

MINUTES OF THE 2020 SAMEA AGM

Date: Wednesday, 21 October 2020

Time: 12:30 – 14:00

Minutes by: SAMEA secretariat

Meeting conducted virtually (Zoom)

DELIBERATIONS	ACTIONS
1. Purpose of the Meeting	South African Monitoring & Evaluation Association's Annual General Meeting for 2020
2. In Attendance	<ol style="list-style-type: none"> 1. Victor Naidu (Chair) 2. Ayanda Mtanyana (Treasurer) 3. Mokgophana Ramasobana (Incoming Chair) 4. Cara Hartley (Incoming Deputy Chair) 5. Desiree Jason (Board Member) 6. Babette Rabie (Board Member) 7. Eleanor Hazell (Board Member) 8. Ian Goldman (Board Member) 9. Kemedi Kgaphola (Board Member) 10. Takunda Chirau (Board Member) 11. Matodzi Amisi (outgoing Board Member) 12. Nozi Ngwabi (outgoing Board Member) 13. Fazeela Hoosen 14. Lauren Wildschut 15. Jerusha Govender 16. Mark Abrahams 17. Edwin Ijeoma 18. Mike Leslie 19. Jennifer Bisgard 20. Eventia Dila 21. Simphiwe Mngadi 22. Mudzunga Mulangaphuma 23. Kgopotso Mawela 24. Brig PS Naicker 25. Ivan Steenkamp 26. Benita Williams 27. Simo Zulu 28. Jennifer Norins 29. Shariefah Mahomed 30. Meryl-Lynne Colborne 31. Jennifer Sakwiya 32. Kuselwa Marala 33. Alyna Wyatt

	<p>34. Sharon Ndandula 35. Phintia Tlakale Koma 36. Meryl-Lynne Colborne 37. Sindisiwe Khumalo 38. Candice Morkel 39. Boitumelo Rapesiwa 40. Jurie van Niekerk 41. Zukiswa Ngcemu 42. Dzunisani Chauke</p>
<p>3. Welcome & Apologies</p>	<p>At 12:35 the Chair extended a warm welcome to all members who attended the virtual 2020 AGM.</p> <p><u>Apologies:</u> Eleanor Hazell (Board Member: late arrival) Desiree Jason (Board Member: left the meeting early) Tikwiza Silubonde (Board Member: not available) Seirah Ncqobo</p>
<p>4. Review & Adoption of 2019 Minutes and 2020 Agenda</p>	<p>Minutes of the 2019 AGM were reviewed for corrections.</p> <p>Edits were: Page 4: “...Alyna Wyatt’s term ended and was replaced in the new financial year.” Page 6: “Number of votes cast: 166” Page 6: “Number of voters that cast a vote: 75” Page 6: “...Zeenat Ishmail withdrew her nomination.”</p> <p>The 2019 Minutes and 2020 Agenda were adopted by Eleanor Hazell & Babette Rabie and was seconded by Benita Williams.</p>
<p>5. Chairperson’s Report</p>	<p>Overview of Strategic Vision, Key Programmes, Outcomes and Highlights</p> <p>The SAMEA Chair introduced the current 2020 Board and the two part-time staff members who comprise the secretariat.</p> <p>What were our experiences, observations and lessons learnt during COVID and the implications?</p> <ul style="list-style-type: none"> • The pandemic disrupted the meta narrative of our democratic state, and in our case, monitoring and evaluation. The pandemic highlighted structural inequalities and caused further regression in development agenda on lives and livelihood of the most vulnerable in society. • State’s interventions – lockdown managed to reduce infections and death rate, the state interventions of relief to the poor and self-owned businesses; economy stimulus through SMME support; and protection of

	<p>the poor and vulnerable groups through unemployment grants, top-up grants, and food parcel distribution although these are yet to be measured.</p> <ul style="list-style-type: none"> • Changed social behaviour – use of masks; use of personal protective equipment, sanitising of public spaces, washing of hands, social distancing, isolating when infected, use of social media and online work and schooling. • Increased public interest in health data and citizens demand for government accountability. • The media used their right to free press and expression to create public awareness of real time data of the pandemic, poor state delivery of services and state corruption in the issue of tenders and expenditure of officials of COVID- 19 public funds. <p>How do we as an organisation respond?</p> <ul style="list-style-type: none"> • Strategic focus on linking M&E with development issues in the context of pandemic and resilience, and respond to public interest and demand for credible data and evidence about the pandemic and impact of state response, facilitating empowerment of critical citizenry participation in development. • Stewardship by the Board at the time of pandemic to its membership – discounted webinars, online workshops and conferences. • Value proposition – free online webinars, discounted workshops and 2021 Conference, opportunity for research and publications; EE internships, Topical Interest Groups; access to international VOPE activities. • Building the capacity of the Board with the requisite skills and expertise from membership to enhance its governance and operations. • Thought leadership - Adaptive Methodologies, Applying Systems Thinking and Complexity Concepts; Analysis and Use of Big Data for decision making and for predictive capability, use of technology for data collection, analytics and visualization. <p>Be purpose-driven: To live a purpose that supersedes the challenges of the times</p> <p>Vision of SAMEA Monitoring and evaluation is widely recognised in South Africa as a profession and discipline essential to development, and practiced and used in a manner that adds significant value to effective, sustainable development in South Africa.</p> <p>Mission of SAMEA SAMEA will cultivate a vibrant community that supports, guides and strengthens the development of monitoring and evaluation in South Africa as an important discipline, profession and instrument for empowerment and accountability.</p>
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To lead ethically and effectively:

Value Statement

1. Integrity

- To act ethically, honestly, in good faith and best interest of the organisation.

2. Competence

- To make informed decisions based on evidence, knowledge and skill, due care and diligence.

3. Responsibility

- To take collective responsibility to provide strategic direction and manage the implementation of programmes.

4. Accountability

- To be answerable for the execution of their responsibility to the Board and membership.

5. Fairness

- To take a fair and inclusive approach to address issues of equity and social justice, consciously act against any form of social prejudice and discrimination.

6. Transparency

- To be open and transparent in exercising their duties.

The above values are drawn and adapted from “*Principle 1: Governing Body should lead ethically and effectively*” in the King IV Code of Corporate Governance (2016)

The Theory of Change underpinned in SAMEA’s Vision and Mission Statement

In the context of the COVID-19 pandemic and post pandemic:

- To strengthen M&E as a discipline and profession
- To produce a critically empowered M&E community
- To provide alternative and critical voices to dominant development discourse and narratives
- To use multiple perspectives of our professional network to interrogate development problems
- To interrogate the impact of state intervention and recovery plan to the pandemic
- To pay particular attention and to address historical and present barriers such as digital divide and systemic exclusion to ensure access, diversity and inclusion and a sense of belonging to SAMEA as the professional community
- To contribute to effective and sustainable development.

	<p>2020 Portfolio Committees:</p> <ol style="list-style-type: none"> 1. Governance, Finance & Membership (Communications) Portfolio 2. Strengthening M&E: Capacity Building Portfolio 3. Strengthening M&E: Research and Learning Portfolio <p>Governance, Finance & Membership (Communications) Portfolio</p> <p>Outcomes:</p> <ul style="list-style-type: none"> • Strengthened Governance system • Strengthened Operations Management • Strengthened Financial Management system • Strengthened Stakeholder Management <p>Key Milestones for 2020</p> <ul style="list-style-type: none"> • A Strategic Planning Session was held at the end of January 2020 that developed an annual operational plan for 2020. • Operations management through Portfolio Committees: a Terms of Reference was developed for each portfolio and 2020 workplans to strengthen the professional community. • SAMEA Board was fully functional: Five Board meetings have concluded this year plus another board meeting to be held in November 2020; AGM; Annual Elections which resulted in 6 new board members. • Performance reviews of portfolios: 90% of the planned annual outputs and targets achieved. • SAMEA Advisory Committee approved by Board to strengthen governance and organisational sustainability. It consists of Chair Dr Lauren Wildschut, Michael Leslie, Candice Morkel and Victor Naidu. • Stakeholder management: MOU signed with CLEAR, DPME, WFP and UNICEF. Other partners include Twende Mbele, ZENEX, NASCEE, IPASA and JET Education. • Integrated reporting to membership done twice a year. A Special Newsletter was sent to members at the end of April 2020 and another will be sent out in December. • The Chairperson’s AGM Report will be uploaded on the website after the AGM. • Regular announcements are made via SAMEATalk. • SAMEA website has been regularly updated. <p>Membership:</p> <p>As at 19 October 2020, SAMEA has 519 members in good-standing which includes 16 Institutional Members; +/- 6000 members in the Community of Practice.</p> <p>53,56% of the membership being Individual membership; 30,44% Institutional membership; 15,99% making up the Student membership</p>
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Most members come from Gauteng (57,76%) followed by Western Cape (22,67%), KZN (5,97%), Eastern Cape (5,01%), Limpopo Province (2.39%), North West and Mpumalanga both at 1.67%, Northern Cape (0,95%), Free State (0.72%) and 1,19% who live abroad.

There will be new board members taking over the Membership portfolio in November 2020 who will have the opportunity to initiate campaigns to attract members from the various provinces especially the ones with very little membership representation.

Strengthening M&E: Capacity Building Portfolio

Purpose: to deliver capacity building workshops to address different M&E skills and knowledge needs to contribute towards building the evaluation practice in the region.

Key milestones:

- Webinars- Four webinars were conducted in 2020 and the 5th was scheduled for 12th of November 2020. Topics focused on the evaluation implications of the pandemic, whilst others focused on practical content.
- Emerging Evaluators - operationalising the strategy, creation of the EE database, sponsorship of four EEs who enrolled in a suite of workshops per their M&E skills needs.

October 2020 workshops

- 10 online workshops facilitated by world renowned and M&E scholars and practitioners contributed their expertise pro bono.
- Workshops were offered for a minimal fee towards the issuing of a certificate of attendance to SAMEA members in good standing.
- Financial Partners included UNICEF & ZENEX and supporting partners Twende Mbele, CLEAR-AA, PDG, Southern Hemisphere, Khulisa, Data Innovator, and the facilitators who offered their time and content pro bono.
- Planning for SAMEA Biennial Conference 2021 will involve the appointment of a new Professional Conference Organiser & setting up a Conference Committee.

Strengthening M&E: Research and Learning Portfolio

Key purpose: To promote knowledge creation and learning in M&E and to shape the M&E research agenda.

Key milestones:

- Topical Interest Groups (TIGs)- to create spaces for our members to share their knowledge and learn from others in a very focused way i.e Emerging Evaluators (EE) TIG and EduCOVID TIG.

- We hosted a gLocal webinar with WFP on Evaluation in Crisis: 86 people attended
- SAMEA / BRIDGE Community of Practice
- African Evaluation Journal - Special Edition features 11 peer-reviewed articles based on papers presented at the 7th biennial conference of October 2019
- Evaluator Competencies: SAMEA finalised its Evaluator Competencies in mid-2020. The final set has 52 competencies across seven domains.
- Research Agenda – In collaboration with DPME, SAMEA is currently developing a research agenda with relevant topics that will guide post graduate students and research agencies.
- Action Learning - Joint meeting was held between NASCEE / IPASA/JET Education. This partnership will focus on planning and hosting a one-month online M&E Bootcamp with the intention to collaboratively produce a M&E Resource Toolkit for our members.

Concluding Remarks from the Chair

SAMEA’s future focuses on professionalisation

Immediate Goal

- To broaden access, diversity and inclusion through capacity building, internship, webinars and recognition of experiential learning.
- Citizen empowerment in M&E – participatory and empowerment monitoring and evaluation, evaluative and critical thinking – awareness, participation and accountability.
- M&E Theory and Practice to be responsive to COVID-19 new theories, agile evaluation designs and research methods to deal with complexity and uncertainty.
- Strengthening evaluation profession -advocacy and application of ethical standards, competency and evaluation standards by commissioners and evaluators.

Medium to Long-Term Goal

- Quality assure qualifications and short courses offered by training providers to improve graduateship to deal with complexity, uncertainty, shocks and resilience.
- To facilitate more research and discourse on the process of establishing a Professional Body to regulate the profession – that will include issues on:
 - professional designations
 - certification
 - professional registration / de-registration
 - professional accreditation
 - Continuous Professional Development (CPD) of monitors and evaluators

	<p>SAMEA has International Affiliations with:</p> <ul style="list-style-type: none"> • AFREA • IOCE • EVALPartners
<p>6. Financial Report</p>	<p>Audited Financial Statement for 2020: Eventia Dila moved for the adoption of the audited financial statements and Babette Rabie seconded. It will be signed by the Treasurer and Chair before it is uploaded on the website.</p> <ul style="list-style-type: none"> • SAMEA continues to maintain a healthy financial balance, which reached an all-time high of R2m in FY2020. This sets up the Association well for non-Conference years where we continue to provide services to our members while receiving limited income. • Given that we are offering virtual workshops this year, we will go into the conference year with a relatively high balance (R1.6m est.). • The 7th Biennial Conference was delivered in a cost-effective manner, which contributed to the healthy financial balance despite significantly lower sponsorships. • There is room to improve our membership and sponsorships. • Treasury Management Guidelines continue to be followed with the exception of a finance sub-committee (decisions are made a board level). • BVSA continued to serve as the SAMEA bookkeepers and had increased scope to support the conference bookkeeping based on prior resolutions to have scope supported. • BVA Inc. are the SAMEA auditors – belongs to the same group of companies as BVSA, but not the same company. • The 7th Biennial conference was delivered in a cost-effective manner, which saw ticket proceeds covering the costs of delivering the conference. There were lower costs and higher income than for FY2018. • We have also seen an improvement in collections of conference and workshop proceeds by the end of the financial year. • Our membership fees and sponsorship income have been declining. We are also beginning to see a limited cyclical effect as a result of the conference. <p>Looking ahead...</p> <ul style="list-style-type: none"> • We need to finalise the modality of the 8th Biennial Conference and appoint a PCO as soon as possible to take full advantage of the potential cost savings, while replicating lessons from the previous conference. • We need to continue to strengthen our value proposition to our members and sponsors to grow our base. • We have means to provide more services and resources to our members.

	<ul style="list-style-type: none"> We need to leverage existing sponsor relationships to benefit from previous commitments. We need to continue to build on the financial foundation laid by previous boards and achieve financial sustainability.
7. Board Election Results for 2020	<p>2020 Election results</p> <p>Process followed was:</p> <ul style="list-style-type: none"> Received advice from the Advisory Committee Online voting Managed by external IT management company Only open to members with Active/paid-up membership Nominations were held from 27 July – 14 August 2020 Voting was done between 24 August – 4 September 2020 Had a tie so voting was extended by one day as per voting rules <p>In total, 136 members casted 488 votes which were spread as follows:</p> <ol style="list-style-type: none"> Ian Goldman Tikwiza Silubonde Takunda Chirau Babette Rabie Kemedi Kgaphola Eleanor Hazell <p>Good mix of experience, representivity and other Board objectives. Thanks to all members for their participation.</p> <p>Those that did not successfully make it on the Board:</p> <ol style="list-style-type: none"> Seirah Ngcobo Nana Davies Terence Beney
8. Closing Remarks	Incoming Deputy Chair thanked the current Board, Secretariat and Workshop Support staff for assisting in the current workshops. SAMEA welcomed the new Board Members and thanked the sitting Chair for his guidance in 2020.
9. Meeting ended	14:00
	The next AGM meeting to be determined.

Mokgophana Ramasobana
SAMEA Chair 2021

Date