

MINUTES OF THE SAMEA AGM

Date: 26 September, 2012
Time: 17h00

Face-to-Face Meeting

Minutes by: Refilwe
Venue: Hilton, Durban

DELEBERATIONS	Action	Person Responsible	Target Date
1. Welcome	Purpose: SAMEA Annual General Meeting. RB welcomed attendees all at 17:35 pm Attendees received the Agenda, Minutes of the previous AGM meeting, Financial Statement from Auditors, chairperson's report	-	
2. Attendance & Apologies	Present: Ray Basson (RB) Babette Rabie (BR) Christo de Coning (CdC) Anzel Schonfeldt (AS) Jabu Mathe (JM) Terence Beney (TB) Apologies- Board: Mairy Tsigoida, Irene Mathenjwa, Stephen Rule Apologies- Members : Fanie Cloete, Candice Morkel	-	
3. Constituting the 2012 SAMEA AGM	RB welcomed attendees all at 17:35 pm		
4. Minutes of Previous Meeting	1. Minutes of last AGM 08 September 2011 meeting were reviewed, corrections and additions were made to the minutes. Matters arising:- these were covered in the Minutes	-	
5. New Matters	1. Chair's address and Annual Report: The chair's report is attached 2. Financial Report: RB represented financials and these are also attached. It was agreed at the meeting that Boshoff Visser continue as auditors. 3. SAMEA Board Election: There were four vacancies available on the board for 2012 and only four board nominations were received. Initially the board was of the view that nominees will automatically be incorporated into the board, as the number of nomination equaled the number of seats available on the board. But members requested that the whole elections process take place, that nominee profiles be made available to members and that voting take place. Out of		

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	<p>400 active members, 20 members cast their vote for new board members and Mike Leslie, Stanley Ntakumba, Rae Wolpe and Taurai Bwerinofa were welcomed to the SAMEA board. As a result of Articles of association not being clear on elections, the meeting agreed that a 50% plus 1 model be adopted for all future SAMEA elections.</p> <p>4. SAMEA Secretariat: TB presented a study on time spent by board members who serve on the board of both the American and SA evaluation societies. Because of the pressures that most board members experience, this puts an operational challenge; the board adopted an experiment where one member of the board worked to boost the secretariat. It was agreed that the person be paid R1500 per day for time spent working on board activities, for a maximum of ten days per month. TB said this experiment proved to be successful as Ray managed to attract institutional membership from DPME, DPSA etc to SAMEA as well as be part of the team organizing the launch of the KZN M&E association. Having someone fulfilling this role meant that a lot was achieved in the current year and TB proposed to the meeting that someone be appointed as a coordinator to fill the role that Ray was doing at the board. Based on the financials presented, SAMEA is in a position to carry this responsibility.</p> <p>RB added that this position is not there to drain funds but to generate funds as the person will be engaging with sponsors and other stakeholders to fund certain SAMEA activities. The board was encouraged to form alliances with other organizations and share secretariat resources with them. Members supported and agreed that the board look into strengthening the secretariat and if funds are available, the board could appoint a coordinator.</p> <p>5. SAMEA Membership: Individual and Institutional Affiliation: RB reported on behalf of IM who was unable to attend the meeting. On the 25 July 2012, RB signed letters drafted by IM to be sent to DG' inviting them to take up institutional affiliation with SAMEA. Since then SAMEA has received positive responses from the various departments showing interest to be affiliated with SAMEA. Another category of institutional membership is for smaller organizations and TB is working on sending invitations to organizations to be affiliated as well.</p> <p>6. Emerging Evaluators: CdC reported to members that thus far SAMEA has awarded for three sets of scholarships to emerging evaluators. The first set was awarded at the 2011 conference and the second and set were awarded in 2012 for the Jim Rugh workshop and the September workshops. For the September workshops twenty four applications were received but only seven emerging evaluators were awarded the scholarships. The board is hoping to increase funding for the EE but</p>		

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	<p>this will depend on the availability of funds and the board thanked Zenex for its generous funding for emerging evaluators.</p> <p>7. SAMEA Conference 2013: Members were told that full 2011 conference proceedings are available on the website and hard copies as well as CD's were posted to all past delegates. The board has started preparations for the 2013 conference and thus far the dates identified are 16-20 September 2013, but the venue has not been finalized. The boarding is looking for a venue in Sandton or Rosebank to cater for international delegates who requested to have a bit of country experience and Emperor's Palace did not provide that experience for them.</p> <p>8. SAMEA-DPME Standing Committee: SAMEA and DPME has signed a Memorandum of Agreement(MoA) on the following. The committee is comprised of three DPME and three SAMEA board members. The chair rotates between SAMEA and DPME and the secretariat role is provided by the SAMEA administrator.</p> <ul style="list-style-type: none"> • <i>Capacity building and learning networks</i> • <i>Setting standards for evaluations</i> • <i>Professionalizing the profession</i> • <i>Information sharing</i> • <i>Citizen participation</i> <p>In the next term the standing committee will draft a three year strategic plan to identify projects to be done jointly.</p> <p>9. Provincial Evaluation Associations: Currently three provinces have active regional M&E bodies, the Eastern Cape, KZN and Western Cape. There are talks led by JM with Limpopo and an association would be launched soon. RB clarified to members that SAMEA wants to support regional association for to be formalized and be autonomous before acquiring a chapter status. Once many of the regional bodies have been formed and they are active, the board plans to rotate the conference in these provinces to stimulate these communities.</p>		
Meeting Closure	Meeting ended 19:16		

Chair: SAMEA _____

Date _____