

# MINUTES OF THE SAMEA AGM

Date: 15 October, 2015

Face-to-Face Meeting

Minutes by: Kate

Time: 5:46 PM

Venue: Hilton Hotel, Sandton

DELEBERATIONS	Action
<p><b>1. Welcome &amp; apologies</b></p>	<p>Purpose: SAMEA AGM.            RL welcomed attendees all at 5:46 PM. A warm welcome to all that attended the AGM meeting.</p> <p>Present:</p> <ul style="list-style-type: none"> <li>Richard Levin (RL)</li> <li>Stanley Ntakumba (SN)</li> <li>Fazeela Hoosen (FH)</li> <li>Dugan Fraser (DF)</li> <li>Ramesh Maharaj (RM)</li> <li>Taurai Bwerinofa (TB)</li> <li>Kambidina Wotela (KW)</li> <li>Edwin Ijeoma (EI)</li> <li>Donna Podems (DP)</li> <li>Terence Beney (TB)</li> <li>Asgar Bhikoo (AB)</li> <li>Jennifer Bisgard (JB)</li> <li>Rhodah Seperepere (RS)</li> <li>Vicky Pule (VP)</li> <li>Christel Jacob (CJ)</li> <li>Eleanor Hazell (EH)</li> <li>Ralph Yako (RY)</li> <li>Lesego Nemenou (LN)</li> <li>Basil Mase (BM)</li> <li>David Molapo (DM)</li> <li>Fanie Cloete (FC)</li> <li>Hanlie Roberston (HR)</li> <li>Evans Mapule (EM)</li> <li>Mayibongwe Manyoba (MM)</li> <li>Candice Morkel (CM)</li> <li>Bill Sewell (BS)</li> <li>Mark Abrahams (MA)</li> <li>Victor Naidu (VN)</li> <li>Ian Goldman (IG)</li> <li>Ndaguba EA (NE)</li> <li>Sibongile Nhlabathi (SN)-</li> <li>Aziwe Magida (AM)</li> <li>ALDRIN Mungani (AM)</li> <li>Tracey Gwagwa (TG)</li> <li>John Njovu (JN)</li> </ul>

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	<p>Ivan Govender (IG)  Henry Mbidde (HM)  Marlene Roefs (MR)  Anja Wolsky (AW)  Daleen Botha (DB)  Benita Williams (BW)  Rosemary Heenar (RH)  Marietha Diedericks (MD)  Yandiswa Xhakaza (YX)  Sinenhlanhla Mchunu (SM)  Mishkah Jokoet (MJ)  ALYNA Wyatt (AW)  Tobias Tschappe (TT)  Thandi Sigadi (TS)  Clive Makina (CM)  Qondile Hadebe (QH)  Anne Emmett (AM)  Tselane Morolo (TM)  Kholofelo Sebothoma (KS)</p> <p>Absent with apologies Rae Wolpe (RW) Mike Leslie, Nombeko Mbava (NM) Shaanaz Ebrahim (SE)</p>
<p><b>2. Minutes of Previous Meeting</b></p>	<p>Minutes of the previous meeting were reviewed corrections and additions were made. The minutes were proposed by Terence Beney and seconded by Bill Sewell, thereafter minutes and the agenda were adopted.</p>
<p><b>3. AGM Meeting</b></p> <p><b>SAMEA Portfolios</b></p>	<p><b>Organizational governance and management (EXCO):</b></p> <p><b>Finance and fundraising</b></p> <p>RL- there was an effort for SAMEA to do more than just the conference and the workshops. SAMEA therefore took a decision to strengthen the governance of the organisation and its organisational capability by employing a chief operations officer.</p> <p>RL-SAMEA now had a cash expenditure approval framework and petty cash policy to strengthen the financial management</p> <p><b>Human resources</b></p> <p>On the HR side, has a performance appraisal system that was implemented for the employees, However the HR policy is still under development.</p> <p><b>Fundraising</b></p> <p>SAMEA is looking to establish partnerships that would fund it in the long term and not only rely on finances from the conference and the capacity building workshops.</p>

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	<p><b>Memorandum of incorporation</b></p> <p>The SAMEA board had revised its governance documents in line of the Companies Act, 2008. The Articles of Association had been revised to form the Memorandum of Incorporation (MOI) in line with the Companies Act. A board charter was drafted in line with the Companies Act. He requested for Inputs from members in order to assist in finalizing the MOI and the board charter.</p> <p><b>Membership Services Portfolio Report</b></p> <p>Membership currently stood at 507 members, a record high for the association, with 6 institutional members and 3 who were still in the process of registering.</p> <p>He indicate that it was imperative to retain membership numbers and increasing the membership numbers.</p> <p><b>SAMEA CONFERENCE</b></p> <p>The conference had sold out with 512 registrations, which was also a record for SAMEA, with 401 delegates registering for the workshops</p> <p><b>Evaluation Café Update</b></p> <p>SAMEA had 4 evaluation cafés during the year, which had been well attended, the topics covered were, working towards evaluation vision 20/20, M&amp;E methodologies, how should South Africa strengthen evaluation and evaluators and thinking evaluative about social issues (e.g., xenophobia),</p> <p><b>Technical services portfolio</b></p> <p><b>Professionalisation Update</b></p> <p>SAMEA had collaborated with DPME to undertake a feasibility study on the professionalisation of evaluation in South Africa, the project was funded by DFID and was being undertaken by Dr Donna Podems from Otherwise research and Evaluation</p> <p>The purpose of the study was to explore the most appropriate route for professionalising evaluation in South Africa and to develop a roadmap for implementation of professionalization.</p> <p>The project had a number of outputs including an Inception Report, a Literature Review, a Situational Analysis, a Benchmarking Report and a Road Map, which has yet to be formally approved by the Committee overseeing this work.</p> <p>What is clear from a SAMEA perspective is that the Association needs to step up and play a strong leadership role in the process, particularly by facilitating and hosting inclusive conversations so that a clear route emerges in the coming period.</p> <p><b>10 YEAR STRATEGIC REVIEW</b></p>

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	<p>SAMEA commissioned a strategic review to assist it in reflecting on what has been achieved over the past decade and to help provide a clear strategic direction for the Association. The review drew a literature survey, with 14 key informants being interviewed. An online survey was also conducted, which 85 people participated.</p> <p><b>Some results of the review</b></p> <p>The members indicated that they needed SAMEA to play a leading role in the professionalization debate The members wanted more and better services as well as the board to improve on its performance</p> <p><b>Key priorities for 2016</b></p> <p>The key priorities highlighted to be focused on in 2016 were;</p> <ul style="list-style-type: none"> <li>-Developing a Strategic Plan</li> <li>-Broadening fundraising</li> <li>-Strengthening member services</li> <li>-Broadening involvement and relationships with key stakeholder groupings (such as civil - society and academia)</li> <li>-Play a key role in the process of professionalisation</li> </ul> <p><b>Members Questions and inputs</b></p> <p>Jennifer Bisgard, indicated that SAMEA needed more clear actions, she inquired if SAMEA had taken into consideration any recommendations going forward.</p> <p>DF- the intention was to give SAMEA a clear overarching direction and use what came out of the conference to draw up a strategic plan</p> <p>Professor Edwin Ijeoma complimented the board on a great job done. He further noted due to the successful launch of the eval year, SAMEA had been put on the world map which is critical. He requested that the strategic plan reviewer create paths within which to follow.</p> <p>Kambidima Wotela- suggested that the conference proceedings, should be peer reviewed by the department of education SN-SAMEA could find a way for the conference to be peer reviewed in the future.</p> <p>There was no clear approach of engaging members beyond conferences, nothing engages members in the years that SAMEA did not have conferences, and his suggestion was to establish provincial chapters that would keep members engaged in between conferences.</p> <p>He also added that SAMEA needed to play a leading role in engaging with other VOPES in African continent.</p> <p>RM- SAMEA had made initiatives to engage with members beyond conferences through eval café and the monthly newsletters. He added that it needed to be concretised and put into the strategic plan. He added that SAMEA was looking at different strategies to maintain membership.</p>

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	<p>Benita Williams- thanked the board members and congratulated them on a very good conference. She added that she was concerned by the government representation in the SAMEA board as currently it had a Chair and deputy chair who were from the government sector. This was a concerning issue and one that the board needed to address.</p> <p>David Molapo- SAMEA should abide to SAMEA’s articles of association, by remaining an independent body.</p> <p>Fanie Cloete- suggested to make a shift from individual board representation to stakeholder representation</p> <p>DF- The issue about the government influence had discussed numerous times by the board and it was working on ensuring that the board representation was not too government heavy.</p> <p>Rhodah Seperepere-The work of the board was highly appreciated, the success of the current board could be appreciated without acknowledging the previous board members. In the issue of representatively SAMEA should evolve and involve different sectors such as the private sector and the civil society.</p> <p><b>Other matters,</b></p> <p><b>Eastern Cape chapter</b></p> <p>Professor Ijeoma-The eastern cape chapter will be holding their first provincial conference during t Fort Hare’s 100 YEARS celebration. He wanted to know what support SAMEA give the eastern cape chapter during their conference.</p> <p>He further suggested that SAMEA conference should be held in different geographical locations all around South Africa so as all members can have an opportunity participate in the conference</p> <p><b>Western Cape</b></p> <p>Mark Abrahams-The network is very happy with what SAMEA is offering in the western cape. The network has grown from 60 to 160 members in one year. 100 participants attended the breakfast event that was held at the western Cape.</p> <p>There is also a very good attendance of eval cafés in the western cape. He however noted that SAMEA needed more champions to support the chapters.</p> <p>Fanie Cloete- The members needed to approve the financial statements. He requested to know if there would if immediate changes would be made on the articles of association as they were some requirements that SAMEA needed to adhere to.</p> <p>FH- a special notice was sent to all active SAMEA members with links to the draft MOI and board chatter , requesting members to familiarise themselves with the documents before the AGM.</p> <p>Fanie cloete- according to the current articles of association , emails are not an acceptable Communication channel, important documents need to be sent by post. He further noted that there was a serious communication gap between the board and the members.</p>

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	<p>The suggestion was to pack the issues and only revisit it when the members had received and reviewed the documents</p> <p>Jennifer Bisgard- SAMEA should have a special eval café and have it also streamed to Eastern Cape as they were an important part of SAMEA. Have a formal meeting and take votes about the decisions that point.</p> <p>Bill Sewell- at the previous AGM, the members agreed that in order to be professional, SAMEA needed to double check what it meant to be an a Non-Profit organisation and what was required by the CIPC.</p> <p>He noted that further to that, there was a suggestion to follow the similar organisations with whom SAMEA could get some valuable pointers such as South African board for people practices(SABPP)</p> <p>He added that it was important for SAMEA to follow due process, in order for SAMEA not to seem like they were rushing the process through.</p> <p><b>Towards a Global Evaluation Agenda 2016-2020</b></p> <p>Jennifer Bisgard-Each VOPE was sending representatives to the global forum, she requested the members in attendance for inputs to carry South African Mandate</p> <p>The four areas that were being focused on was, build Enabling Environment for evaluation, to develop individual evaluator Capacity, to Institutionalise VOPEs and build Civil Society and State of Evaluation</p> <p>The members in attendance were requested to indicate which 3 priorities which were most important to South Africa and that should be communicated at the forum</p> <p><b>Elections results</b></p> <p>The new board members were Victor Naidu, Alyna Wyatt, Laura Wildschut, Bill Sewell, and Awuor Ponge who would replace Michael Leslie, Taurai Bwerinofa, Rae Wolpe, Stanley Ntakumba, Shanaaz Ebrahim. The new board members were welcomed and the outgoing members were thanked for their hard work and dedication during their tenure on the SAMEA board</p>
<b>10. AGM dates for 2016</b>	The next AGM meeting to be determined
<b>Meeting closure</b>	Meeting ended 7 :00 PM

Chair: SAMEA \_\_\_\_\_

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