

MINUTES OF THE SAMEA AGM

Date: 26 October, 2017

Face-to-Face Meeting
Minutes by: Kate

Time: 04:02 PM

Venue: Hilton Hotel Gauteng

DELEBERATIONS	Action																																																												
<p>1. Welcome & apologies</p>	<p>Purpose: SAMEA AGM. DF welcomed attendees all at 04:02 PM. A warm welcome to all that attended the AGM meeting.</p> <p>Present:</p> <table data-bbox="532 968 885 1887"> <tr><td>Dugan Fraser</td><td>(DF)</td></tr> <tr><td>Fazeela Hoosen</td><td>(FH)</td></tr> <tr><td>Lauren Wildschut</td><td>(LW)</td></tr> <tr><td>Jerusha Govender</td><td>(JG)</td></tr> <tr><td>Victor Naidu</td><td>(VN)</td></tr> <tr><td>Alyna Wyatt</td><td>(AW)</td></tr> <tr><td>Mark Abrahams</td><td>(MA)</td></tr> <tr><td>Edwin Ijeoma</td><td>(EI)</td></tr> <tr><td>Mike Leslie</td><td>(ML)</td></tr> <tr><td>Kate Mwaura</td><td>(KM)</td></tr> <tr><td>Asgar Bhikoo</td><td>(AB)</td></tr> <tr><td>Jennifer Bisgard</td><td>(JB)</td></tr> <tr><td>Schlain Bhayla</td><td>(SB)</td></tr> <tr><td>Fanie Cloete</td><td>(FC)</td></tr> <tr><td>Babette Rabie</td><td>(BR)</td></tr> <tr><td>Aluwani Mauda</td><td>(AM)</td></tr> <tr><td>Octavia Mauda</td><td>(OM)</td></tr> <tr><td>Nhlanhla Sithole</td><td>(NS)</td></tr> <tr><td>Fanie Cloete</td><td>(FC)</td></tr> <tr><td>Nomthunzi Jacobs</td><td>(NF)</td></tr> <tr><td>Khotso Tsotsotso</td><td>(KT)</td></tr> <tr><td>Siyabonga Sibiya</td><td>(SS)</td></tr> <tr><td>Barbara Klugman</td><td>(BK)</td></tr> <tr><td>Takalani Muloiwa</td><td>(TM)</td></tr> <tr><td>Ayanda Mtanyana</td><td>(AM)</td></tr> <tr><td>Tebogo Ngoma</td><td>(TN)</td></tr> <tr><td>Mkhululi Mnyaka</td><td>(MM)</td></tr> <tr><td>Ndhambi Machimana</td><td>(NM)</td></tr> <tr><td>Jay de Korte</td><td>(JK)</td></tr> <tr><td>Kanyisa Mau</td><td>(KM)</td></tr> </table>	Dugan Fraser	(DF)	Fazeela Hoosen	(FH)	Lauren Wildschut	(LW)	Jerusha Govender	(JG)	Victor Naidu	(VN)	Alyna Wyatt	(AW)	Mark Abrahams	(MA)	Edwin Ijeoma	(EI)	Mike Leslie	(ML)	Kate Mwaura	(KM)	Asgar Bhikoo	(AB)	Jennifer Bisgard	(JB)	Schlain Bhayla	(SB)	Fanie Cloete	(FC)	Babette Rabie	(BR)	Aluwani Mauda	(AM)	Octavia Mauda	(OM)	Nhlanhla Sithole	(NS)	Fanie Cloete	(FC)	Nomthunzi Jacobs	(NF)	Khotso Tsotsotso	(KT)	Siyabonga Sibiya	(SS)	Barbara Klugman	(BK)	Takalani Muloiwa	(TM)	Ayanda Mtanyana	(AM)	Tebogo Ngoma	(TN)	Mkhululi Mnyaka	(MM)	Ndhambi Machimana	(NM)	Jay de Korte	(JK)	Kanyisa Mau	(KM)
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	<p> Marlene Roefs (MR) Benita Williams (BW) Lewis Ndlovu (LN) Dexter Nduna (DN) Nomava Dukisa (ND) Andy Beke (AB) Claire Kerry (CK) Moraane Segopolo (MS) Nolubabalo Tshayana (NT) Gail Smith (GS) Mark Abrahams (MA) Nyiko Hlekane (NH) Madri Jasen van Rensburg (MR) Branham Francis (BF) Sipho Mtshali (SM) Dibolelo Ababio (DA) Lindy Bringshaw (LB) Katherine Tjasink (KT) Linda Ajemba (LA) Daleen Botha (DB) Naledani Ndou (NN) Puveshni Crozier (PC) Wendy Magoronga (WM) Leticia Taimo (LT) Kris Eale (KE) Onias Hlugwani (OH) Thami Mfundisi (TMF) Swarzeneger Kusikwenyu (SK) Piddy Moseha (PM) Yvonne Brown (YB) Ramesh Maharaj (RM) Sunet Jordaan (SJ) Donna Podems (DP) Matodzi Amisi (MA) Bongiwe Payisa (BP) Neville Magwiro (NM) Nozipho Ngwabi (NN) Sinenhanhla Mchunu (SM) Veronica Mknyamba (VM) Vhutshilo Mashapha (VM) Pumza Decree (PD) Xolani Mnnzelwa (XM) Sandile Faku (SF) Edwin Ijeoma (EI) Gordon Freer (GF) Gautheir Benoir (GB) Moussa Zaid (MZ) Adries Magwokana (AM) Jennigfer Bisgard (JB) Kanyisa Mali (KM) </p>
	Absent with apologies

<p>2. Minutes of Previous Meeting</p>	<p>Minutes of the previous meeting were reviewed corrections and additions were made. The minutes were approved, thereafter minutes and the agenda were adopted by ML and seconded by JB.</p>
<p>3. Chairperson Report</p> <p>EC SAMEA and WC SAMEA Network Report</p> <p>SAMEA Portfolios reports</p>	<p>Overview of strategic vision, key programmes and outcomes, and highlights</p> <p>SAMEA strived to curate a vibrant community, wanted to be a leader in the field and provide guidance in the M&E field. He thanked the dedication of volunteer board members and one SAMEA coordinator for their hard work.</p> <p>SAMEA formed portfolio at the strategic planning meeting and came up for the 4 portfolio.</p> <p>Eastern Cape SAMEA Chapter(Prof Edwin Ejioma)</p> <p>EI- The eastern Cape was raising young and emerging evaluators. The chapter had a new chair person, namely Tholani.</p> <p>In May 2017, the chapter had a learning evaluators networks. The Chapter is also working on getting departments in the Eastern Cape to buy in into M&E, through the assistance from the Eastern Cape office of the premier and University of Fort Hare</p> <p>The Chapter would be hosting their 4th Evaluation workshop for emerging Evaluators in March 2018, he requested for assistance from SAMEA and other departments.</p> <p>DF thanked Prof Ejioma ,VN and Thabo for all the support they were getting for keeping SAMEA alive and UFH for all the support</p> <p>Western Cape SAMEA Network (Dr Mark Abrahams)</p> <p>MA- The Western Cape network, had much participation in SAMEA eval cafés and webinars</p> <p>He would check with members if they wanted to formalise the network into a chapter.</p> <p>He noticed that more people were joining SAMEA, due to the exposure and inclusion of younger board members</p> <p>SAMEA Portfolio</p> <p>DF-SAMEA formed portfolio at the strategic planning meeting and came up for the 4 portfolio</p> <ul style="list-style-type: none"> • Membership and membership services Portfolio • Strengthening evaluators and evaluation Portfolio • Finance Portfolio

- Conference Organising Portfolio.

Work plans for each portfolio were developed & were currently being implemented

Member Services Portfolio (Fazeela Hoosen)

FH- The membership was sitting in a total of 556 members in good standing, with 12 institutional members, which is the highest number thus far., we would see a spike when we populated the membership in January after all the new members have been captured.

FH- In Nov 2016-Jan 2017 did a survey and results were shared with board members and informed the activities to focus on for the year

The membership portfolio had 3 main focuses

Communication with members

SAMEA had consistently released SAMEA newsletters on the monthly basis to member. Board members had also facilitated lively monthly discussions on SAMEAtalk.

SAMEA had drafted an awards policy and piloted it at the conference to two distinguished SAMEA members.

SAMEA Website had been upgraded & content was currently being reviewed to reflect current information in SA & internationally.

To provide value for money

SAMEA had provided 3 eval cafés, with another one scheduled for November 2017 and capacity building workshops on 23-25 workshop.

Foster Emerging evaluators

The emergence of young evaluators is fostered, there is committee will be developed

SAMEA also sponsored 12 emerging evaluators to attend and participate in the conference

Strengthening Evaluation Portfolio (Lauren Wildschut)

LW- A sustained engagement on professionalization had been undertaken, with ongoing agreement on the need to strengthen the system.

Develop clear research agenda and facilitate commencement of 4 studies

LW- A research partnership was forged between CLEAR-AA, CREST and SAMEA, as a result 4 studies were completed which covered issues of utilization and Professionalization, with financial support from CLEAR AA.

A workshop was convened on 19 June 2017 to report on the research findings and a meeting report was generated and disseminated.

Development of frameworks on ethics, standards and competencies

LW- A mature VOPE needed a set of standards, as guiding principles.

SAMEA in partnership with CREST, was working on developing a draft competency framework and ethics and standards. These would be shared with the SAMEA membership and boarder M&E community in the first half of 2018 for feedback and revision.

LW had reviewed at least 18 documents to draft standards that focussed on all sectors in South Africa. DPME had a set of standards but only focus on public sector. Draft standards would be presented on Friday 27 October, and was looking forward to members' feedback.

Partnerships with evaluation stakeholders are forged & sustained

SAMEA was well connected to the evaluation community, but more work needed to be done.

It had become clear that the project of strengthening the system needs more hands on deck than just SAMEA. This has led to the creation of the Strengthening Evaluation Alliance(SEA)

The Alliance will be a project of SAMEA and will focus in the first phase on capacity development and resource mobilisation.

Financial Report (Alyna Wyatt)

AW- SAMEA aimed to maintain a healthy financial balance of R1 million year on year (as determined in 2012 / 2013)

FY-2017 began in with a balance of R911636.The 2016 capacity building workshops were good income generator and ended the financial year with a balance of R 1 219 854 (+300k)

SAMEA wanted to maintain a balance of 1M, year on year , this will be achieved through cost cutting measures that the board had taken such as having board meeting virtually, as opposed to flying board members from province to province

FY 2018 looks to be on track despite large investment in the website re-development

Finance Administration

The SAMEA Board determined that external financial support received is crucial for maintaining the financial matters in hand. Includes (1) monthly accounts and (2) tax and regulatory filing

Treasury Management Guidelines are applied while handling SAMEA funds

SAMEA main bank balance was moved into a higher interest bearing account

Boshoff are the SAMEA Auditors - Board propose using them again for FY 2018

	<p>The board was busy with Financial planning budgets for the 4 works streams and a strong focus was directed fundraising efforts proposing specific projects to potential funders.</p> <p>Comments from members</p> <p>JB-Should we not vote to change the auditors.</p> <p>AW- would advocate to keep the current auditors and would provide the members with at least 3 quotes to show at the next AGM</p> <p>FC- expressed gratitude that the SAMEA fines have been reduced drastically.</p> <p>EI- SAMEA should have the cash flow statement, to support the AFS. The Cash Flow statement should be categorised in a way that can be understood by the members.</p> <p>LB- What was the conference cost and income for the conference. LW- The cost and income would be determined post conference.</p> <p>EI adopted the annual financial statements and LB seconded it.</p> <p>Conference committee portfolio</p> <p>VN- The total number of workshop registrations in the conference were 372 delegates and 660 delegates registered to attend the conference. We had 23 countries represented at the conference and 50% of all delegates are international delegates which made it an international conference.</p> <p>Board Election Results (Dugan Fraser)</p> <p>DF- The number of votes that have been casted were 208 and the number of voters who cast the votes were 53.</p> <p>The new board members are ;</p> <ul style="list-style-type: none"> • Matodzi Amisi • Gordon Freer • Nozipho Gwabi • Anzel Schnfeldt • Aluwani Mauda
10. AGM dates for 2018	The next AGM meeting to be determined
Meeting closure	Meeting ended 04 :54 PM

Chair: SAMEA

Date