



Document type: Minutes of the IAIAsa Annual General Meeting 2016

Event: IAIAsa Annual General Meeting, The Boardwalk, Port Elizabeth, Eastern Cape

Event date: Thursday, 18 August 2016

Event time: 11h50 – 12h35

1.	Welcome	Members were formally welcomed by meeting facilitator, Sean O’Beirne.
2.	a. Attendance Total 127 present. b. Apologies Terry Calmeyer Arend Hoogervorst	
3.	Approval of Agenda	The agenda, which was accepted, was circulated prior to the meeting.
4.	Minutes of the previous AGM (13 August 2015)	No amendments were proposed to the minutes of the previous meeting, which were circulated to members via the e-brief prior to the meeting. One member submitted comments electronically on 18 July 2016: <ul style="list-style-type: none"> • Recommended a proxy for members unable to attend the AGM • In terms of the proposed amendments to the Constitution, advised that in light of the Constitution providing for suspension or other disciplinary action, IAIAsa should have a clearly defined Disciplinary Code which is legally defensible. The adoption of the minutes was proposed by Danie Neumann and seconded by Ilse Aucamp.
5.	Matters Arising from the minutes of the previous meeting	It was reported that the NEC were confident that all matters arising from the previous meeting had been addressed and taken into consideration.
6.	Reports on activities 2015/2016	
a.	President’s Report by Ntsako Baloyi	<ul style="list-style-type: none"> • Ntsako reminded members of the IAIAsa mission and reflected on its current membership. • He provided a report on current IAIAsa operations, including detailing the administrative backlog, issues relating to the membership database and handling membership registration and renewals. He noted the implementation of ‘My Active’, an ‘Entelect’ event management system which is proposed to be used as a key tool for rewarding and managing CPD Points. • In respect to CPD, which has become increasingly important to members of IAIAsa, specifically as a result of the promulgation of Section 24 H of NEMA, he reminded members of the IAIAsa points system initiated prior to the 2015 Annual Conference.

		<ul style="list-style-type: none"> • He advised on progress made with the Good Practice Manual, initiated in 2015, which would be released in bite-sized chunks rather than waiting for the completion of the entire document. • In respect to student affairs, a number of milestones were reached, the most impressive being the initiation of the IAIAA Student Mentorship Programme (ISMP), a programme aimed at facilitating communication and learning between environmental students and their working environments. The current student branches (KZN and North West) have held informative and accessible events for students with 2 new student branches proposed for kick-off in 2016/17 in the Western Cape and Free State. Work is currently underway to capture student interest in other provinces (EC, GP). Finally, he reported on the student portfolio on the NEC and made special mention of Kusasa Sithole's Leadership. • In respect to branches, he reported on the 6 active branches and the process to attempt to revive the EC branch. He reported that 30 events were held collectively and provided some highlights. He made special mention of the Mpumalanga Branch, chaired by Ria Wilken, a relatively small branch which offered high quality events and continued to increase its numbers. • He reminded members of the updates on legislation and policy provided throughout the year. • He proudly announced that South Africa would be hosting the IAIA 2018 international conference in Durban and concluded by stepping down as President of IAIAA and thanking all for their support provided during the year and the confidence in his leadership. He thanked the NEC stating that every achievement of IAIAA was the team's effort. • He concluded by welcoming the new IAIAA President, Janice Tooley.
b	2015/2016 Treasurer's Report by Jennifer Mitchell	<ul style="list-style-type: none"> • Jenny said that she was unfortunately only able to present provisional figures and that the final figures would be different but not materially so. She reported that IAIAA maintains a strong financial position. IAIAA had commenced using Pastel accounting software, and while there were some teething troubles, she felt confident that the benefits would soon be realised in assisting decision making on financial expenditure and tracking income streams. • She reported that IAIAA had shown a net surplus of R362 819 for the year [R104 653; (R8 884)] and IAIAA's asset position had strengthened with current assets reported as R1 587 281 made up of (R1 144 629; R973 079): <ul style="list-style-type: none"> ◦ Cash – R1 102 315 (current account R146 541; call account R955 097; petty cash R677 (R556 319);); ◦ Deposits – R107 487 (R510 279); and ◦ Accounts receivables – R377 479 (R78 031) [mostly 2016 conference income]. • Equity and liabilities were made up as detailed below : <ul style="list-style-type: none"> ◦ Capital reserves of R1 424 412 (R1 061 593); ◦ Funds in advance of R100 827 for 2015/16 membership income and ◦ Accounts payable of R173 977 (R83 036). • Income of R2 161 753 (R1 690 710) was made up as follows: <ul style="list-style-type: none"> ◦ 2015 Conference income R1 180 545 (R274 176); ◦ 2016 Conference income R571 646; ◦ 2015/16 Membership fees R264 226 (R27 487); ◦ Advertising income R15 606 (R18 521); ◦ Branch income R61 746 (R61 710); ◦ Student branch income R2 237; ◦ Interest income R51 370 (R33 397); and ◦ Sundry income R14 377.

		<ul style="list-style-type: none"> • Expenditure of R1 798 934 (R1 586 057) as detailed as follows: <ul style="list-style-type: none"> ◦ Administration and finance R50 629 (R89 273) – includes accounting and legal fees, bank charges, bad debt, penalty and interest; ◦ Branch events R114 814 (R99 557) – includes venue and catering, speaker costs and event management; ◦ Student branch events R7 086; ◦ 2015 Conference R901 105 (R179 918) – includes event organiser, venue and catering, AV hire, conference website, delegate materials and sundry costs; ◦ 2016 Conference (R29 943) – includes event organisation and website; and ◦ Operations R695 357 (R391 717) – includes administrative services, employment costs, IT support, rental, travel and accommodation, IAIAsa membership dues and office costs. • She highlighted the resolutions required: <ul style="list-style-type: none"> ◦ Approval of AFS for 2015/16; ◦ Approval of Accounting Officer - Julie Harvey recommended; ◦ Approval of Signatories - Two signatories being the Treasurer and either President, Past President or President Elect; and ◦ Approval of Bankers - Standard Bank and Investec
7.	Introduction of the NEC 2016/2017 by in-coming President Janice Tooley	<p>Janice Tooley, incoming president, introduced the NEC for the 2016/2017 year as follows:</p> <p><u>Executive</u> President – Janice Tooley President Elect – Robyn Luyt Past President – Ntsako Baloyi Treasurer – Jennifer Mitchell Secretary – Tandi Breetzke Treasurer Elect / 2017 conference financial support - Sabelo Nkosi CPD - Sean O’Beirne Student Representative – Kusasaletu Sithole</p> <p><u>Branch Chairs</u> Gauteng – Yonanda Martin Free State – Hanlie Stander KZN – Danielle Sanderson Mpumalanga – Ria Wilken North West – Carli Otte Western Cape and 2017 Conference chair – Mari de Villiers</p>
8.	Incoming President’s Address	<p>Janice reminded members that the main objective of IAIAsa, as per the IAIAsa Constitution Article III, is to be a professional association which leads IEM in Southern Africa. IAIAsa’s contribution to best practice includes:</p> <ul style="list-style-type: none"> • Commenting on draft legislation; • Drafting a Good Practice Manual; • Information exchange, • Formalizing our relationships and • Enhancing member benefits. <p>The focus of the next year would be:</p> <ul style="list-style-type: none"> • Continued professional development via branch events; • Organizing the National IAIAsa Conference in 2017 which would be held in the Western Cape at around the same time; • Rolling out the newly launched IAIAsa Student Membership Programme (ISMP);

		<ul style="list-style-type: none"> • Focusing on the organization of the International Conference in 2018 which will be brought to South Africa and will be hosted in Durban which was proposed to be made more affordable to South Africans/Africans to attend; and • Improving operations (getting systems up and running, CPD, membership details etc.); and • Supporting branches. She highlighted the intended approach to revive the EC branch and advised that efforts would be made to bring events to the Limpopo province. <p>She concluded by requesting active membership and that members provide feedback.</p>
9.	<p>Proposed Amendments to Constitution</p>	<p>The proposed amendments to the Constitution of IAIAAsa, which were circulated with the agenda, are detailed as follows:</p> <p>1. Article I: IAIAAsa:</p> <p>1.1 The change in the name of the association from the ‘South African Affiliate of the International Association for Impact Assessment’ to ‘International Association for Impact Assessment South Africa’ which is also known by the acronym ‘IAIAAsa’.</p> <p><u>Insert the following after 6.2.27:</u></p> <p>6.2.28 The Office Bearers may, on their own initiative or upon receiving a written complaint, and where they are of the reasonable opinion that such action is justified, suspend and replace any member of the NEC or of any Branch Committee.</p> <p>6.2.28.1 Suspension may result from indiscipline, unprofessional conduct or a failure to perform their assigned duties as NEC members or Branch Committee members.</p> <p>6.2.28.2 Suspension shall terminate any duties or benefits accruing to the member.</p> <p>6.2.28.3 The suspension shall be confirmed by a two thirds majority of the remaining members of the NEC at a full meeting at which the suspended member may make submissions but shall not be entitled to vote. The NEC may set aside or confirm the suspension in which case the suspension shall become a removal from office. This shall not preclude or limit further disciplinary or legal action.</p> <p><u>Insert the following after 6.3.3.4:</u></p> <p>6.3.3.5 Should only so many nominees be made as there are vacant positions then such nominees may be appointed to the NEC without the need for a vote.</p> <p><u>Insert the following after 6.3.10:</u></p> <p>6.3.11 Where it is practically impossible for the anticipated succession of President Elect, President and Past President to occur as planned then the NEC may, by written resolution and for such instance only, amend the succession in exceptional circumstances.</p> <p>6.5.3 The Branch Committee shall conduct the affairs of the Branch and shall have the powers of the NEC within such region unless such powers are expressly or impliedly excluded by the NEC.</p>

		<p><u>Insert the following after 6.5.3:</u></p> <p>6.5.4 Despite any provision to the contrary in this Constitution a Branch Committee must report to and is answerable to the NEC.</p> <p>6.5.5 Any action or decision of a Branch Committee or its members must be consistent with this Constitution and no power is conferred upon a Branch Committee or its members to act contrary to this Constitution.</p> <p><u>Re-number clauses 6.5.4 to 6.5.8</u></p> <p><u>Insert the following after 6.6.9:</u></p> <p>6.7. Student Committees</p> <p>6.7.1 The NEC may, by written resolution, establish or confirm such student committees as it may in its discretion determine.</p> <p>6.7.2 The resolution of the NEC shall determine the powers, functions and reporting structures of any such student committee and deal with any ancillary matter.</p> <p>6.7.3 The NEC may, by written resolution, amend or vary any determination of the powers, functions or reporting structures of such student committee which may be dealt with differently.</p> <p>6.7.4 The provisions of this Constitution dealing with Branch Committees shall apply to student committees unless, and to the extent which, they are modified by the resolution of the NEC.</p>
10.	Membership	
	a. Proposed membership fee increase 2017/18	<p>The NEC proposed a membership fee increase for 2017/2018 of 6% (rounded up), VAT inclusive as follows:</p> <ul style="list-style-type: none"> • Full member – R690; • Retired – R250; • Student - R250 (R130 for half year); and • Undergrad – R110 (R60 half year). <p>A membership fee discount was proposed which gave members the opportunity to pay a three year membership at the 2017/18 rate.</p>
	b. Corporate membership proposal	<p>Janice noted that this matter was still to be decided but that an email would be circulated for approval. She highlighted that corporate membership could potentially include:</p> <ul style="list-style-type: none"> • Use of the IAIAsa and relevant corporate logos; and • Discounted fees in respect to adverts, membership fees and conference fees.
11.	Items for Adoption and Resolutions	<p>a. Adoption of Annual Financial Statements</p> <p>The 2015/16 Annual Financial Statements were adopted. Proposed: Karen Shippey Seconded: Ria Hawley</p> <p>b. Appointment of Accounting Officer for 2016/2017 (Julie Harvey)</p> <p>The appointment of Julie Harvey as accounting officer for 2016/17 was adopted. Proposed: Vici Napier Seconded: Snowy Makhudu</p>

		<p>d. Appointment of Bankers for 2016/2017 and signatories (Standard Bank and Investec) The appointment of Standard Bank and Investec as bankers for the 2016/17 financial year was adopted. Proposed: John Geeringh Seconded: Amanda van Reenen</p> <p>The amendment of signatories, as detailed above, was adopted. Proposed: Adrienne Erasmus Seconded: Willemien du Plessis</p> <p>e. Adoption of membership fee increase effective 1 July 2017 The increase of membership fees from 1 July 2017 was adopted. Proposed: Desmond Musetsho Seconded: Tobile Bokwe</p> <p>f. Adoption of amendments to the Constitution The proposed amendments to the Constitution, as detailed above, were adopted. Proposed: Vici Napier Seconded: Tashriq Naicker</p>
<p>12. Other items from the floor</p>		<ul style="list-style-type: none"> • ISMP Programme Kusasa Sithole, the national student representative on the NEC, reported on the very successful pilot year of the IAIAasa Student Mentoring Programme (ISMP). He acknowledged and thanked the initial 8 mentors: <ul style="list-style-type: none"> ◦ Johan Botha (Phala-Environment); ◦ John Richardson (JG Africa); ◦ Marelle Griesel (Environamics); ◦ Sandile Nkomonde (JG Africa); ◦ Sian Oosthuizen (INR); ◦ Tandi Breetzke (RHDHV); ◦ Francois Retief (NWU); and ◦ Jan-Albert Wessels (NWU). <p>He also thanked the ISMP management team:</p> <ul style="list-style-type: none"> ◦ Carli Otte; ◦ Donne van der Westhuizen; ◦ John Richardson; ◦ Samiskha Singh; and ◦ Sue George. • Question: Tshinanne Mutshatshi queried what had happened to the Limpopo province committee? Response: Branch committee dwindled – 1 person. Unable to run an AGM. No support to branch committee • Question: Tshinanne Mutshatshi - Transformation is a very serious matter and IAIAasa does not represent the demographics Response: Comment noted - part of 2020 strategy
<p>13. CLOSURE</p>		<p>Sean thanked all for their participation and closed the meeting.</p>