The Department of Environmental Affairs is developing a National Environmental Impact Assessment Management Strategy (EIAMS) for South Africa. A member of the NEC of IAIA serves on the Project Steering Committee where it represents the interests of its members from the EAPs perspective. IAIA also served on the Conflict Resolution Committee constituted to deal with a dispute related to Theme 2 in April 2013. 3. The annual conference is still the highlight of the year for our organisation. This year seems to be no exception. 4. The heart of our organisation lies in our branches and their activities and this year we had 37 branch activities across the country. The branches (big and small) are active and functional. 5. We have ventured into the social media, i.e. Facebook and LinkedIn. Our LinkedIn account is for members only; Liz Warren checks if you are a paid up member before you are accepted to join. It is used as a discussion platform. Our Facebook page is a social sharing platform that reaches out beyond our membership. 6. We are an affiliate to IAIA international and one of the benefits of that affiliation is that we get to send one member (president-elect) to represent us at the international conference and other activities around the conference, e.g. affiliates' forum meeting. Patrick Sithole attended last year's conference in Calgary, where he represented us well and had meaningful discussions with numerous parts of the wider body of environmental practitioners. <p>Terry pointed out that obtaining a quorum for voting (minimum 60%) for decision- making was a challenge that she encountered, as decisions could not be made quickly.</p> <p>Terry thanked every member of the NEC 2012/2013, her family, husband and business partners, Martin van Veelen and Deon Esterhuizen, for their support</p>
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		during the year.
8.	2012/2013 Financial Report by Jenny Mitchell	<p>A new financial officer was appointed to prepare the audited financial statement.</p> <p>Statement:</p> <ul style="list-style-type: none"> • Current assets of over R1 million rand, represented by cash of R805 000-00, showing an increase of over R73 000-00 from last year. This shows we have a strong cash position. • Trade receivable of R243 000-00 (It is the first year that we are recognizing trade receivables.). This amount is made up of over R50 000-00 that is outstanding from last year's conference and R196 000-00 outstanding for this year's as at the 30th June 2013 and a small amount outstanding for training courses and advertising. • We need to recover our money, therefore going forward we need to develop a debt management system and need to decide when to write off debts. <p>Equity and Liabilities: We retained R965 000-000, represented as follows:</p> <ul style="list-style-type: none"> • Opening balance of R697 000-00. Surplus of R20 000-00, therefore Opening balance of R770 000-00 and Surplus of R258 000-00. Equity and capital reserve figure to R965 000-00. • Liabilities amount of ±R93 000-00 is made up of the amount owed to SARS at the end of the financial year and 3 creditors, which are invoices for expenses that were incurred during the period. We have subsequently paid those creditors and SARS. <p>Income and expenditure statement:</p> <ul style="list-style-type: none"> • Income of just over 2 million rand, and made up of conference fees of about 1.6 million rand. The R98 000-00 is a net amount (surplus) of the direct expenses. • There are 4 income streams, i.e. conference fees, membership fees, advertising fees and training course fees. <ul style="list-style-type: none"> ○ Membership fees of R406 000-00, increase of 6% from last year. • Membership fees are recognised as income only when the fee is paid. If you don't pay your membership fee, it lapses; afterwards your membership is valid for 60 days. We recognise the income only when it is received in the bank. However, for the conference, advertising and training course fees, the income is recognised as payable when the invoice is generated. • Interest rate on savings has dropped. We need to develop a reserve policy for investment purpose. • Expenditure: <ul style="list-style-type: none"> ○ Administration finance amount: ±R8 000-00 ○ Conference expenditure: 1.3 million rand ○ General Operations: R121 000-00 ○ Net Surplus: ±R250 000-00 <p>Concerns from the accounting officer:</p> <ul style="list-style-type: none"> • Disclosure of the income and expenditure at branch level. Hence we proposed to close off all the branch accounts and have a centralized

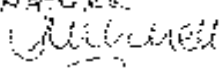
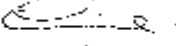
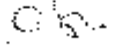

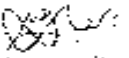
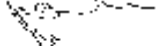

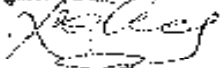
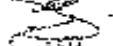
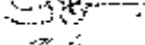

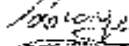
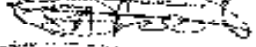
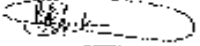
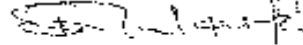
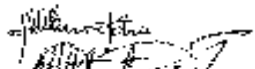

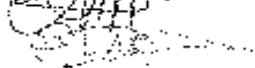
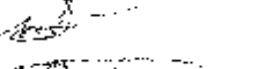
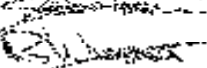
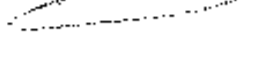

		<p>account. We are not taking control of management of the branches; they will still manage their finances. Hence branches are expected to have treasurers and those treasurers are expected to put forward their budgets for approval. We will monitor their expenditure against the approved budget.</p> <p>At the end of proceeding we will need to vote for the following:</p> <ol style="list-style-type: none"> 1. Adoption of the audited financial statements. 2. Appoint an accounting officer, and NEC recommends Julie Harvey (qualified chartered accountant). 3. Resolution on our bankers, currently both our accounts are with standard bank. We propose that we continue with them. 4. Increase of membership fees. Last year there was no increment, therefore we are proposing R495 for full member and R195 for students.
8.1	Questions and Answers	<p>Q: Nick King – It's very concerning to hear about how much outstanding debt the organisation has I would like to know how much of the outstanding debt is expected to be recovered. I would like to know if you have considered blacklisting the debtors because you cannot afford to continue to carry them.</p> <p>A: Jenny replied that we recovered part of the debt. The NEC feels confident that with the new procedures in place, they will be able to recover a much larger portion after this conference. The debtors aren't individuals, they are big organisations and we plan to liaise with the financial directors of those institutions.</p>
8.2	Proposals to Accept Audited Financial Statements	<p>Adopted: Sean O'Beirne Seconded: Francois Retief</p>
9.	Proposal: Increase of Membership	<p>Increase of Membership fee to R495 for full members and to R195-00 for students (To be discussed after the Vision 2013/2014 by the President.)</p>
9.1	Questions and Answers	<p>Q: Why do you feel it is necessary to increase the membership fee because the financial position of the organisation is good? What is your motivation?</p> <p>A: Patrick Sithole indicated that The Vision 2013/2014 will provide motivation for the increase. He mentioned that inflation has also been considered for the increase. Terry added that the feedback from last year's AGM was that the membership fee should increase annually, even if only by an inflation amount. She pointed out that our fees are lower compared to other similar organisation. She indicated that the Disciplinary Procedure have significant additional costs which will be added to our operations expenses, which we didn't have in the previous years.</p> <p>We will hold this issue until after the president's report.</p>
9.2	Proposal: Membership Fees	<p>Membership fees will be payable in July instead of the month you joined the organisation.</p>
9.3	Questions and Answers	<p>Q: What happens to people who did not originally join in July?</p> <p>A: Jenny - the membership fee will be pro-rata for the outstanding portion of the year.</p> <p>Q: Is it possible that payment could be made in August, in line with the conference?</p>

		A: Terry pointed out that the conference won't always be held in August, this year it is in September. We try to align the membership fee with our financial year.
9.4	Adoption of Proposal	Adopted: Sue George Seconded: Dave Cox
10	Proposal: Appoint Julie as Accounting Officer for 2013/2014	Adopted: Terry Calmeyer Seconded: Sean O'Beirne
11.	Proposal: Retain standard bank as the banker 2013/2014	Adopted: Nick King Seconded: Oliver Stokto and Desmond Musetsho
12.	Introduction of the NEC 2013/2014 by Patrick	<p>Patrick introduced his 2013/2014 NEC team:</p> <ul style="list-style-type: none"> ➤ NEC <ul style="list-style-type: none"> ○ Vice President and President Elect - Sue George ○ Past President and Strategy and Relations - Terry Calmeyer ○ Treasurer - Jenny Mitchell ○ Secretary - Bronwen Griffiths ○ IEM Standards - Robyn Luyt ○ Policy and Legislation - Mike Cohen (Absent) ○ Membership development: Conferences and Marketing - Ntsako Baloyi ○ Membership development: CPD – Marius Marais ○ Membership development: Student Representative – Kate Leigh Strachan ➤ Branch chairs: <ul style="list-style-type: none"> ○ Eastern Cape -Brendon Steytler (Absent) ○ Free State - Neil Devenish ○ Gauteng - Snowy Mothiba ○ KwaZulu Natal - Dave Cox ○ Limpopo - Setenane Nkopane ○ Mpumalanga - Mette Rossaak (Absent) ○ North-West - Carli Steenkamp ○ Western Cape - Oliver Stokto
13.	Vision 2013/2014 by Patrick	<p>Patrick thanked the NEC and members for entrusting him to lead the organisation for the 2013/2014 year. He pledged his allegiance to the association and indicated that he would strive to take it to the next level. He referred to the achievements that Terry outlined in her report, and highlighted that she had put in a tremendous amount of effort during her terms to transform and improve the running of IAIAA. He further added that we will continue to work with the 2015 Strategy document that was adopted in Kwazulu Natal. The document identified 5 focus areas, and of the 5, there were 3 priority areas that were chosen for the 2012/2013, including:</p> <ol style="list-style-type: none"> 1. Issue of Organisational form, structure and capacity 2. Strategic alliances between sectors and disciplines 3. CPD <p>Priority 1: Patrick pointed out that Terry worked a lot on Priority No. 1 as seen in her</p>

	<p>presentation and that priority is already implemented, this is backed up by the appointment of the Operations Manager, introducing disciplinary procedures, endorsement policies, etc. as part of bringing structure to the organisation.</p> <p>Priority 2: It is partially implemented. We have worked and formed links with organisations like EAPASA, engineers, town planners, etc. We need to take this issue further and it will come up in the next slide.</p> <p>Priority 3: Our members have been enquiring about benefits offered by the organisation, what they need, etc. Response to these questions is all in the Strategy and they will now come into effect because the structure is in place. We are able to move on to CPD.</p> <p>Vision 2013/2014:</p> <ol style="list-style-type: none"> 1. Maintain and improve Priority 1, to make sure the organisation functions properly. 2. Priority 2, we need to create a stronger multidisciplinary interface between our organisation and other organisations, between our discipline and other disciplines. Impact Assessment is not only for EAPs, it covers everyone involved in impact assessment, e.g. town planners, engineers, etc. We have to widen collaborations with academic institutions, including the student bodies. We have started with Limpopo, KwaZulu Natal and North West, therefore we need to strengthen these collaborations. 3. CPD- We need to establish a programme that will be put in place for CPD. The programme will have links with EAPASA, where our members will get credits, issued certificates for attending conferences and branch meetings and activities, etc. We had 37 events in the last year, therefore we need to improve on it. The branch chairs should give Jenny their budget and they need to ensure that allocations are used effectively. The branches are expected to have events every 2 months, if after 2 months there is no activity taking place in your branch, you should inform me and Liz and make sure you attend an event after every 2nd month. 4. We will develop specialist groups and forums and initiate a process to publish conference papers, because one of the issues raised by academic institutions is the validity of papers presented at conferences. 5. We need the members to support and participate in the branch events and not only conferences. Let us be effective in our branch activities. Please comment on the documents that are circulated because we need your input. 6. The new website has gone live. 7. Members should use IAIA connect because we are part of the IAIA international. All the information is available on the new website. If you want access to Journals on the IAIA website, request a password from Liz for access to the system. This benefit is applicable to paid up members only. 8. Join LinkedIn, twitter and Facebook.
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		He requested members to take part in the organisation and thanked everyone.
14.	New website	<p>Terry explained how the website works as follows:</p> <ol style="list-style-type: none"> 1. The new website has a membership database and each member has a unique number, therefore you will be able to log on the membership database and update your details (personal information) directly on the website, you don't need to go through the secretary or operations officer. 2. New members are able to automatically register online. 3. One of the members' only benefits is the "Skills Database". Each member will have the option to use it, and if they choose, can register on the database by providing their geographical location and the services they render. This database is open to the public because we have received requests from various people before asking for a list of EAPs that they can approach to do EIAs. We therefore intend to refer such queries to the skills database. 4. Jobs and course will continue as they have been over the previous years. The only difference will be that anything that needs to be paid for will be done through the website interface. 5. Website is linked to our financial system. You will be receiving an invoice once your membership is due, which will be automatically sent to you and then you will receive a receipt once your payment has been reconciled. 6. Conference website will be integrated to the IAIAsa website. <p>This will free up a lot of time for our staff and committee members, because most of the functions will be automated, e.g. invoicing, membership database, etc.</p> <p style="text-align: center;">The website: WWW.IAIASA.co.za</p>
15.	Proposal: Membership Fees by Terry	<p>Terry pointed out that they don't have the detailed budget for 2013/2014 expenditure. It will be distributed to the members once it is finalised. Therefore we are unable to use it to show the need for the increase.</p> <p>Full Membership=R495 Student=R195 Adopted: Ilse Aucamp Seconded: Victoria Napier</p>
<p style="text-align: center;">CLOSURE</p> <p>There being no further business members were thanked for their attendance and the meeting closed at 9h40</p>		

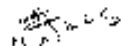
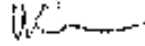





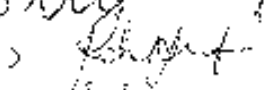
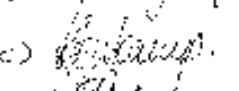
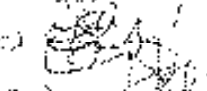




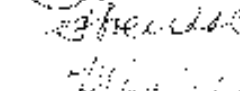



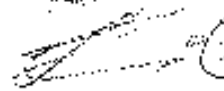
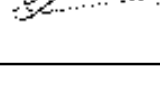


APPENDIX A: ATTENDANCE REGISTER

	NAME	SIGNATURE	R.I.
1.	JENNIFER WICKER (HEC)		
2.	PATRICIA STABLES (HEC)		
3.	GRACE SINDIGA		
4.	TRACEL SITHI		
5.	URSHONA COOMAR		
6.	GOWDIE NAWANDWA		
7.	NABU BAKIDENHINI		
8.	JEROME-LOUIS LESTANGE		
9.	SOMA BOOEO		
10.	ERICHARD GIEBER		
11.	HANS VAN TUNNOLD		
12.	MARGUERITE GUYE		
13.	TSHINANGE TSHINANGE		
14.	JACQUES MUBESA		
15.	MARCEL NAWANDWA		
16.	DIAMOND MUBESHO		
17.	TSHINANGE MUTHATSHI		
18.	DORIS MABUNCELE		
19.	SILVIA MABUNCELE		
20.	NABU MABUNCELE		
21.	APHELOS TONGANI		
22.	ERIK WIESNER		(20)

- 25 SEAN O'BEIRNE
- 26 Khanyile Mashiyane
- 27 Ismael Semanya
- 28 Lebo Moleja
- 29 Dirk Pretorius
- 30 Emmy Ndege
- 31 Bereto Magerosi
- 32 Bontine Nonobe
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ACM ATTENDANCE

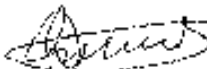




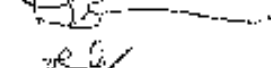
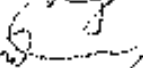

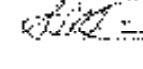
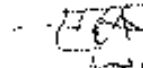
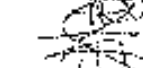
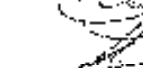
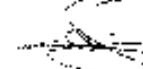
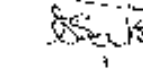

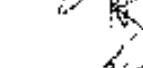

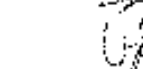




PG 2.

NAME	SIGNATURE
1. Irene Isaac	
2. NEIL DEVENISH	(NEC) 
3. David Cox	(NEC) 
4. Snowy Mottaba	(NEC) 
5. NISAKO BALOBI	(NEC) 
6. SETENAKO ALKAPAS	(NEC) 
7. Jina Gotske	(NEC) 
8. MARIUS MARAIS	(NEC) 
9. Robyn Light	(NEC) 
10. Cori Deunkamp	(NEC) 
11. BRENNEN CRIFLITH	(NEC) 
12. SUE GEORGE	(NEC) 
13. Nozpho Maduse	
14. Ilse Aucamp	
15. Kogi Goversen	
16. Azwaniwasi Nelwamanda	
17. Sunya Arendse	
18. Nantana Mging	
19. ANDREA VAN GERSSEN	
20. Donald Matjuda	
21. Mchuthu A. Khwala	
22. LORATO TITIMBA	

AGM ATTENDANCE		12. 3.
NAME	SIGNATURE	
1. OLIVIA BAMFORD	<i>[Signature]</i>	
2. GINA MARTINI	<i>[Signature]</i>	
3. Gertraud Gönje	<i>[Signature]</i>	
4. Jacqui Her	<i>[Signature]</i>	
5. Annelie Götter	<i>[Signature]</i>	
6. Femmy's Poot	<i>[Signature]</i>	
7. <i>[Signature]</i>	<i>[Signature]</i>	①
8. <i>[Signature]</i>	<i>[Signature]</i>	
9. Terry Calmeyer	<i>[Signature]</i>	83 KSTAL 6 APOLOGIES
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14.		
15.		
16.		
APOLOGIES		
17. KATE STRACHAN (NEC)		7.
18. MIKE COHEN (NEC)		8
19. BRENDON STEYTLER (NEC)		9.
20. NETTE ROO RUSNAK (NEC)		10.
21. MARTIN THORNHILL		11.
22. LIZ WARREN (OPERATIONS)		12.
Peter Davies		

AGM ATTENDANCE

PG 11

NAME	SIGNATURE.
1. Muzi MAMBA	
2. MARC LORON	
3. Ari Kapsidini	
4. Kuleini Bongini	
5. Oargbetse Moncho	
6. Calysto Hanker	
7. Diane Erasmus	
8. Doné Gribblekar	
9. Mawera Kiny	
10. Marlene Laron	
11. Sibushwe Mole	
12. Leon Psemufekia	
13. Ashleigh Marchand	
14. Jessamine Burger	
15. Guxin Clarke	
16. John Richardson	
17. Amy Webster	
18. Brad Johnson	
19. Victoria Napier	
20. Amani Shampuel	
21. Sibanda Mungweni	
22. Lydia Aye-Puleteanu	

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