



**Document type:** Minutes of the IAIAsa Annual General Meeting 2015

**Event:** IAIAsa Annual General Meeting,  
Champagne Sports Resort, KwaZulu-Natal

**Event date:** Thursday, 13 August 2015

**Event time:** 9h30 – 10h50

1.	<b>Welcome</b>	Members were formally welcomed by the facilitator (Sean O’Beirne)
2.	<b>a. Attendance</b> Refer to Attendance Register ( <b>Appendix A</b> ) – total <b>98 present</b> .  <b>b. Apologies</b> Zanele Phoku Arend Hoogervorst	
3.	<b>Approval of Agenda</b>	Notification and agenda for this AGM was circulated to the members via e-brief on 13 July 2015 to fulfil the organisation’s constitutional requirement for adequate notification. Sean O’Beirne announced that slight amendments had been made to the agenda to facilitate the order of proceedings, and were not content related. The amended agenda (refer to <b>Appendix B</b> ) was proposed for acceptance without changes by Terry Calmeyer, seconded by Richard Hill.
4.	<b>Minutes of the previous AGM (28 August 2014)</b>	Minutes of the previous AGM were circulated to the members via e-brief on 13 July 2015. No comments or corrections were received. Jenny Mitchell proposed adoption of the minutes, seconded by Carli Steenkamp.
5.	<b>Matters Arising</b>	None
6.	<b>Reports on activities 2014/2015</b>	
	<b>a. 2014/2015 President’s Report by Sue George</b>	Sue thanked the IAIAAs members for their attendance at the AGM, and reported that 2014/15 had been a great but challenging year. She thanked the 2014/2015 NEC which comprised of: President – Sue George, President Elect – Ntsako Baloyi; Past President – Patrick Sithole; Treasurer – Jenny Mitchell; Secretary – Robyn Luyt; Policy & Legislation – Janice Tooley; CPD – Danielle Sanderson; Conference – Sean O’Beirne; EC Branch Chair – Brendon Steytler; Free State Branch Chair – Neil Devenish; Gauteng Branch Chair – Snowy Makhudu; KZN Branch Chair – John Richardson; Limpopo Branch Chair – Elijah Monyai; Mpumalanga Branch Chair – Ria Wilken; North West Branch Chair – Carli Steenkamp; Western Cape Branch Chair – Oliver Stotko. She reflected on the NEC’s achievements: i. Introduction of IAIAAs points system. ii. Continued development of relationships with DEA and DWS – <ul style="list-style-type: none"> <li>▪ DEA invited IAIAAs to compile the Good Practice Manual (GPM) which Sean will elaborate on in one of the sessions later.</li> <li>▪ IAIAAs had extensive sessions with DWS on Water Use License Applications, which has been a great challenge for the sector.</li> <li>▪ Any proposals from members that would assist in developing relations with DMR would be welcomed by the NEC.</li> </ul> iii. Branch activities have been improving consistently. There are still one or two branches that are struggling but it is our intention to improve that situation in the coming year. iv. The conference organizing committee worked exceptionally hard and well as evidenced in the quality of this conference. v. There are currently 973 active members.

	<p>vi. During the year there was a move from Anniversary billing to Annual Billing. Membership fees are now due on 1 July every year. Invoices haven't been sent out this year – we are in the process of changing the invoicing system. Members will be asked to request their invoices. Letters will be sent out as soon as possible to this effect, requesting members to renew the membership as soon as possible. On receipt of their invoices, members will be requested to complete a database update form, and they will also be required to sign the declaration agreeing to adhere to IAIAsa's code of conduct. Members were reminded that as per last AGM resolution, the membership fee for 2015/16 is R600 (incl. VAT) for Regular Members and R240 (incl. VAT) for Students and Retired Members.</p> <p>vii. The website is functional and is regularly updated, and was recently re-organised. We are moving towards a members' only domain. The revised Constitution and 2015 Strategy has been uploaded as well as the annual conference history. We will be uploading presentations of past conferences so that members can engage with the body of knowledge that has been developed over the last 20 years.</p> <p>viii. The e-brief has been more regular, with each member of the NEC having been responsible for preparing one. It is a challenge to get content, and to present members with the information they require. Readership is low, and we haven't been able to determine if this is a function of the Mailchimp system we use or if it's due to non-interest. IAIAsa points will be awarded to members that make contributions to e-brief content, however due to the time required for compiling e-briefs the NEC will need to evaluate whether members really want it.</p> <p>ix. IAIAsa is active on social media. The members' only discussion page on LinkedIn is popular. IAIAsa's Facebook page is also updated regularly. Vacancies advertised by the sector are regularly advertised on both LinkedIn and Facebook.</p> <p>Sue thanked the members for their support during her term as President.</p>
<p><b>b. 2014/2015 Treasurer's Report by Jennifer Mitchell</b></p>	<p><b>2014/15 Annual Financial Statements:</b></p> <ul style="list-style-type: none"> <li>▪ IAIAsa continues to maintain a strong financial position</li> <li>▪ The organisation showed a net surplus of R104 655 for the year (Net loss R8 884). This is important as we need to be in a position to use surplus funds to grow and develop the association into the Professional Body we'd like to see it to be.</li> <li>▪ IAIAsa has current assets of R1 144 629 (R973 079) made up of: <ul style="list-style-type: none"> <li>• cash – R556 319 [current account R167 438; call account R388 727; petty cash R154] (R629 438)</li> <li>• deposits – R510 279 (R191 971) – to secure conference venue - R500 000 and for conference website - R10 279</li> <li>• trade receivables – R78 031 (R151 670) [conferences]</li> </ul> </li> <li>▪ Equity and liabilities made up of <ul style="list-style-type: none"> <li>• Capital and reserves of R1 061 595 (R956 940)</li> <li>• Trade and other payables of R83 034 (R16 139)</li> <li>• IAIAsa Annual Financial Statements</li> </ul> </li> </ul>

- Income R1 695 190 (R1 583 662)
  - Conference income R1 020 152 (R1 072 296)
  - 2015 Conference income R274 176
  - Membership fees R259 747 (R403 849)
  - 2015/16 Membership fees R27 487
  - Advertising income R18 521 (R17 385)
  - Branch events income R48 131 (R5 614)
  - Income from closing branch accounts R12 175
  - Sundry branch income R1 404
  - Interest income R33 397 (R38 202)
  - IAIAsa Annual Financial Statements
- Expenditure R1 590 535 (R1 592 546)
  - Administration and finance R93 271 (R19 691)
    - Accounting and legal fees, bank charges, bad debt, SARS penalty and interest
  - Branch events R99 557 (R30 066)
    - Venue and catering and speaker costs
  - Conference R1 009 990 (R979 914)
    - Event organiser, venue and catering, conference website and sundry operational costs
  - Operations R228 927 (R253 847)
    - International conference attendance, membership fees, NEC meeting, website maintenance, teleconference calls and travel
  - Administration R158 790 (R243 480)
    - Secretarial and bookkeeping services, rental and office costs

\*Note: Figures in brackets reflect amounts of previous financial year

It is important to note that we have now been recognized as a Public Benefit Organisation (i.e. we are tax exempt, and there is no provision for income tax in our finances).

Following investigations into Nick King's proposal at last year's AGM to consider investing IAIAsa funds in an environmentally ethical manner: As a Voluntary Association, and wanting to become registered as Non-Profit, IAIAsa is required to have capital guaranteed investments, and so our options with respect to bankers is limited. Investec was investigated, and they are able to provide IAIAsa with a sound business cash investment account which is guaranteed, and provides the option to choose the duration of the investment and the extent to which liquidity would be required (i.e. 90% of the investment can be withdrawn). Depending on what IAIAsa opts for, an interest of as much as 6.35% can be secured. The current Standard Bank call account is getting just on 5%. It is therefore motivated and recommended that some of IAIAsa's money is kept with Standard Bank in a Money Market account, and that the reserves are transferred to Investec.

**Question:** Nick King enquired about ethical investments.

**Answer:** Jenny Mitchell responded by reporting that as a Public Benefit Organisation and a Tax Exempt Organisation, IAIAsa is

		<p>required to abide to strict requirements in terms of securing an interest bearing account.</p> <p><b>Way forward:</b> Sean O’Beirne requested Jenny Mitchell, Nick King and Adrienne Edgson to discuss the matter further after these proceedings, so that further feedback could be provided at the plenary.</p>
7.	<p><b>Introduction of the NEC 2015/2016 by incoming President Ntsako Baloyi</b></p>	<p><b>NEC for 2015/2016:</b></p> <p><u>Executive</u></p> <p>President – Ntsako Baloyi  President Elect, and Policy &amp; Legislation – Janice Tooley  Past President – Sue George  Treasurer – Jennifer Mitchell  Secretary - Robyn Luyt  CPD - Sean O’Beirne  Conference - Danielle Sanderson (Neé Michel)  Student Representative – Kusasaletu Sithole</p> <p><u>Branch Chairs</u></p> <p>Gauteng – Zanele Phoku (apologies)  Free State – Hanlie Groenewald  KZN – John Richardson  Limpopo – Elijah Monyai  Mpumalanga – Ria Wilken  North West – Carli Steenkamp  Western Cape – Lauren Elston</p>
8.	<p><b>Incoming President’s Address</b></p>	<p>Ntsako Baloyi thanked everyone for electing him to the NEC, which led to his election as President. He reported that at the Strategic Planning meeting, the NEC had reviewed IAIAAs strategies and models to come up with key focus areas for the coming financial year as follows:</p> <ol style="list-style-type: none"> <li>i. Marketing – The NEC identified the need for a marketing strategy that would entail creating a brand and a profile for IAIAAs. To be more visible in the industry IAIAAs needs an identity. This should facilitate success in securing sponsorship, which would allow the association to operate more effectively and make events such as this conference more affordable and accessible, particularly to our previously disadvantaged members. Marketing will fall under the President’s portfolio.</li> <li>ii. Identify additional income streams – As the association grows, the many systems required to run it become more and more expensive to operate. We can’t rely solely on membership fees and the minimal income generated from conferences. It is therefore the intention to introduce other forms of income, including training, securing relevant sponsorships, and revising our advertising model.</li> <li>iii. Awards - Unfortunately we are not hosting the Annual IAIAAs Awards this year, however in order to prioritise the Awards going forward, it is now a dedicated portfolio that will be managed by the Past President together with the Operations Manager.</li> <li>iv. Transformation – As an association we are concerned with encouraging our previously disadvantaged members to participate in events and conferences. We have identified strategies to facilitate empowering previously disadvantaged members to</li> </ol>

		<p>ensure their success in the industry. Through our student representative and the NEC we plan to tap into the previously disadvantaged institutions and encourage them to submit abstracts for papers and posters to expose their work in the relevant platforms. We don't want IAIAAs to be seen to be an exclusive association for elite institutions and organisations but a representative association for all professionals from all sectors, institutions and industries.</p> <p>v. CPD – We intend to play a central role in helping all our members manage their own development on an ongoing basis. The launch of the IAIAAs points is part of the initiation of a CPD strategy. We have established partnerships with SACNASP and EAPASA and we anticipate launching a CPD programme in the coming year.</p> <p>vi. In terms of operational issues, and with a view to working more efficiently and effectively, we have come up with a financial model to fund an Operations Manager on a full time basis. This will also ease a lot of pressure on the NEC who give of their time voluntarily.</p> <p>vii. We have commenced with putting together a planning team to bid to host the International Conference in 2018 in Cape Town.</p> <p>Ntsako thanked the members for their attendance and invited everyone to support the NEC to take the association forward.</p>
9.	<b>Proposed Amendments to Constitution</b>	<p>Jenny Mitchell reminded the members that substantial revisions had been made to the Constitution last year. The NEC has however identified the need to make minor amendments to the current Constitution which would entail, <i>inter alia</i>, the addition of clauses to deal with NEC conduct, discipline and failure to perform. There is a need to build in stronger accountability for the portfolios we hold. There is also a need to tighten up on the provisions for a succession plan in the event that a President, Past president or President Elect is unable to complete his or her term. Furthermore, there is a requirement to address scenarios where only one, or no, nominations are received to fill vacancies on the NEC. Finally we are proposing to change the name of the association from the 'South African Affiliate of the International Association of Impact Assessment' to International Association of Impact Assessment South Africa'. Jenny explained that in terms of the requirements to make such amendments, proposed changes will be made available to members via an electronic ballot.</p>
10.	<b>Membership Fees</b>	
	<b>a. Proposed membership fee increase 2016/17</b>	<ul style="list-style-type: none"> <li>- Sue George reported that we are required to reflect income excluding VAT, and that all fees going out in the next financial year will therefore be exclusive of VAT.</li> <li>- Sue further reported that the current fee as of 1 July 2015 is R600, inclusive of VAT, for a Regular Member. The NEC identified the need to grow the membership, and have therefore proposed an inflationary increase of 8%. The proposed increase can potentially be offset if a member achieves sufficient IAIAAs points to qualify for a 10% discount of the membership fee.</li> <li>- The NEC has proposed that the Retired Member category be retained at R240 (VAT inclusive)</li> <li>- The NEC identified that students are not necessarily income</li> </ul>

		<p>generators, and in order to grow and retain their membership, has proposed that the Student Member category include:</p> <ul style="list-style-type: none"> <li>• Postgraduate Student – membership fee retained at R240 (VAT inclusive),</li> <li>• Undergraduate Student – membership fee of R100 (VAT inclusive)</li> </ul> <p><b>Question:</b> Adrienne Edgson requested a breakdown of the proposed 8% increase for Regular Members with respect to VAT. She expressed concern that the increase on top of R600 excl. VAT would take the fee to approximately R740.</p> <p><b>Answer:</b> Sue George confirmed that that the 8% increase would equate to a VAT inclusive fee of approximately R650 (i.e. the current fee is in fact approximately R526 exclusive of VAT, which will be increased by 8%).</p>
	<b>b. Joining fee and/or pro-rata fee</b>	Sue George explained that instead of charging a joining fee, new members will be charged a quarterly pro-rata fee. However this is not applicable to lapsed members, who will have to pay the full year's membership fee to re-join.
	<b>c. Corporate membership proposal</b>	Sue George reported that the NEC had received queries regarding Corporate Membership. The category is currently being investigated and will hopefully be introduced as a new membership category.
<b>11.</b>	<b>Items for Adoption and Resolutions</b>	<p><b>a. Adoption of Annual Financial Statements</b></p> <p>Proposed: Adrienne Edgson Seconded: John Geeringh</p> <p><b>b. Appointment of Accounting Officer for 2015/2016 (retain Julie Harvey)</b></p> <p>Proposed: Andrea Murray-Rogers Seconded: Vici Napier</p> <p><b>d. Appointment of Bankers for 2015/2016 (Standard Bank and Investec)</b></p> <p>Proposed: Gerrie van Schalkwyk Seconded: Sarah Allan</p> <p><b>e. Adoption of membership fee increase effective 1 July 2016 (as well as additional Student Member Category)</b></p> <p>Proposed: Snowy Makhudu Seconded: Luke Bodmann</p>
<b>12.</b>	<b>Other items from the floor</b>	<ul style="list-style-type: none"> <li>▪ Sean O'Beirne requested members to provide feedback on the conference. He announced that Keagan Allan had volunteered to set up a polling App to allow members to continue to participate in the Citizens Jury, and pleaded with members to make use of it.</li> <li>▪ Jan Phelan enquired about IAIA's role in terms of advocacy. Sean O'Beirne briefly explained that as a voluntary organization, IAIA's role is not one of advocacy, and requested that further response to</li> </ul>

		<p>this be reserved, and that further discussion be held outside this forum.</p> <ul style="list-style-type: none"> <li>▪ Nick King suggested that the Good Practice Manual be presented in the plenary for everyone’s benefit. Sean O’Beirne indicated that while the program could not be changed to accommodate the GPM in the plenary, it is the NEC’s intention to roll out the GPM as Branch events. He also explained that the GPM is not yet at the stage of roll out – he hoped it would be in the first quarter of 2016.</li> <li>▪ Nick King enquired about the proposal to host the IAIA18 Conference, and how it would affect our national conference. Sean O’Beirne indicated that IAIA18, if hosted by SA, would de facto be the National Conference.</li> <li>▪ Adrienne Edgson suggested that IAIAAsa collaborate with the Engineering profession. Sean O’Beirne acknowledged Adrienne’s suggestion with full support, and reported that SAICE had indeed been identified by the LOC who’d intended to draw attendance of its members to the conference. SAICE is on the NEC’s agenda in the upcoming year as a partner with whom relations will be further pursued.</li> <li>▪ Sean O’Beirne thanked the members for their participation at the conference, and explained that the LOC had considered every means to ensure that it would be value for money. He summarised the challenges as follows: <ul style="list-style-type: none"> <li>- Locating and securing a venue that meets our requirements in terms of delegate numbers and breakaway sessions. The LOC had targeted 10 possible venues, only two of which were suitable – CSR and Durban’s ICC, which was 20% more expensive.</li> <li>- The appointment of a Professional Conference Organizer has proved to be expensive. The LOC identified seven bidders for the position, of which three responded, all of which came in at approximately R300 000, which equates to approximately R1000 per delegate.</li> <li>- High transport costs are unfortunately inevitable, however the LOC did provide delegates with the opportunity to request transfers from all major centres in an attempt to reduce travel costs and the carbon footprint. Unfortunately delegates did not respond to the offer.</li> <li>- Conferences are simply not cheap. The Environmental Crimes Conference scheduled for September in Gauteng is R9000 per delegate for 2 days, excluding accommodation.</li> </ul> </li> <li>▪ Nick King acknowledged Sean O’Beirne and the LOC’s efforts, and stated that this year’s conference had so far proved to be a great success, and that it was indeed cost effective.</li> </ul>
<b>11. CLOSURE</b>		