

## MINUTES OF SAMEA AGM 08 SEPTEMBER 2011

Date: SEPTEMBER 08, 2011  
Time: 17h00

### Annual General Meeting

Minutes by: Refilwe  
Venue: EMPERORS PALACE

| DELIBERATIONS                      | Action  | Person Responsible | Target Date |
|------------------------------------|---|--------------------|-------------|
| 1. Welcome and Introductions       | <p><b>SAMEA Annual General Meeting</b></p> <p>CM welcomed all AGM attendees at 17:20pm, as well as all Board members and prospective Board members. All attendees received copies of the Agenda, Minutes of the 2009 and 2010 AGMs, Minutes of the 2010 Special General Meeting, the Chairperson's Report and the Financial Report.</p> | -                  |             |
| Board Attendance & Apologies       | <p><b>Present:</b> Candice Morkel,<br/>Ray Basson,<br/>David Molapo<br/>Christel Jacob,<br/>Mairy Tsigoida,<br/>Anzel Schonfeldt,<br/>Indran Naidoo,<br/>Christo de Coning,<br/>Stephen Rule</p> <p><b>Apologies:</b> Babette Rabie,</p>  | -                  |             |
| 2. Constituting the 2011 SAMEA AGM | As a quorum was present, the Chairperson declared the Meeting duly constituted.   |                    |             |
| 3. Agenda                          | <p>The following Agenda was approved for the meeting:</p> <p>1. Welcome and Introductions: (CM)</p> <p>2. Constituting the 2011 SAMEA AGM: (IN)</p> <p>3. Minutes<br/>3.1: SAMEA AGM 2009</p>   | -                  |             |



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|                | <p>members will be given an opportunity to comment on the process and recommend a person to represent SAMEA on the AfrEA Board.</p> <p>The SAMEA Board was requested also to outline issues such as, costs, communication or reporting channels that will impact SAMEA once a non-Board member is appointed to the AfrEA Board to represent SAMEA.</p> <p><b>4.2 Gifts:</b><br/><i>Anzel</i> thanked all the administrative personnel that worked on the Conference, and acknowledged their contribution to and hard work in making the Conference a success. She thanked Nicky and Jenny of Conference Call [CC] for their excellent work, and their additional staff for their contribution too.</p> <p><b>4.3: Thanks</b><br/><i>Indran</i> thanked the three outgoing Board members (Candice Morkel, David Molapo and Christel Jacob) for their commitment and contribution at the Board. He thanked them for giving their time and skills to work on the Board and for the professional way they carried out their tasks. He said they helped move the organization forward.</p>   |                    |             |
| 5. New Matters | <p><b>5.1 Chairperson's Report:</b> Candice presented the Chairperson's Annual Report on the state of SAMEA in 2011. Reporting on SAMEA membership, she pointed to the trend that the Association's membership always increased during a Conference year and that there was a need for a strategy to increase membership between conferences.</p> <p><b>Board Elections:</b> In 2010 two positions became vacant in the Board and these positions were filled at the AGM held in Cape Town when Indran Naidoo and Babette Rabie were voted onto the Board in August 2010. In April/May 2011 two Board members resigned (Zodwa Ngobese and Kola Jolaolu) and elections were held on the listserv to replace them. A total of 39 votes were cast and Christo de Coning and Stephen Rule were voted to the Board.</p> <p><b>Special General Meeting:</b> Two main issues and decisions taken at the SGM held in 2010 were the appointment of auditors and amendments to the Articles of Association. Boshoff and Visser were appointed as new auditors, and the Articles of Association were amended to allow the formation of an executive, a structure which previously was not mentioned in the founding documents. Members present at the SGM meeting agreed that Chairperson, Deputy-Chairperson and Treasurer positions be stipulated in the document.</p> | -                  |             |

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| <p>Questions and Answers</p> | <p><b>Board Activities:</b> Members present at the 2010 AGM in Cape Town asked that the Board interact more with its membership. The Chair reported that in 2011 the Board had started to use social media as part of its ‘Communication with Members’ initiative. SAMEA Facebook, Twitter and LinkedIn accounts had been opened, and the Board’s communication on the listserv increased with members beginning to post information on the listserv.</p> <p>On the other hand, the Board had, in partnership with institutions such as the OPSC and the University of Johannesburg, presented workshops during the year, for example by Ray Rist from the World Bank, by Paul Duignan (hosted in partnership with the PSC) and Patricia Rogers (hosted in partnership with the University of Johannesburg). Board members also contributed to various publications [journals, conference proceedings] as a way of marketing the organization internationally.</p> <p><b>Professor Fanie Cloete</b> asked when the African Evaluation [AEJ] Journal will be published, and if an Editorial team had been appointed? He also asked if the Call for Papers will be published on the SAMEA listserv?</p> <p><b>Kevin Kelly, Interim Acting Editor,</b> informed members that a meeting had been held in Ghana where costs and other related matters were presented and accepted by the AfrEA Board. An Interim Acting Manager and Editorial Team had been appointed and publisher found. He said funding remains a challenge as the journal’s funding was linked to the 2012 AfrEA Conference fees. A meeting will be arranged with Florence Etta to try and untie journal funding from the conference funding. The journal will be presented at the AfrEA 2012 conference, and the team hopes to have two issues published in the first and second year. The Call for Papers (12 papers) for the inaugural issue will be made once funding is available. Topics will focus on the history and the state of African Evaluation.</p> <p><b>Candice</b> encouraged the SAMEA Board to look into supporting the AEJ, and take a leading role in ensuring its success. <b>Ray Basson</b> will continue to be SAMEA’s link to the African Evaluation Journal.</p> <p><b>Professor Edwin Ejioma</b> urged the Board to ensure that members are carried along in this process. He acknowledged the good work done by Ray Basson and Kevin Kelly on the journal and asked other members to assist them to ensure the journal is a success.</p> <p><b>5.2 Financial Report:</b></p> |                    |             |

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|               | <p>Mairy, the Treasurer, informed the meeting that the organization often finds itself in the red financially as it does not have income, whereas there are monthly costs that the organization has to bear like administrative and costs for auditors. She said income only comes during the conference year from sponsorships and subscription fees.</p> <p><b>Sefiso Khumalo</b> asked what is being done to encourage the over 1000 inactive members on the membership database to be active and pay their membership fees. <b>Anzel</b> responded by saying it would not be viable to make a follow up on these people as the secretariat is working on cleaning up the database and updating the system.</p> <p><b>Benita Williams</b> suggested that the Board holds workshops with the AGM in order to keep money flowing into the organization and these should be held in different provinces to encourage the organization's visibility.</p> <p><b>Professor Fanie Cloete</b> reminded the members that the 2010 Cape Town AGM was accompanied by several workshops, but it is a fact that Gauteng holds the bulk of the SAMEA membership. As a result of taking the AGM to Cape Town, the workshops were not well attended and this had a negative impact on the organization. But he reiterated his support to de-centralize SAMEA and to increase the organization's visibility in other regions.</p> <p>He also informed members that the former Treasurer (Kola Jolaolu) wrote a Framework for Corporate Membership with different benefits depending the size of the organization, and he encouraged the current Board to pursue and refine this issue as most government departments will take up this membership. The Board can also look at ways to accommodate the private sector.</p> <p><b>Jennifer Bisgard</b> proposed that the Board change the membership structure to two years and she believes this will stabilize funding for the organization and it will also give the organization legitimacy</p> <p><b>Candice Morkel</b> said that the Board will consider the various membership options and it will put suggestions on the listserv for members to comment.</p> <p><b>Indran</b> said the Board will investigate these proposals and set up a task team to work on membership. He agreed that government departments will be interested in corporate membership but SAMEA needs to consolidate its offerings for members.</p> <p><b>5.3 Election of New Board Members:</b><br/>The 2011 Board elections were successful with a great voter turnout. Six members were nominated for the three Board vacancies. Nominations and voting were done electronically with voting closing on 08 September before the start of the AGM. There were two clear winners and a tie, and the Chairperson</p> |                    |             |

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|               | <p>cast a final vote to break the tie.<br/>The following candidates were elected to the Board: Ms Irene Mathenjwa, Mr Terence Beney and Mr Jabulani Mathe.</p> <p><b>5.4 Membership Matters:</b><br/><b>Membership:</b><br/><i>Jennifer Bisgard</i> requested the Chairperson to provide a break-down of trends in the membership. The Chairperson told members that this detailed break-down could not be reported on at this time, as more time was need to look at these trends more closely as the functionality of the membership database needed more time to retrieve this information. The Board will look into this and feedback to the membership will be sent to members.</p> <p><b>Membership Fee:</b><br/><i>Christel Jacob</i> proposed that membership fees be increased to R300.<br/><i>Tselane Morolo</i> said with the increase in membership fees, the organization has to show what members are paying for.<br/><i>Sefiso Khumalo</i> suggested that the Board adopt the proposed corporate membership drafted by the previous Treasurer and that the Board allocates fees and the membership should vote of these.<br/><i>Indran</i> reiterated the point made earlier that the Board will look into various membership categories, membership duration and costs implications. Suggestions will then be sent to members for comment.</p> <p><b>5.5 Website Access and Advertising:</b><br/><i>Christel Jacob</i> proposed that certain sections of the SAMEA website be restricted to paid-up members only, and that there be a fee charged for advertising on the website as this will generate income for the organization.<br/><i>Anzel</i> said the current structure of the website does not allow for that functionality and that there are sections of the website which attract high traffic volumes and if these sections are closed, this will divert traffic away from the website and the organization could lose. She proposed that restrictions be postponed until the website has been upgraded.<br/><i>Benita Williams</i> also objected to having sections of the website closed to the public as the website does not offer much to the public and that most of the information on the website is already in the public domain.<br/><i>Indran</i> said the Board will look into this and he stressed that the website should not be used by some organizations to endorse their services or start dictating to SAMEA because they contribute more</p> |                    |             |

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|                                     | <p>information on the website. The Board will put together a document and circulate to members for comments regarding access and advertising on the website.</p> <p><b>5.6 Review of Required Competencies in Evaluation Practice:</b><br/> <b>Prof Edwin Ijeoma</b> said this issue has been discussed in the past but there has not been any communiqué to members on this matter. Members asked the Board to put forward a position and inform them of the Board’s position on professionalization.<br/> <b>David Molapo</b> said at the Benin conference this issue was discussed and it was agreed that a body be established to work across sectors and across associations for professionalization.<br/> <b>Benita Williams</b> suggested that there be a write-up of what is currently being done in the sector and for the Board to make a decision based on what is taking place in the sector.<br/> <b>Luanda Qomfo</b> added by saying that the Board needs to come up with Terms of Reference (ToR) and or look at benchmarks and then revert to members in three months.</p> |                    |             |
| <p><b>6. Thanks and Closure</b></p> | <p>Candice Morkel thanked Board members for all their hard work and contributions made. She also thanked the SAMEA Board Alumni for their support and the membership for their support and involvement which kept the Board on their ‘toes’. She encouraged the Board to try new options and ideas proposed at this meeting and to respond to the membership within the stated timeframes.</p> <p>The Meeting ended 18:15</p>  |                    |             |
|                                     |  |                    |             |

Chair: SAMEA \_\_\_\_\_

Date \_\_\_\_\_