

**ANNUAL GENERAL MEETING**  
**20 September 2018**  
**Board Walk Hotel and Convention Centre**  
**Port Elizabeth**  
**11: 55 – 14:00**



**AGM Minutes**

#	Agenda Item																				
1	<p><b>Welcoming</b></p> <p>The AGM started with a video message from Mr. Lyndon Harris, thereafter the MC welcomed the President -Elect, Ms. Thiloshni Govender to the podium. Ms. Govender opened and welcomed everyone to the Annual General Meeting of 2018</p> <ul style="list-style-type: none"> <li>• Ms. Govender explained that the EAPA-SA Board is a guardian of the EAP space.</li> <li>• She declared the meeting open and took the members briefly through the minutes of the 2017 AGM.</li> <li>• Madam President-Elect moved for the adoption of the 2017 minutes.</li> </ul>																				
2	<p><b>Introduction of the 2018-2023 EAPA-SA Board:</b></p> <p>2.1 The President Elect announced the following individuals as forming part of the new Board:</p> <table border="1" style="margin-left: 40px;"> <tbody> <tr><td>Ms. Thiloshni</td><td>Govender</td></tr> <tr><td>Mr. Tinyiko</td><td>Chabalala</td></tr> <tr><td>Ms. Andiswa</td><td>Lefakane</td></tr> <tr><td>Dr. Pravesh</td><td>Bhoodram</td></tr> <tr><td>Dr. Marion</td><td>Borcherds</td></tr> <tr><td>Ms.Radhi</td><td>Vandayar</td></tr> <tr><td>Ms. Bernedette</td><td>Roberson</td></tr> <tr><td>Mr.Isaac</td><td>Koto</td></tr> <tr><td>Mr. Joel Mzwandile</td><td>Gumede</td></tr> <tr><td>Mr. Jimmy</td><td>Lenong</td></tr> </tbody> </table> <p>Board members stepping down are Mr. Tshifhiwa Mamaila and Mr. Joe Makasane.</p> <p>2.2 The President Elect further explained that the AGM is a time to reflect on what the Board has done with the resources it has been entrusted with. It is a time to celebrate the achievements and reflect on the growth of the Association. There is a lot to celebrate, for example the launch of the EAPA-SA History Publication, which has been a huge milestone for the Association</p> <p>The President Elect moved that the meeting be declared open and the members concurred. Ms. Govender further explained that there is an attendance register that will be circulated, and members were requested to please sign the register.</p> <p>Briefly going through the minutes of the 2017 AGM page by page, no corrections were required.</p>	Ms. Thiloshni	Govender	Mr. Tinyiko	Chabalala	Ms. Andiswa	Lefakane	Dr. Pravesh	Bhoodram	Dr. Marion	Borcherds	Ms.Radhi	Vandayar	Ms. Bernedette	Roberson	Mr.Isaac	Koto	Mr. Joel Mzwandile	Gumede	Mr. Jimmy	Lenong
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	<p>Ms. Govender explained that the voting process, of electing the new board members, will be the statutory document that will be used to for changing the directors. She thanked Ms. Theresa Vika, the office manager for the preparation of the minutes and moved for the adoption thereof.</p> <p>The President Elect called the Newly elected 2018-2023 Board members to the stage. She explained that the formal process of introducing the Board will be followed at the Gala Dinner.</p> <p>Ms. Govender welcomed Mr. Jimmy Lenong and Mr. Mzwandile Gumede to the Board. She explained that the chapters where Mr. Lenong and Mr. Gumede comes from, has to elect new chapter chairpersons.</p> <p>When the board meets after the AGM, the election of the new President Elect will be done, as well as allocating the new portfolios.</p>
3.	<p><b>Adoption of the minutes of the 2017 AGM</b></p> <p>The minutes were accepted by Ms. Sarah Mokori from the Platinum Chapter and seconded by Mr. Victor Letuka from the Ikhala Chapter.</p>
4.	<p><b>Board Term of Office</b></p> <p>Ms. Govender called on the President, Mr. Tinyiko Chabalala and thanked him for allowing to be used as a Guinea pig when extending the board term of office from two years to five years.</p> <p>Mr. Chabalala greeted the members and relayed how he clearly remembers when Mr. Mamaila presented his inauguration speech, and how much he has changed since then. Even looking at himself, there has been a huge change. Mr. Chabalala thanked the constituents, for the opportunity to represent them on the board.</p>
5.	<p><b>Presentation by President</b></p> <p>Mr. Chabalala thanked the President-Elect and indicated that he is glad to see there will be continuity on the board. At the same time the board also has some new blood to ensure growth. He highlighted that it is important to identify members from the chapter, who can serve on the Board.</p> <p>This being his last AGM, as president, he is pleased to note all the achievements EAPA-SA can be proud of. The conference attendance continues to grow year on year and partnerships and relationships have been formed with various stakeholders, e.g. DBSA, SALGA, OTP and Institutions of Higher Learning. This shows that EAPA-SA is being recognized, not only locally, but internationally as well. EAPA-SA will be receiving an award for EAP Branch of the year in Minneapolis in October 2018.</p> <p>Refer to 2018 AGM Report by President</p> <p>Mr. Chabalala explained that it is a desire of EAPA-SA to become a statutory body, and we are taking baby steps in that direction. A critical step is to present to employers, to ensure that all employees have designation. EAPA-SA has to draft EAP Legislation and present to Parliament for consideration.</p>
6.	<p><b>Immediate Past President Report</b></p> <p>Have seen growth in attendance and International Relations. EAPA-SA has in the 5 years reached many areas in Africa, and bringing international speakers is not an easy task. The President thanked Mr. Mamaila for his tenure, advising that it was quite a privilege to have the likes of Mr. Mamaila, Dr.</p>

Bhoodram, Mr. Manzini, Prof. Terblanche etc. serving as presidents of EAPA-SA. At the end of the term of office, a past president may leave, but many continue to be available for the board. The President proposed that the board looks at benefits for the past president for example, being exempted from paying membership fees etc. Constituents will need to be consulted on this proposal.

**7. Membership and Chapter Development**

Northern Cape is currently the only province without a chapter. The President acknowledged and appreciated the sacrifices made by Dr Bhoodram. 20 years of EAPA-SA membership is truly commendable as displayed by Prof Terblanche, Dr. Bhoodram and Mr. Makasane.

**8. Marketing**

The President advised that based on the feedback noted, members are happy with the Newsletter.

**9. Conference and Events Management**

The President thanked Ms. Bernie Roberson for organizing the conference with great passion.

**10. Stakeholder Management and Sponsorship Relations**

The President explained that the disaster management policy aims to position EAPA-SA as a stakeholder. When a disaster happens EAPA-SA can provide support in the area of specialty such as counselling. The Association will rely on voluntarism to in order to accomplish this. EAPA-SA will consult further, and presentations will be done at chapter level for clarifying the various roles.

**11. Education**

The President highlighted the accomplishment of launching the EAPA-SA History Publication. A memorandum of understanding has also been signed with the University of Pretoria, which affords members a discount, when studying EAP-related courses through UP.

**12. Governance**

Mr. Chabalala explained about the development of the Governance Auditing Tool for all EAPA-SA Chapters. Going forward the tool will be used to determine the employer of choice, based on the criteria of abiding by the standards. He congratulated Mr. Koto for the work done on the development of the tool.

**13. Finance**

The President apologized to the members for having to rush through the Annual Financial Report, as there is a lot to go through and time is very limited. The detailed report is available on the website, for now, the Finance Director will only go through what is essential.

The Finance Director, Ms. Andiswa Lefakane congratulated the President for the achievements of the past 5 years, as this testifies to his caliber of leadership. She explained that the auditors had a takeover in terms of management. She briefly went through the Annual financial statement, in particular the detailed income statement – refer to AFS on EAPA-SA website.

<p>14.</p>	<p>She further explained that it is all about value for the members, and the board is doing everything possible to keep board member claims well managed. Ms. Lefakane advised that EAPA-SA is most grateful to the staff for the manner in which they manage the office.</p> <p><b>Questions or comments from members</b></p> <p>Mr. Manzini congratulated Ms. Lefakane for presenting the financials. He further indicated that he has noticed a positive movement in the financials.</p> <p>How has the board turned things around, to move from a deficit to a surplus? Whatever strategies have been deployed, be it cost savings in terms of efficiencies or alternative revenue streams. must be reinforced and driven, to make sure there is consistent revenue streams to cover projects going forward. This proves the board is doing something right.</p> <p>Ms. Lefakane further went on to explain about EAPA-SA purchasing office space. For this, the board is looking at having an access bond facility. Owning property will cut down on the monthly payment which currently goes for leasing the current offices. EAPA-SA can receive interest and also have liquidity that can be drawn on when required.</p> <p>One member raised a question around the Board member claims reflecting an increase from 2016, and it was explained that this entry has to be read in conjunction with the local travel claims.</p>
<p>15.</p>	<p><b>Adoption of the Annual Financial Statements</b></p> <p>Mr. Zola Mxalisa from Ikhala chapter indicated that he accepts the presented annual financial statements, and this was seconded by Mr. Pogiso Matthews Mosadi from Platinum Chapter.</p>
<p>16.</p>	<p><b><u>Closure</u></b></p> <p>Mr. Tinyiko Godfrey Chabalala closed and thanked everyone for being part of the AGM.</p>