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AGM Meeting Minutes 2020/2021

23 September 2020 12:00 – 13:45

Virtual meeting via Zoom

1. Welcome

Patrick Sithole, the meeting chair, welcomed all members of the **International Association for Impact Assessment South Africa** (IAIASA) to the 2020 Annual General Meeting (AGM). Patrick confirmed that the AGM will be recorded and there were no objections.

2. Attendance

Attendees were requested to record their names and provide their email addresses in the Zoom platform chat function.

Apologies were received from: Willemien du Plessis, Sarah Allen, Lisa Guastella, Janice Tooley, Adie Erasmus, Natalie Pullen and Kelly Stroebel.

3. Agenda

The proposed AGM Agenda, which was sent to all members a week prior, was presented. Attendees were requested to confirm that there were no additional agenda items or amendments which were required. The Agenda was adopted as there were no proposals for any amendments.

Proposer: Sabelo B Nkosi

Seconded: Snowy Makhudu and Robyn Luyt.

4. Approval of the minutes of the previous AGM (22 August 2019)

The previous AGM minutes (2019) were approved.

Proposer: Twarisani Rikhotoso

Seconded: Snowy Makhudu. Snowy Makhudu confirmed she attended the 2019 AGM.

5. Matters arising from the minutes of the previous AGM

None.

6. Reports on activities 2019/2020

a. Annual Report

Sabelo Nkosi (past president) provided a report back based on the financial year from 1 March 2019 – 28 Feb 2020. The incoming National Executive Committee (NEC) and outgoing NEC members were thanked for their support in the previous financial year. Strategic initiatives for the financial year were identified by the NEC in a strategic planning session held in March 2020 and these included:

- Long Term Strategy: Development of the IAIAsa's Strategy 2025: taking the Strategy development for the Association forward that will essentially guide the work of the Association and its priorities. The strategy development started in the last financial year and an external service provider was appointed to drive this forward. A long term view approach has been taken so that the plan can go beyond the 5 years. Past presidents were invited to provide input as to how to drive the association forward. This is an ongoing process with the aim to finalise this financial year.
- Transformation policy: this was developed with a reference group formed by six IAIAsa members. The draft policy was circulated to members for input and has been finalised. This is an important policy for the Association and is starting to inform matters such as procurement, use of local service providers and creating opportunities for different role players.
- Continuous Professional Development (CPD) focus: a new NEC portfolio was created for CPD. The purpose of the portfolio is to put together a CPD framework to help members keep their CPD files active. In the last financial year one of the biggest milestones is that EAPASA recognised IAIAsa as first recognised voluntary association and since then the Association has met with the EAPASA board and agreed to formalise this relationship with common and mutual benefits to the two organisations. EAPASA and IAIAsa are currently working on a draft memorandum of agreement (MoA).
- Training and mentorship: IAIAsa had the student mentorship program (ISMP) in place for the previous financial year but is now looking for alternative ways to help students and members through training. IAIAsa applied for and secured funding from the National Science and Technology Forum (NSTF) to help the Association deliver on training initiatives for members and students. In addition to this the Association has secured a student mentorship program with South African Council for Natural Scientific Professions (SACNASP).
- Branch support: this is ongoing and includes branch events, a branch co-ordinator function for assisting branches with reporting on events and a budgeting template.
- Promote the Association and strategic partnerships: to develop and maintain strategic partners and sponsorship opportunities for the benefit of the Association this includes:
 - Attendance at the Eskom Conference
 - Attendance at the National Association for Clean Air (NACA) Conference
 - Attendance at the Environmental Law Association of South Africa (ELA) Conference
 - Attendance at the National Science and Technology Forum (NSTF) AGM
 - Attendance at the IAIA 19 conference in Brisbane

- Closure of IAIA 18: In this financial year, we were able to close out one of the most successful IAIA conferences.
- 2019 conference in Bela Bela: a resounding success for the Association, the conference organising committee was thanked for this.
- Continuity and stability of the Association of choice: success of Association has been stable from an operations point of view and Sue George, Jenny Mitchell & Leanne du Plessis were thanked for this.

The Association does face challenges and proposes to deal with these in the following ways:

- Re-instating inactive branches which are dependent on people on the ground and in the area to give up their time;
- Restructuring of the Association to include more paid employees as the Association currently has a single full-time employee and relies on volunteered time of its members;
- Bringing back the IAIAsa awards (good practice awards). The Association would like to adopt a similar model to international association;
- Training opportunities – need to embrace new technologies to be able to reach different members; and
- Online tools linked to the training opportunities.

The NEC was thanked for serving members in their voluntary capacity. Members were thanked on behalf of the NEC. Snowy Makhudu thanked Sabelo for the presentation. Snowy clarified that IAIAsa assisted in giving input for EAPASA's CPD framework.

b. Treasurers report

Tobile Bokwe, IAIAsa treasurer, presented the draft Annual Financial Statements (AFS) for 2018/19 financial year as the Treasurer: He stated that the AFS for 2019 were circulated to the members prior to the AGM and were accompanied by a detailed set of notes that members should familiarize themselves with. A Chartered Accountant, Julie Harvey, has been appointed to review the Associations' financials and expressed satisfaction on financial management and level of reporting. The financial statement report was as follows:

- Current assets at R3.5m at year end with bulk of current assets being cash in bank.
- No deposits in financial year.
- Liabilities are insignificant at only R237 000.
- Capital reserves have increased up to R3.3m from the previous year of R2.9m.
- Sustainability reserve has increased to R1.17m since being established in July 2017.
- The following was discussed relating to income statements:
- There was a cash injection of R500k from the IAIA 18 conference.
- The 2019 IAIAsa conference made a significant contribution of R1.7m therefore conference has proved to be critical for the Associations' cash flow, without it the Association finds itself in a compromised position.
- Thanks to sponsors for contributions to the IAIAsa 2019 conference.

- Expenditure:
- The Association has used a portion of IAIAsa conference fund for the development of the 2025 Strategic plan as well as to pay for the subscription of an online training platform for training initiatives for CPD.
- Branch income notes give details of each branch's income over the year.
- The overall financial position of the Association is positive, and the Association made a surplus of R837k.
- At the 2019 AGM the Association made a request to members to use R100 000 from reserves but this was not needed as the organization was able to use money from IAIA18 and IAIAsa 2019 conferences.
- Questions: Amber Jackson asked what "Travel and Accommodation" applies to in the budget, since it's the largest expense. Tobile Bokwe replied: this relates to IAIA18 sponsors function and attendance of MANCO and NEC meetings.

7. Introduction of the NEC for 2019/2020

Abulele Adams re-introduced NEC members that were introduced via an e-brief in March as follows:

President	Abulele Adams
Past President	Sabelo Nkosi
President Elect	Rethabile Mbokodi
Treasurer	Tobile Bokwe
Secretary	Monique Sham
Students	Faaeza Fortune
CPD	Patrick Sithole
IAIAsa 2021 Chair	Danie Neumann
Gauteng	Rethabile Mbokodi
KwaZulu-Natal	Sandile Nkomonde
Mpumalanga	Phil Radford
North-West Province	Claudine Roos
Western Cape	Melissa Groenink

8. Strategic Initiatives 2020/2021

The NEC has been working on a number of initiatives. The groundwork for these initiatives straddles the previous and current NEC terms and therefore many projects are continuing from the previous year. The COVID19 pandemic and lockdown has affected the Association and the NEC has been able to adapt to changes and successfully kept member benefits. Branch events have been held via webinars, and branch chairs and operations are thanked for this.

In terms of strategic initiatives the following has/is taking place:

- Transitioning to online:

- Launch of environmental writing course. Initially had a call for 50 spaces and by 10:30am on the day it went out all spaces were at capacity. There is a strong need from members for online training that are CPD accredited;
 - Collaborated with SACNASP to upload CPD articles on their website; and
 - Investing in different online platforms to make online training work such as Eventbank / GlueUp which is being investigated that will help make online training easier to manage.
- Finalisation of the EAPASA MoA: Main purpose is to outline ways in which IAIAsa and EAPASA can work together with regards to training and promoting environmental compliance beyond legal requirements.
- Focus on student branches: Faaiza Fortune is driving this and has re-organised and breathed life into student branches.
- Planning for 2021: and finalising 2025 strategy. Rethinking what conference will be like under the new normal and how this will affect the 2021 conference. Trying to strengthen strategic partnerships with EAPASA and SACNASP.
- The Strategy 2025 which is key for the Association - which direction the Association is going, how it is positioned in the market and which key focus areas need to be prioritised. Members will get an opportunity to comment before end of financial year.

The NEC is open to comments and suggestions on to how to better run and serve members. In addition, the NEC is fully aware of roadblocks and need to diversify income streams and need to position and market the Association differently. Once the strategy plan is completed the Association will have a clearer idea of where it is going. The Association values its' membership and is aware of difficult times members are facing.

The NEC was thanked for volunteering their time and special thanks to Sue, Jenny and Leanne and everyone who works so hard for the association and its members.

9. Finances

Tobile Bokwe provided some background to the budget that is being proposed and reflected on performance against this. The Association did not need to use the requested reserves (2019) and made a surplus in the previous financial year, however in the 2020/2021 budget, the Association is projecting a deficit of almost R800k. This budget is prepared with the knowledge of the impact of COVID19 and restrictions on certain activities. It was decided in March that there would be no conference this year and this affects income as conference is a big injection of cash each year. Income is therefore very conservative and will be less than ordinary. Upon preparing the budget the following was determined:

- The Association needs an operating budget of R1 466 002 which is higher than the projected income and therefore there will be deficit;
- The Association should move to online activities which will require further funds to establish;

- Budget is considered imperative for completion of the 2025 Strategic development process and to continue online training;
- The Association intends to run a conference in 2021 with an expenditure amount;
- Based on this; the budget requires the use of reserves from both the general operational reserve and the projects reserve; and
- The NEC acknowledges that diversification of income streams is needed – it cannot just be reliant on conference and membership income.

The proposed budget falls short of R796k and it is proposed that this be taken from the reserves:

- The Sustainability Reserve is sitting on R1 176 599 at the end of February 2020;
- Operational reserve: R564 792; and
- Projects reserve: R759 143.

For first 6 months of the financial year there has been a net surplus of R273 000 but it is anticipated that the Association will face a deficit for the last 6 months of the financial year.

In conclusion:

- Proposing to use R260k from the projects reserve to fund the following projects:
 - Completion of 2025 Strategy Plan;
 - Continued piloting of Onramp training;
 - Piloting of GlueUp; and
 - IAIA21 conference attendance.
- Proposing to use R536k from general operational reserves for general operations of the Association.
- Although the use of reserves is being requested there will still be a balance on the line items.
- The NEC is cognisant that this needs to be dealt with in the future (not requesting use of reserves in future) and the Strategy will assist in how the association can diversify income.

10. Proposed membership fee 2021/2022

In light of the COVID19 and the impact the pandemic has had on members' financial stability, the NEC has proposed that there should be no increase in membership fees. The NEC is concerned about whether this will have an impact on the fluidity of Association. The Strategic plan will give insight as to how the Association can diversify its income.

11. Approvals and Adoptions by the members:

a. Adoption of the Annual Financial Statements for 2019/2020

The Annual Financial Statements as presented for 2019/20 were adopted.

Proposed: Robyn Luyt

Seconded: Nicholas Arnott, Richard Hill & Siya Makhaye.

b. Appointment of Accounting Officer for 2020/2021

The Constitution requires that an independent accounting officer be appointed each year. Julie Harvey has been used for a few years and the NEC has approved her, however members' approval is required. The appointment of Julie Harvey as the Accounting Officer for 2020/21 was approved.

Proposer: Sean O'Beirne

Seconded: Desmond Musetsho & Betsy Ditcham.

Siya Makhaye inquired as to the length of time Julie Harvey had been the appointed accounting officer? He also whether IAIAsa should not consider changing after 2 terms.

Response: It was noted that this matter had been discussed previously.

Sean O' Beirne recommended that this matter be readdressed in the next financial year. It was further recommended that members must be given feedback on this matter at the next AGM.

c. Appointment of Bankers for 2020/2021

The bankers for IAIAsa being Standard Bank and Investec were approved.

Proposer: Snowy Makhudu

Seconded: Desmond Musetsho.

d. Appointment of Signatories for 2020/2021

The appointed signatories of, the Presidency which consist of the Past President, President and President-Elect, for 2020/21 were approved.

Proposer: Richard Hill

Seconded: Twarisani Rikhotso & Siya Makhaye.

e. Adoption of budget for 2020 / 2021

i. Budget for 2021/2022

Andrew Barker queried the R1.2m line item in the budget which was for operations when compared to the previous R1.03m. The budget is increasing from last year but it includes travel accommodation of R200k. The R70k contingency and financial accounting fees seem high. Andrew requested details of this budget and queried whether the NEC could not relook the budget and prune it to minimize use of reserves.

Recommendation: NEC relooks at budget and looks at expenditure and how to prune it down.

The proposal was for the NEC to rework the budget and share the updated version of the budget with members.

Proposer: Andrew Barker

Seconded: Twarisani Rikhotso

ii. Adoption of use of Operational Reserves

Based on above discussion on the amendments to the budget, the requested amount to be used from the Operational Reserves might change (be reduced) and any changes are to be communicated to members. Patrick Sithole asked that go ahead under current projections be adopted subject to the review. Tobile Bokwe raised issue that cutting budget may result in change in what is provided to members.

Abulele Adams committed to having an NEC meeting to discuss the budget within the next 2 weeks and respond to members by the second week of October.

Proposer: Snowy Makhudu.

Seconded: Robyn Luyt.

iii. Adoption of use of Projects Reserves

As above subject to NEC review of budget.

Proposer: Andrew Barker.

Seconder: Snowy Makhudu.

12. General

Snowy Makhudu queried: why IAIAsa is not using local service providers if the new focus is arounds transformation? It was also pointed out that in last year report there was no mention on local service providers but in transformation policy there is a recommendation that as far as possible for local conferences we use local suppliers. In response, it was highlighted to members that at every conference area, the organisers look for local suppliers but the initiatives were not documented.

13. Closure

Patrick Sithole closed the meeting at 13:45.
