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AGM Meeting Minutes 2021

4 August 2021 12:00 – 13:00

Virtual meeting via Zoom

1. Welcome

Mari De Villiers, the meeting chair, welcomed all members of the **International Association for Impact Assessment South Africa** (IAIASa) to the 2021 Annual General Meeting (AGM). Mari confirmed that the AGM will be recorded and there were no objections. Mari acknowledged that a number of IAIAsa members, colleagues and friends have passed in the last year with a special mention of previous NEC member John Richardson. A few moments silence was held for all those who have passed on over the year.

2. Attendance

Mari requested that any attendees who did not use their real names as their Zoom profile record their names in the meeting chat for record purposes.

Three apologies received from: Linda Rossouw (5263), Arend Hoogervorst (3839) and Faeza Fortune (6212).

3. Agenda

The Agenda was circulated on 28 July and the format was slightly updated since it was circulated (no content changes). Mari noted that should there be any comments or items under the agenda these should be presented in the chat box or attendees can use the “raise hand” function. No comments noted.

Adoption of the agenda:

Proposed: Adrienne Edgson

Seconded: Renee Kruger

4. Approval of the minutes of the previous AGM (23 September 2020)

Previous AGM minutes distributed prior to the meeting, however due to inadequate time for members to review an additional week will be provided for review and comment (i.e. written comments to be sent by Wednesday 11 August 2021).

5. Matters arising from the minutes of the previous AGM

It had been requested that the budget be revised and recirculated to members and this was done. It was also requested that the Accounting Officer be re-looked at, and this discussed under item 11.

6. Reports on activities 2020/2021

a. Presidents Report

Abulele Adams presented the President's report. She indicated that although it has been a hard financial year for all there have been a number of achievements including:

- Continue with Strategy 2025 process. This was started in previous financial year and aiming to conclude it this financial year.
- Focus on youth and YP: new student representative on NEC with fresh ideas and with her ideas the association has to strategise with students and Young Professionals and this has gained momentum resulting in the introduction of the Young Professionals category into the IAIAAsa constitution.
- Strengthening of partnerships: this has been difficult due to COVID but the Association met with one partner, and one of the key partnerships we have tried to strengthen is with EAPASA. She reported about the ongoing work on the MoU and it is in a place where both associations are happy with it.
- Regular communication with members: Thanks to Leanne and Sue there have been a number of ebrieffs and ongoing communication over the last year.
- Delivering branch events: a number of branch, student and national events were held which is good, under the circumstances:

Gauteng events = 4	Students = 0
KZN events = 2	Students = 2
Mpumalanga = 2	Students = 1
North-West = 2	Students = 2
Western Cape = 3	Students = 3
National = 3	Students = 1
- At the start of the financial year the Mpumalanga student branch did not exist, and it was created and even held an event.
- Challenges faced: most importantly was COVID 19, which began at the start of the financial year which added to the Association's challenges. We navigated these challenges by converting to webinars and instead of the national conference we held an online symposium. A key challenge this has resulted in is that the association has

lost quite a lot of income streams upon which we were reliant previously. Noted that one of the key aspects of the Strat Plan is to diversify income streams.

- Challenge: implementation of SACNASP candidate mentorship programme. This has not been possible due to COVID. Hoping with new focus on youth and Young Professional there will be a mentorship programme soon.
- Challenge: capacity constraints relating to human resources. The association only has one full time employee and then volunteer time of NEC and MANCO members. As part of the Strat Plan 20/25 process the Association is trying to determine the right structure for the association to function efficiently.
- Abulele thanked the NEC members who served the 2020/21 year: Monique, Rethabile, Melissa, Sandile, Patrick, Phil, Danie, Sabelo, Faeza, Claudine, Tobile and also thanked Jenny, Leanne and Sue. It was noted that it was a very challenging year to serve the Association and everyone was thanked for their efforts.

[POLLS were done however only “attendees” could vote and as most meeting attendees were “panelists” it was not accurate].

b. 2021 Annual Financial Statements

- Sabelo Nkosi presented the Association’s Annual Financial Statements which had been circulated with the Agenda 7 days prior to the AGM.
- Important to note the comprehensive notes with the Annual Financial Statements which provide an explanation of the items.
- Julie Harvey undertook a review of the financial statements and she is satisfied that the Annual Financial Statements are an accurate reflection of the Association’s financial situation. Furthermore, she considers the systems in place more than adequate.
- IAIA’s financial position remains strong even though there was an operational loss of R151,000. COVID was a challenge that did affect the association’s operation – for example the 2021 conference was canceled as well as all in-person branch events, which hampered the Association’s ability to do certain initiatives.
- The 2021 annual income was impacted by the fact that no conference took place and this is usually the biggest income for the Association annually. The income was reduced to R800,258.
- Membership income remained steady throughout and brought in the most income of almost R600,000.
- Through the year, when we couldn’t hold an in-person conference; we did hold a 2020 IEM Symposium, which was a great success. The sponsor of the Symposium was thanked: Endangered Wildlife Trust.
- Branch income and expenditure included in the Annual Financial Statements.
- IAIA’s financial position did weaken slightly.

- In the financial year a new computer was purchased for the Operations Manager which was capitalized.
- Membership fees paid in advance included in the Statements.
- Projects funded by IAIA
- Capital Reserves currently R3 230 850
- The Association's Policy is to break down the Capital Reserves into different categories.
- Recorded a net loss of R151,275.
- Used funds as indicated in previous AGM.
- Members requested to comment on the draft Annual Financial Statements after which they will be finalized.
- A moment was given for members to ask questions. No questions were raised.

Adoption of Annual Financial Statements:

Proposer: Percy Sehaole

Secunder: Betsy Ditcham

Statements adopted

7. Introduction of the NEC for 2021/2022

Rethabile Mbokodi introduced the NEC members:

National Executive Committee	
President	Rethabile Mbokodi
Past President	Abulele Adams
President Elect & Secretary	Monique Sham
Treasurer	Sabelo B Nkosi
Incoming Treasurer	Robyn Mellet
Students	Faeza Fortune
Communication & Marketing	Renee Kruger
Continuous Professional Development	Riona Patak
Provincial Branch Chairpersons	
Gauteng Branch Chair	Natalie Pullen
KwaZulu-Natal Branch Chair	Zinhle Dlamini
Mpumalanga Branch Chair	Greg Beyers
North-West Branch Chair	Jurie Moolman
Western Cape Branch Chair	Nicholas Arnott

The NEC is supported in the IAIA Office by:

Conference Chair 2021 & Financial Operations	Jenny Mitchell
Operations Manager	Sue George
Secretariat	Leanne de Plessis

8. Strategic Initiatives 2021/2022

Rethabile Mbokodi presented the strategic initiatives for 2021/2022 which have been discussed at the NEC Strategic Planning session:

- The IAIAAsa Strategy 2025 will be finalised this year. Members asked to review and influence the document before November.
- Strategic Planning took place from 26 - 28 March. Outcomes: Key deliverables for the year were proposed:
 - Submission of proposal to IAIA to host international Climate Change Symposium in 2022. We were successful in the first phase and are now working towards the second phase;
 - Improve Continuous Professional Development (CPD) through training, events, etc;
 - Promote ethical behaviour in the industry and playing a stronger role;
 - Diversify income – we know we can't rely on only one income stream (conference)
 - Digitization – communication will go through GlueUp
 - Increasing youth participation – constitution has been amended to help serve the young members better
 - Improve brand visibility and engagement
 - Proactively maintaining and solidifying relationships with our partners.
- Theme for the year: SIYEZA we are coming to engage and benefit a diverse community.

9. Finances

- Sabelo provided some background to the budget that is being proposed and reflected on performance against this.
- Due to the impact of COVID 19 on the Association, it has been difficult to plan ahead. It was decided last year not to hold an in-person conference in 2021 but convert to digital platforms. IAIAAsa will be able to boost income for the year by R206,500 for the conference.
- Membership fee income is an important income stream and members were thanked for their support.
- Income is up from last year's budget by 45%, but is still lower than what is needed.
- Budget shows a loss of R388 994 for the year.

- Expenditure budget - NEC has cut back on many items but it was felt that the Association must continue to function at full capacity.
- All events were free to members.
- 2021/22 will focus on CPD.
- isiZulu project innovation grant.
- Budget requires the use of reserves from both general and from projects reserves.
- R366,752 from operational reserves will need to be used.
- As NEC we are mindful of the impact of not holding an in-person conference.

Questions

- Adrienne Edgson: one must always be concerned about the use of reserves.
Sabelo:
A long iterative process was undertaken and the NEC is confident we will deliver on the budget should it be approved. It is noted that the continued use of reserves is a concern and the Association is looking at diversifying income streams.
- Siya Makhaye: Is there a cost to translate the isiZulu guideline?
Sabelo/Abu/Sue: Innovation grant granted by IAIA for the purpose of the project to translate to isiZulu so it was transferred from IAIA to IAIAAsa for use. Received funding to undertake the project.
- Jancie Tooley: the whole point of reserves is to allow “fat” years to support “thin” years, e.g. IAIAAsa had a bumper year in 2018/2019, as a result of the international conference in Durban. Due to careful budgeting over past years this allows us to grow even during the current economic challenges.
- Adrienne concerned with budget and suggested that members get a breakdown mid-year budget wise and how expenditure is proceeding.
Sabelo: Quarterly analysis of reserve is done internally and not circulated.
Janice: The NEC have been elected for the year and they must be given trust to apply good governance to the organisation. IAIAAsa NEC has never failed us. Reserves are incredibly healthy and the point of reserves is to get through the thin years. She noted that she didn't see the need for additional burdensome admin for volunteering members.
Adri: reiterated that she has made her recommendation and suggestions. These were not withdrawn.
Note: Consider communicating finances with members throughout the year. NEC to discuss this item and decide.

- Action item: NEC to consider throughout the year communicating and updating members on budget related items.

Adoption of budget:

Proposer: Michelle Boshoff

Seconder: Janice Tooley

Use of capital reserves:

Proposer: Michelle Boshoff

Seconder: Percy Sehaole

10. Proposed membership fee increase 2022/2023

- Sabelo indicated that each year the Association has to consider a revised membership fee. The membership fee was not increased for the current financial year and this also needs to be considered. A 4% increase was proposed.
- Full membership fee is to be increased from R820 to R850
- Young professional membership fee is to be increased from R410 to R430
- Student membership will be increased from R120 to R130
- Retired membership will be increased from R270 to R280 (not R270 as reflected in presentation)

Adoption of membership fee increase:

Proposer: Janice Tooley

Seconder: Michelle Boshoff

11. Resolutions:

a. Appointment of Accounting Officer for 2021/2022

- Robyn Mellet thanked Julie Harvey for assisting the Association for many years.
- It was requested in the previous AGM that a new Accounting Officer be considered.
- A call went out from 30 June - 15 July and it was advertised on LinkedIn, Facebook, Instagram & Twitter.
- 3 submissions were received.
- Criteria included qualifications and experience.
- Malebo Maloka was recommended to be considered as the new Accounting Officer. She is a qualified Chartered Accountant (CA) and has finished her articles at Ernest & Young.

- Putting her forward as part of the resolution.

Appointment of Accounting Officer:

Proposer: Betsy Ditcham

Secunder: Adrienne Edgson

b. Appointment of Bankers for 2021/2022

- Proposed to continue to use Standard Bank and Investec.

Appointment of bankers:

Proposer: Michelle Boshoff

Secunder: Percy Sehaole

c. Appointment of Signatories for 2021/2022

- Proposed that the following office bearers/members be appointed as signatories: Sabelo Nkosi (Treasurer), Rethabile Mbokodi (President), Abulele Adams (Past President) or Monique Sham (President Elect and Secretary) until conclusion of the next AGM.

Appointment of signatories:

Proposer: Lerato Tigedi

Secunder: Jacolette Adam

12. General

Nil.

13. Closure

Mari closed the meeting at 13:36.
