

MINUTES OF THE SAMEA AGM

Date: 20 September, 2013

Face-to-Face Meeting

Minutes by: Kate

Time: 18:00 PM

Venue: Hilton

DELEBERATIONS	Action																																																																																
<p>1. Welcome & apologies</p>	<p>Purpose: SAMEA AGM. BR welcomed attendees all at 18:15 PM. A warm welcome to all that attended the AGM meeting.</p> <p>Present:</p> <table border="0"> <tr> <td>Babette Rabie</td> <td>(BR)-SAMEA Board Member</td> </tr> <tr> <td>Stephen Rule</td> <td>(SR)-SAMEA Board Member</td> </tr> <tr> <td>Mike Leslie</td> <td>(ML)-SAMEA Board Member</td> </tr> <tr> <td>Rae Wolpe</td> <td>(RW)-SAMEA Board Member</td> </tr> <tr> <td>Jabu Mathe</td> <td>(JM)-SAMEA Board Member</td> </tr> <tr> <td>Irene Mathenjwa</td> <td>(IM)-SAMEA Board Member</td> </tr> <tr> <td>Kate Mwaura</td> <td>(KM)-SAMEA Member</td> </tr> <tr> <td>Stanley Ntakumba</td> <td>(SN)-SAMEA Board Member</td> </tr> <tr> <td>Christo de Coning</td> <td>(CdC)-SAMEA Board Member</td> </tr> <tr> <td>Terence Beney</td> <td>(TB)-SAMEA Board Member</td> </tr> <tr> <td>Taurai Bwerinofa</td> <td>(TBw)-SAMEA Board Member</td> </tr> <tr> <td>Richard Levin</td> <td>(RL)-SAMEA Board Member</td> </tr> <tr> <td>Edwin Ijeoma</td> <td>(EI)-SAMEA Member</td> </tr> <tr> <td>Joseph Ssegawa</td> <td>(JS)-SAMEA Member(inactive)</td> </tr> <tr> <td>Lulama Dikweni</td> <td>(LD)-SAMEA Member</td> </tr> <tr> <td>Jim Rugh</td> <td>(JR)-SAMEA Member(inactive)</td> </tr> <tr> <td>Ian Hopwood</td> <td>(IH)-SAMEA Non- Member</td> </tr> <tr> <td>Nombulelo Johnson</td> <td>(NJ)-SAMEA Member</td> </tr> <tr> <td>William Sewell</td> <td>(WS)-SAMEA Member appears as Bill Sewell</td> </tr> <tr> <td>Uduak Johnson</td> <td>(UJ)-SAMEA Member</td> </tr> <tr> <td>Caroline Raseroka</td> <td>(CR)- SAMEA Non- Member</td> </tr> <tr> <td>Nhlanhla Sithole</td> <td>(NS) -SAMEA Member</td> </tr> <tr> <td>Thomas Tshilowa</td> <td>(TT)-SAMEA Non -Member</td> </tr> <tr> <td>Azwihangwisi Mateva</td> <td>(AM)-SAMEA Member(inactive)</td> </tr> <tr> <td>Tersoo Akula</td> <td>(TA)-SAMEA Member</td> </tr> <tr> <td>Maryam Mohammed</td> <td>(MM)-SAMEA Member</td> </tr> <tr> <td>Cordelia Adamu</td> <td>(CA)-SAMEA Member</td> </tr> <tr> <td>Claudelle Crick Dunn</td> <td>(CD)-SAMEA Member</td> </tr> <tr> <td>Gordon Fakude</td> <td>(GF)-SAMEA Member</td> </tr> <tr> <td>Anthony Matemba Sambumbu</td> <td>(AS)-SAMEA Member(inactive)</td> </tr> <tr> <td>Lucie Broechler</td> <td>(LB)-SAMEA Member</td> </tr> <tr> <td>Jimmy Tsietsi Mawelega</td> <td>(JM) -SAMEA Member</td> </tr> <tr> <td>Benita Williams</td> <td>(BW)-SAMEA Member</td> </tr> <tr> <td>Donna Podems</td> <td>(DP)-SAMEA Member</td> </tr> <tr> <td>Marlene Roefs</td> <td>(MR)-SAMEA Member</td> </tr> <tr> <td>Deirdre Solomon</td> <td>(DS)-SAMEA Member</td> </tr> <tr> <td>Anja Wolsky</td> <td>(AW)-SAMEA Member</td> </tr> <tr> <td>Rhodah Nthabiseng Seperepere</td> <td>(RS) -SAMEA Member</td> </tr> <tr> <td>Jennifer Bisgard</td> <td>(JB)-SAMEA Member</td> </tr> <tr> <td>Eric Mariga</td> <td>(EM)-SAMEA Member</td> </tr> </table>	Babette Rabie	(BR)-SAMEA Board Member	Stephen Rule	(SR)-SAMEA Board Member	Mike Leslie	(ML)-SAMEA Board Member	Rae Wolpe	(RW)-SAMEA Board Member	Jabu Mathe	(JM)-SAMEA Board Member	Irene Mathenjwa	(IM)-SAMEA Board Member	Kate Mwaura	(KM)-SAMEA Member	Stanley Ntakumba	(SN)-SAMEA Board Member	Christo de Coning	(CdC)-SAMEA Board Member	Terence Beney	(TB)-SAMEA Board Member	Taurai Bwerinofa	(TBw)-SAMEA Board Member	Richard Levin	(RL)-SAMEA Board Member	Edwin Ijeoma	(EI)-SAMEA Member	Joseph Ssegawa	(JS)-SAMEA Member(inactive)	Lulama Dikweni	(LD)-SAMEA Member	Jim Rugh	(JR)-SAMEA Member(inactive)	Ian Hopwood	(IH)-SAMEA Non- Member	Nombulelo Johnson	(NJ)-SAMEA Member	William Sewell	(WS)-SAMEA Member appears as Bill Sewell	Uduak Johnson	(UJ)-SAMEA Member	Caroline Raseroka	(CR)- SAMEA Non- Member	Nhlanhla Sithole	(NS) -SAMEA Member	Thomas Tshilowa	(TT)-SAMEA Non -Member	Azwihangwisi Mateva	(AM)-SAMEA Member(inactive)	Tersoo Akula	(TA)-SAMEA Member	Maryam Mohammed	(MM)-SAMEA Member	Cordelia Adamu	(CA)-SAMEA Member	Claudelle Crick Dunn	(CD)-SAMEA Member	Gordon Fakude	(GF)-SAMEA Member	Anthony Matemba Sambumbu	(AS)-SAMEA Member(inactive)	Lucie Broechler	(LB)-SAMEA Member	Jimmy Tsietsi Mawelega	(JM) -SAMEA Member	Benita Williams	(BW)-SAMEA Member	Donna Podems	(DP)-SAMEA Member	Marlene Roefs	(MR)-SAMEA Member	Deirdre Solomon	(DS)-SAMEA Member	Anja Wolsky	(AW)-SAMEA Member	Rhodah Nthabiseng Seperepere	(RS) -SAMEA Member	Jennifer Bisgard	(JB)-SAMEA Member	Eric Mariga	(EM)-SAMEA Member
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	<p style="text-align: center;">Lipelelo Motsomi Ray Basson</p> <p style="text-align: right;">(LM)-SAMEA Non-Member (RB)- SAMEA member</p>
<p>2. Minutes of Previous Meeting</p>	<p style="text-align: center;">Minutes of the previous meeting were not discussed in the meeting.</p>
<p>3. AGM Meeting</p>	<p>3.1 SAMEA Membership</p> <p>3.1.2 BR indicated that the conference went well and had a good response. She thanked the Co-Hosts for their contribution towards the conference. She further indicated that the Cape town workshops were advertised but received low interest and hence had to be cancelled. She indicated the need to have more mid-year events during the year like the KZN event which was a success.</p> <p>3.1.3 DPME standing committee</p> <p>BR expressed the importance of SAMEA collaborating with government but still remaining an independent body. BR indicated that the DPME and the SAMEA members meet between 6-8 weeks to interact as well as meet at M&E events. She emphasised that DPME was instrumental in assisting in opening the SAMEA chapter at the Eastern Cape. Jennifer Bisgard indicated that the MOU should be published on the website to promote governance and provide a platform for discussion. Marlene Roefs congratulated the current board on the achievement SAMEA made in getting government collaboration efforts.</p> <p>3.1.4 Peer 2 peer Project</p> <p>BR indicated that SAMEA invited Kenya, Uganda and Morocco to the conference. Afrea attended the conference. Morocco representative was not able to attend the conference and would meet in December. She further stressed the importance of encouraging peer 2 peer projects between the VOPES.</p> <p>3.1.3 SAMEA Website</p> <p>BR stated that the SAMEA membership list had been cleaned up and that there is a specific focus on streamlining the registration process to automate the online profile registration and consolidate all the memberships. Blog Functionality; BR encouraged members to contribute to the blog as it was an additional informal platform where discussions could take place and opinions voiced.</p>

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	<p>She presented the SAMEA traffic analysis where she indicated that SAMEA homepage received a lot of traffic followed by opportunities and Job alerts option. She further requested members to post opportunities and jobs alert on the website.</p> <p>3.1.4 Financial overview</p> <p>RW stated that the 2012 financial year ended in the positive with R1, 083,396 and his hope was to end at a positive financial balance at over R 1 Million for the year 2013/14. RW indicated the plans and strategies for 2013/14 to be developed and implemented as follows;</p> <ul style="list-style-type: none"> • To strengthen SAMEA membership regional chapters and events. • Have a financial approval framework • He also indicated that SAMEA would continue to work with the same auditors as they were effective and affordable. Donna Podems seconded that motion. • <p>3.1.5 Eastern Cape Chapter</p> <p>Professor Edwin Ejioma indicated that he started mobilising for Eastern Cape Chapter in 2008, he face obstacles but gained traction and have a notable catalogue of members including such as municipalities, mayors, councillors plus DPME in the Eastern CAPE. He added that the Eastern Cape is looking to apply for accreditation. The EC Office is at the University of Fort Hare with one employed administrator. He suggested that provinces with chapters should hold continual evaluation conferences that could better inform the M&E field and the SAMEA biennial conference. The further indicated that EC chapter has published a journal and it has developed concurrent programmes aimed at improving the standards and qualifications of M&E practitioners within the region; accredited for post graduate programme and full masters in monitoring and evaluation. Stephen Rule requested any member interested in establishing a SAMEA Chapter Gauteng should contact him.</p> <p>3.1.6 SAMEA Accreditation</p> <p>Rhoda Seperepere, a SAMEA member requested SAMEA to explore registration possibility with SAQA. Bill Sewell indicated that SAMEA members would be more marketable if SAMEA had SAQA accreditation. BR indicated that the board would look into it.</p> <p>3.1.7 SAMEA communications policy standards and procedures</p> <p>Nhlanhla Sithole, a SAMEA member, stated the need to get South Africans M&E Standards high in order for international organisations to consider local professionals. He further indicated the importance of organising communication channels and policies to remedy the image of SAMEA brand and to save the reputation of the M&E industry within South Africa. BR indicated the need for guidelines and having systems in place to govern the interactions on SAMEA talk. Benita Williams, Bill Sewell and Ray Tywakadi volunteered to develop guidelines for the listserve</p> <p>3.1.7 Board Election</p>

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	<p>BR explained why 1 board member instead of 3 stepped down was that most current board members were relatively new, she therefore requested for the other 2 board members to step down in April.</p> <p>Jennifer Bisgard indicated that voting was not intuitive and that SAMEA should put more effort to get its members to vote. Donna suggested that SAMEA should have a computer whereby members are requested to vote.</p> <p>Professor Richard Levin was elected and welcomed to the SAMEA board by BR.</p> <p>3.1.8 Vote of thanks</p> <p>BR thanked the board members for their hard work, Refilwe Masikane and Kate Mwaura for the administrative work. Marlene Sinclair and Daleen Botha from Feedback Research analytics for filling the vacuum and acting as interim administrators. She also thanked the SAMEA Legacy board members, PSC. DPME, Institutional as well as other members.</p>
10.Board meeting dates for 2013	The next board meeting 8 November 2013
Meeting closure	Meeting ended 7 :00 PM

Chair: SAMEA _____

Date _____