

## MINUTES OF SAMEA AGM 23 AUGUST 2010

Date: August 23, 2010  
Time: 16h40

Annual General Meeting

Minutes by: Refilwe  
Venue: River Club, Cape Town

DELEBERATIONS	Action	Person Responsible	Target Date
<b>1. Purpose of Meeting &amp; welcome</b>	<p>Purpose: SAMEA Annual General Meeting</p> <p>Fanie Cloete welcomed all attendees, existing board members, prospective board members and SAMEA members to the fifth SAMEA AGM. The meeting commenced at 17:12pm</p> <p>All attendees received the agenda and the chairperson's report. Outstanding documents were previous AGM minutes and Financial Statements from the Treasurer</p>	-	
<b>2. Board Attendance &amp; Apologies</b>	<p><b>Present:</b> Fanie Cloete, Candice Morkel, Ray Basson, Donna Podems, Zodwa Ngobese, Sefiso Khumalo, Christel Jacob,</p> <p><b>Apologies:</b> David Molapo, Mairy Tsigoida, Anzel Schonfeldt,</p> <p><b>Absent:</b> Kola Jolaolu</p>	-	
<b>3. Agenda</b>	<p>The following agenda was approved for the meeting:</p> <ol style="list-style-type: none"> <li>1. Welcome: FC</li> <li>2. Board Attendance and Apologies (FC)</li> <li>3. Agenda (FC)</li> <li>4. Matters arising: (FC)</li> <li>5. Last year's minutes: (FC )</li> <li>6. Overview of the SAMEA Annual Report: (FC)</li> </ol>		

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	7. Financial Report (Treasurer): KJ 8. Q&A/ Open Microphone Session 9. Election Results: CM 10. Vote of thanks: 9. Closing:		
4. Matters arising	2011 Conference		
5. Minutes of last meetings	Fanie read minutes of August 2009 AGM and the minutes were adopted without any objections or additions.	-	
6. Overview of SAMEA Annual Report	<p><i>FC</i> prepared the chairperson's report (attached) which was distributed at the meeting. The report had summaries of the different board portfolios and each member of the board presented and gave a brief report of his/ her portfolio.</p> <p><b>Portfolio reports:</b>  <b>Sefiso Khumalo</b> reported on: <i>Regions, Chapters and TIGs</i> portfolio.            He said SAMEA structures are operating well in three provinces, Gauteng, Western Cape and Eastern Cape. From Limpopo and North West, the organization received invitations from the Offices of the Premier to make presentations. In KZN plans are in place to establish a chapter. He asked members to use the AGM and the conference to organize themselves and start chapters in regions where these structures have not been formed.</p> <p>Sefiso also reported to members that there are plans to move the SAMEA office to the University of Pretoria and he added by saying that talks with the university through Andy Beke are in progress.</p> <p><b>Candice Morkel</b> reported on: <i>Public Sector Liaison</i> portfolio.            She told members that she had several meetings with various public sector officials to expose them to SAMEA and its mandate. She said interest from the public sector is increasing as government is moving towards implementing the National Outcomes Approach and thus there is a need for SAMEA to increase interaction with the public sector around M&amp;E and to assist the sector with challenges facing the public sector.</p> <p><b>Zodwa Ngobese</b> reported on: <i>Corporate Health Sector Liaison</i> portfolio.</p>		

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	<p>She said she identified a need for SAMEA to improve its relationship with the corporate sector. Currently practitioners in the private sector still do not see value of being part of the organization, thus the board needs to identify and define a role which SAMEA can play to drive corporate sector participation as well as mainstream SAMEA activities in relation to this sector.</p> <p><b>Christel Jacob</b> reported on: <i>NGO Sector Liaison</i>. She mentioned that she worked closely with CSI and she believed that the organization needs to reach out more to this sector. In her interactions, she sent out a questionnaire to CSI practitioners but the response was very poor. The aim was to get an understanding of how the sector works in relations to M&amp;E, and the role SAMEA could play to assist the sector with M&amp;E. In addition with the CSI sector, contact was also made with several NGO's to increase SAMEA's profile and membership. She outlined challenges she encountered and she mentioned that the sector is facing funding challenges and most NGO's are in survival mode and their primary concern is to meet donor requirements. She also mentioned that there was a perception that SAMEA is a public service entity and some organizations distance themselves from it.</p> <p>She informed members that plans are in place for a fundraising strategy to increase the income of the organization. The fundraising committee is comprised of David Molapo, Mairy Tsigoida, Christel Jacob and Zodwa Ngobese.</p> <p><b>Ray Basson</b> reported on: <i>Research &amp; Evaluation Journal</i> portfolio. Ray reported that he has been working closely with Kevin Kelly on the establishment of the African Evaluation Journal (AEJ). He mentioned that progress has been made to secure funding and once sufficient funds are available, call for papers can be expected to be made in the new year (2011).</p> <p>Ray also reported on Andy Rowe's visit and workshops he conducted in partnership with the PSC. The event was a success and well received. He said he believes that a visit later in the year by Ray Rist will also be well received. He updated members on the UN-CLEAR initiative whose intention is to establish an institution which will bring together evaluation practitioners from around the world to Africa and to deal with and increase evaluation supply in the region. Five institutions in the continent applied to host this centre and two are based in SA, the Wits University and CREST centre at Stellenbosch University. The decision for the host is expected to be released early next year (2011) and if any member of SAMEA is interested in assisting in any of these bids, they should contact any of the two institutions directly.</p> <p><b>Donna Podems</b> reported on: <i>General Capacity Building &amp; Training</i> but <i>spoke</i> on behalf of Anzel Schonfeldt and thanked Anzel for excellent work done on the organization of the AGM, especially on the creating of the election module. She stated that this is an excellent creation which needs to be slightly improved but she thanked Anzel for all the hard work she put into it and the website in general.</p>		
<b>7. Financial Report</b>	This session was skipped as the treasurer was not present at the meeting and the board had not received		

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(Treasurer): KJ	documents to report on his behalf.		
8. Q &A Session	<p><b>Jeniffer Bisgard:</b> Comment She was disturbed by the fact that there is no mention of regions in many of the member correspondents. She felt that more work still needs to be done to improve SAMEA’s presence in other regions. She said she is happy about the possibility of corporate membership as this will help member organizations to register all staff. She mentioned to the board that Development Bank of South Africa has offered SAMEA its video conferencing facilities if the organization is interested in using this facility. She contested Sefiso’s assertion that a university will be ideal for SMEA as universities are not always as they also have other links which might compromise SAMEA’s independence.</p> <p><b>Benita Williams:</b> Comment She said she is very concerned with board effectiveness. She said a code of conduct should be developed to deal with board members who are not performing or who are not putting in any effort.</p> <p><b>Edwin Ejioma:</b> Comment Edwin thanked and acknowledged board members service and contribution in the board and thanked them as this is done on a voluntary basis. He said the board works under difficult conditions because members do not pay their dues and this makes it difficult for the board to operate effectively. He added and said there is a need to professionalize the SAMEA office and agreed with Benita’s comment that a system be put in place to monitor how board members perform and help the membership to monitor board performance in different portfolios. With regards to chapters, he said there is a need for increased institutional networks as these will help establish SAMEA’s regional presence. He proposed that a programme be created which will inform the organization’s engagement with the public sector especially at the regional levels.</p> <p><b>Bill Sewel:</b> Comment Bill urged the board to develop competency structures similar to those adopted by the business sector.</p> <p><b>FC</b> added to the comments by saying strengthening internal efficiency is needed and he urged the new board to consider issues raised by members to measure and evaluate board performance. He encouraged the board to use the listserv more to update members on board decisions. He said the past board tried to look at individual board members strengths and interests and combine these when allocations for board portfolios were made. The aim was to have people’s interests and skills to over-lap to ensure effectiveness. He said that it is a challenge to have single portfolios but that a lot can be achieved when there are task teams for people to work together and help one another with portfolio overlaps.</p> <p><b>Barry Morkel:</b> Comment Barry stated that portfolio clustering is another means of achieving effectiveness. He said working groups</p>		

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	<p>be created to work on different portfolios. He encouraged meetings and other SAMEA activities to take place other regions to encourage participation.</p> <p><b>Sefiso Khumalo</b> responding on views on the lack of activity in the chapters or regions, he said SAMEA membership is composed on 60% civil servants with majority based in Gauteng. To balance things he said there is a need to establish a regional strategy and to have activities taking place in the regions and success can only be achieved if regions themselves take the initiative.</p> <p><b>Victor Madziakapita</b> suggested that minutes for the AGM and other meetings be circulated to members two weeks in advance for members to familiarize themselves with issues before the attending any meeting.</p> <p><b>Indran Naidoo</b> suggestion that the following resolution be taken: As a result of the treasurer being absent from the meeting, Financial Statements and last AGM minutes be circulated to members on the listserv. Members will comment and send feedback to the board before the minutes are adopted. Therefore it would be taken that the meeting was not concluded because not all the information was presented at the meeting.</p> <p><b>FC</b> suggested that the 2011 conference not be discussed in this meeting but it be left for the new board to deal with. Jennifer Bisgard requested the board to give membership urgent feedback on the date and venue of the 2011 conference as AfrEA will also be hosting its conference therefore the board should try and avoid a clash.</p>		
<p><b>9. Election Results (CM)</b></p>	<p><b>CM</b> reported on the election process. The first election notification to the members went out on 1 June 2010 and it lasted for 22 days. Nominations were received and a total of 8 candidates were nominated for the board. An online interaction or interface took place between the candidates and nominees and when the online chat system failed, this interaction was continued on sameatalk. Voting started on 12 July - 18 August 2010. Because of poor voting turn out, the voting was extended till midnight 22 August 2010. The overall voting communication process is as follows</p> <ol style="list-style-type: none"> <li>1. 11 May notification and procedure were first sent out ( it was a total of 19 emails sent to the membership)</li> <li>2. 13 messages were sent out on LinkedIn from April 2010</li> <li>3. 14 notifications of Facebook from May 2010</li> <li>4. Only 36 members voted</li> </ol> <p>Results: Indran Naidoo received 22 votes Babette Rabie received 12 votes</p>		

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	<p><b>FC</b> commenting on the election results said the response was very worrying but overall the electronic election module is a good innovation which members should familiarize themselves with. He said only minor improvements are needed on the system as few hiccups were experienced especially during the online interface, but the new board need to improve on this system.</p> <p><b>Bill Sewel</b> congratulated the two new board members. A question was asked why this time members are voting only for two members whereas three members are going out. <b>Fanie Cloete</b> responded and said Marleen Roefs had resigned but later retracted her resignation causing the board to have 11 members.</p>		
10. Vote of thanks	<p><b>FC</b> thanked the current executive committee and other board members for their hard work during the past year. He also thanked ESI, Benita and Feedback for accommodating SAMEA in their offices.</p> <p>He mentioned that all the outstanding documents will be disseminated on the listserv to the membership as agreed in the meeting and he encouraged members to comment on these and send their feedback back to the board.</p> <p><b>CM</b> thanked everyone for attending the meeting. She thanked the out-going board members for their hard work especially Fanie as the chairperson for his leadership and direction during his term as chairperson of the board.</p>		
11. Closure	Meeting ended 18:13		



25 January 2012

Chair: SAMEA

Date