

## MINUTES OF THE 2022 SAMEA AGM

**Date:** Thursday, 22 September 2022  
**Time:** 16:00 – 17:30  
**Minutes by:** SAMEA Administrator  
**Venue:** Hilton Sandton and virtually (hybrid conference)

DELIBERATIONS	ACTIONS
<b>Purpose of the Meeting</b>	South African Monitoring & Evaluation Association’s Annual General Meeting for 2022.
<b>In Attendance</b>	<ol style="list-style-type: none"> <li>1. Cara Hartley (Chair)</li> <li>2. Tikwiza Silubonde (Deputy Chair)</li> <li>3. Ayanda Mtanyana (Treasurer)</li> <li>4. Eleanor Hazell (Operations Lead)</li> <li>5. Molupe Matsumunyane (Deputy Treasurer)</li> <li>6. Babette Rabie (Board Member)</li> <li>7. Ian Goldman (Board Member)</li> <li>8. Takunda Chirau (Board Member)</li> <li>9. Mokgophana Ramasobana (Board Member)</li> <li>10. Moses Mashingaidze (Board Member)</li> <li>11. Ruth Mojalefa (Board Member)</li> <li>12. Gaynor Nel (SAMEA Coordinator)</li> <li>13. Marla Naidoo (SAMEA Administrator)</li> <li>14. Sivenati Yami (EE intern)</li> <li>15. Mayibongwe Mncube</li> <li>16. Jennifer Norins</li> <li>17. Mishkah Jakoet</li> <li>18. Nana Davies</li> <li>19. Adeline Sibanda</li> <li>20. Umali Saidi</li> <li>21. Morakane Segopolo</li> <li>22. Elizabeth Felicia Riet</li> <li>23. Masebe Letsoalo</li> <li>24. Kevin Kelly</li> <li>25. Mark Abrahams</li> <li>26. Candice Morkel</li> <li>27. Khumo Pule</li> <li>28. Refilwe Keikasile</li> </ol>

29. Sinenhlanhla Tsekiso
30. Obakeng Gift Mpyana
31. Mike Leslie
32. Victor Naidu
33. Ramesh Maharaj
34. Joy Banda
35. Catherine Maura
36. Yeukai Caroline Tizora
37. Nollen Ndhlovu
38. Godfrey Mashaba
39. Nelisiwe Dlamini
40. Mercy Fanadzo
41. Nozipho Ngwabi
42. Nozimanga Mphumela
43. Yvonne Nhlapo
44. NK Ngongoma
45. Meryl-Lynne Colborne
46. Amkelwa Mapatwana
47. Milisa Janda
48. Seirah Ngcobo
49. Mala Ramanna
50. Diniki Setwaba
51. Koketso Moloto
52. Muziwakhe Mbatha
53. Bongumusa Khoza
54. Stephan Paulsen
55. Benita Williams
56. Donna Podems
57. Daleen Botha
58. Mathapelo Nhatchele
59. Jabulane Mulambo
60. Thapelo Diale
61. Ayabulela Dlakavu
62. Corinne Lalla
63. Daniel Mashilo
64. Jesse Webb
65. Leticia Taimo
66. Margaret Roper
67. Diana Manyonga

	<p>68. Thokozile Molaiwa  69. Wilma Wessels-Ziervogel  70. Dena Lemofsky  71. Miriam Chikwanda  72. Vongai Chibvongodze  73. Jennifer Sakwiya  74. Lindiwe Kwidini  75. Tania Mazonde  76. Mayibongwe Manyoba  77. Jennifer Bisgard  78. Claire Kerry  79. Fotoh Paul  80. Zulaikha Brey  81. Mutsa Chinyamakobvuvu  82. Zamagcaba Thembela  83. Mngqobi Mtshali  84. Sphiwe Zulu  85. Sean Walsh  86. Mngqobi Buthelezi  87. Miranda Amade Miguel  88. Gabriel Gimo Junior  89. Paulina Nhabamga  90. Mkgatso Semela  91. Onias Hlungwani  92. Odette Gando  93. Ngoni Chipato  94. Samukelisiwe Mkhize  95. Sonny Motlanthe  96. Jean Providence Nzabenimpa  97. Nolitha Tshedu  98. Basil Mase</p>
<p><b>Welcome &amp; Apologies</b></p>	<p>At 16h00 the SAMEA Chair, Cara Hartley, opened the SAMEA 2022 Annual General Meeting by extending a warm welcome to all present members albeit in-person or virtually.</p> <p>No apologies were received.</p>
<p><b>Review &amp; adoption of</b></p>	<p>Minutes of the 2021 AGM were reviewed for corrections and updates. Since</p>

<p><b>2021 Minutes and 2022 Agenda</b></p>	<p>there were none, a SAMEA member, Mark Abrahams, proposed for the adoption of the 2021 AGM Minutes which was seconded by another SAMEA member, Candice Morkel.</p> <p>The 2022 AGM agenda was approved without objection by SAMEA member, Mark Abrahams and seconded by Candice Morkel, also a SAMEA member.</p>
<p><b>Chairperson's Feedback</b></p>	<p>In 2022, SAMEA's board comprised of a diverse group of Directors. It was the Chair's privilege to head such a diverse and experienced board. The Chair introduced the Board of Directors and secretariat to the members.</p> <p>In terms of governance and strategy, especially in a conference year, SAMEA had two priorities for 2022 namely:</p> <ul style="list-style-type: none"> <li>• Building a Stronger Organisation</li> <li>• Delivering a Successful Conference</li> </ul> <p>Also, for the first time SAMEA developed a two-page summary of the annual strategy which was made available to all on the SAMEA website.</p> <p>In 2022, SAMEA introduced an Operations Lead role to the current Executive Committee. The reason being that SAMEA was taking on many ambitious initiatives and together with an expanded secretariat, which all require proper systems and policies in place. The Operations Lead, Eleanor Hazell, showed great insight and commitment to this role.</p> <p>SAMEA re-introduced the Deputy Treasurer role with the purpose of providing a supportive role to the Treasurer. The long-term objective of this position was to take over the responsibilities of the Treasurer once the tenure of the Treasurer was completed.</p> <p>SAMEA also focused on empowering the board members by offering them an induction training session (i.e highlighting the SAMEA ethics, fiduciary responsibilities and practicalities of being a SAMEA board member). The new board will continue to strengthen this approach.</p> <p>As captured in the SAMEA Board Charter, there is scope to expand the board to the maximum number of 13 members. In 2022, SAMEA took on many ambitious tasks and this motivated the board to increase its capacity to an additional 2 board members reaching the maximum number of 13.</p>

	<p>In 2023, SAMEA will lead with 13 board members.</p>
<p><b>Governance, Finance and Administration Portfolio</b></p>	<p>(Portfolio members: Cara Hartley (Lead), Tikwiza Silubonde (Deputy Chair), Ayanda Mtanyana (Treasurer), Eleanor Hazell (Operations Lead))</p> <p>The Operations Lead is a new role in the Executive Committee (ExCo). It was established in 2022 to support SAMEA’s growth. The highlights were presented by Eleanor Hazell.</p> <p>2022 highlights:</p> <ul style="list-style-type: none"> <li>• A new coordinator was recruited.</li> <li>• An intern was also recruited under the EE programme which was funded by UNICEF.</li> <li>• This role included defining and documenting organisational procedures (timekeeping, leave, exit interview, probation review).</li> <li>• Still in the process of developing a leave policy which will be adopted by the board first before it gets shared online.</li> <li>• SAMEA developed a secretariat organogram.</li> </ul> <p>Looking ahead to 2023:</p> <ul style="list-style-type: none"> <li>• Having the basic processes and procedures implemented will result in more time to strengthen other SAMEA operations.</li> <li>• To formalise the appointment of an occasional HR advisor as there are many important matters SAMEA requires expertise advice on.</li> <li>• Continue defining and documenting organisational procedures in line with priorities.</li> <li>• Review organisational templates.</li> <li>• Focus on knowledge management for the purposes of retaining institutional knowledge.</li> </ul> <p>An external strategic SAMEA Review was last conducted in 2015 by a legacy board member (Dr Candice Morkel) and an internal review (a membership survey) was conducted by the SAMEA Board in 2016/17.</p> <p>In 2021 the Membership Services and Communications portfolio began an ambitious SAMEA Review under the guidance of Eleanor Hazell. The rationale for this SAMEA Review was that the last internal review was done in 2015/16 and lots have changed since COVID-19 so it was decided by the board to start with a</p>

	<p>new Review.</p> <p><u>Overview:</u></p> <ul style="list-style-type: none"> <li>• Terms of Reference finalised in April 2021</li> <li>• Conducted by volunteers with the support of the secretariat</li> <li>• Sample issued: <ul style="list-style-type: none"> <li>- Survey (173 responses)</li> <li>- Membership profile analysis</li> <li>- Social media analysis</li> <li>- Interviews with legacy board members, emerging evaluator candidates, VOPEs, members and non-members</li> </ul> </li> <li>• Preliminary findings (qualitative) presented at the December 2021 Strategic Planning session.</li> <li>• Preliminary findings (survey) informed 2022 conference planning</li> <li>• Final Report will be discussed with board before it gets shared with all.</li> </ul> <p>There are some areas in the SAMEA Review that will be covered such as:</p> <ul style="list-style-type: none"> <li>• Communication</li> <li>• Capacity building</li> <li>• Networking</li> <li>• Membership</li> <li>• Suggested new services for the website improvements with potential funding to take this forward.</li> </ul> <p>The Membership portfolio will take some of these ideas from the SAMEA Review forward in 2023.</p>
<p><b>Membership Services, and Communication Portfolio</b></p>	<p>(Portfolio member: Ruth Mojalefa)</p> <p>Feedback presented by Ruth Mojalefa</p> <p><u>Strategy for the year</u></p> <p>Building a stronger organisation by means of:</p> <ul style="list-style-type: none"> <li>• Encouraging all members to renew their memberships.</li> <li>• Using a collaborative leadership approach to instil confidence among members so that the SAMEA board represents their interests.</li> <li>• Being responsive to members and trying to assist them as soon as possible.</li> <li>• Offering diverse events to members which make it a worthwhile</li> </ul>

experience e.g. follow-through from the Evaluation Hackathon; EE Immersion Programme.

- 2022 was also about delivering a successful conference.
- By maintaining and strengthening communications with SAMEA members and stakeholders.

#### Highlights

- Widespread marketing of the conference. Conference has attracted over 450 physical and 100 virtual participants.
- Effective use of general communications through SAMEA’s regular channels.
- Reached out directly to key relevant stakeholders e.g. DPME, UNICEF, Members, M&E practitioners and Chapters/Networks.

#### Stepping up our communications approach by means of:

- Quarterly SAMEA newsletters.
- Portfolio undertook a comprehensive SAMEA Review. Valuable information will be used to improve our communications with members.
- Regular website updates and the addition of new webpages e.g., Evaluation Hackathon and Emerging Evaluator webpages.

#### Membership statistics

As at 21 September 2022, SAMEA has 637 members.

(371 individual members; 16 institutional members of which 163 were members and 103 student members).

The top province was Gauteng followed by Western Cape, Eastern Cape, KZN and the remaining other provinces.

Comparative membership statistics		
2017	556 members	12 institutional members
2018	685 members	12 institutional members
2019	551 members	16 institutional members
2020	519 members	16 institutional members
2021	491 members	14 institutional members
2022	637 members	16 institutional members

#### Looking ahead

	<ul style="list-style-type: none"> <li>• SAMEA review findings will help us to better communicate with members.</li> <li>• Partnership with more stakeholders to further strengthen communications and commit to multi-year projects.</li> <li>• Building on lessons learnt from 2022 conference communications and marketing for future years.</li> </ul> <p>SAMEA’s current institutional members:</p> <ol style="list-style-type: none"> <li>1. CLEAR-AA</li> <li>2. Data Innovators</li> <li>3. Department of Planning, Monitoring and Evaluation</li> <li>4. Department of Science and Innovation</li> <li>5. Department of Social Development</li> <li>6. Department of Tourism</li> <li>7. Department of Women, Youth and People with Disabilities</li> <li>8. Gauteng Department of Social Development</li> <li>9. Gauteng Provincial Legislature</li> <li>10. JET Education Services</li> <li>11. Office of the Premier Northern Cape</li> <li>12. South African Police Services</li> <li>13. UNICEF</li> <li>14. USAID</li> <li>15. World Food Programme</li> <li>16. World Vision</li> </ol>
<p><b>Partnerships and Advocacy Portfolio</b></p>	<p>(Portfolio members: Mokgophana Ramasobana; Ian Goldman, Ruth Mojalefa)</p> <p>Feedback presented by Mokgophana Ramasobana</p> <ul style="list-style-type: none"> <li>• Partnerships integrated to the three-year strategic plan expressed through our Theory of Change (formalised via MOUs/MOAs)</li> <li>• Steered implementation of programmes – Co-creation initiatives, EE programme, 2022 Conference, Capacity Building Workshops</li> <li>• Most importantly, advocated for systematic changes such as Evidence Map in partnership with DPME, Competency Framework (QA NSG curriculum etc)</li> <li>• Lessons &amp; priorities – a dedicated board member is needed to take this portfolio forward, establishing partnerships take time, partnership must be reviewed at different intervals, take stock of what is working in these</li> </ul>



	<p>partnerships on a regular basis, explore engaging with other spheres of government (SOEs, Local government, Legislative sector etc).</p>
<p><b>Co-creation Portfolio</b></p>	<p>(Portfolio members: Ian Goldman (Lead), Eleanor Hazell, Takunda Chirau)</p> <p>Feedback presented by Ian Goldman</p> <ul style="list-style-type: none"> <li>• Importance of co-creation to address the complex problems facing the country and planet (our future)</li> <li>• Focus on Evaluation Hackathon as a first-time project</li> <li>• 9 teams focused on Using M&amp;E to address Systemic Crises; Undertaking M&amp;E in crisis; MAE; evidence map building on existing evaluations – first three core themes for the 2022 Conference</li> <li>• Virtual hackathon ran from 8-22 October 2022</li> <li>• Five hackathon partners</li> <li>• 150 hackathoners involved including 32 EEs, top speakers e.g. Michael Quinn Patton, Presidential Climate Commission</li> <li>• Systemic crises – 2 guidelines have been produced on climate/ecosystem health &amp; equity, peer reviewed, piloted with UIF, DSD, DSI – will hear report back at conference (available on the website)</li> <li>• M&amp;E in crisis – guideline on virtual evaluation, 3 rapid evaluation plans, being implemented by EEs with evaluation facilitator and first evaluation now complete</li> <li>• MAE – initial work on conceptualising – built on for conference</li> <li>• Conference portfolio deciding where we take the co-creation work in 2023.</li> </ul>
<p><b>Capacity Building Workshops Portfolio</b></p>	<p>(Portfolio members: Babette Rabie, Ian Goldman, Eleanor Hazell)</p> <p>Feedback presented by Babette Rabie</p> <p>Three SAMEA online workshops were offered in June 2022.</p> <ul style="list-style-type: none"> <li>• Orientation to Research for Evaluation – a SAMEA, custom designed programme, to provide an orientation for those new to evaluation research.</li> <li>• Virtual Evaluation – training on the virtual evaluation guideline as developed during/post the 2021 Evaluation Hackathon, to equip participants with practical methodologies for collecting and presenting evaluation data.</li> </ul>

	<ul style="list-style-type: none"> <li>• Climate/ecosystems and Equity Guidelines – guidance to the commissioners of evaluation to apply these two additional criteria to evaluations, another product of the 2021 Hackathon, 3 pilot evaluations participated from DSD, DSI, DPME and UIF.</li> </ul> <p>Total number of delegates: over 60 in attendance.</p> <p>SAMEA had a small budget for external support but the workshops were mostly organized by the SAMEA secretariat. These workshops offer a potential opportunity for additional income stream for SAMEA, and more regular capacity building opportunities are needed for members.</p>
<p><b>Research &amp; Learning portfolio</b></p>	<p>(Portfolio members: Babette Rabie, Eleanor Hazell, Ian Goldman)</p> <p>Feedback presented by Babette Rabie</p> <p>A Hackathon team, comprising a significant portion of DPME officials, developed a draft criteria and alternative action plans for a South African Evaluations Evidence Map.</p> <p>DPME is moving forward with the development of the evidence map, driven jointly by the DPME Evaluations, and Research and Knowledge Management directorates. SAMEA members form part of the reference group for this exciting initiative. DPME engaged with government departments to share completed evaluations. Through SAMEATalk, evaluation consultants, researchers, practitioners will be invited to identify and/or submit completed evaluation studies for inclusion in the evidence map.</p> <p>Evidence maps show where evidence is available, and help to identify evidence gaps. Raise awareness, interest and potential use of available studies, and identify priorities to address information gaps.</p> <p>SAMEA is playing an important role to leverage partnerships and networks to strengthen the M&amp;E landscape in South Africa.</p>
<p><b>Emerging Evaluator Immersion Programme</b></p>	<p>(Portfolio members: Takunda Chirau, Tikwiza Silubonde, Moses Mashingaidze)</p> <p>Feedback presented by Takunda Chirau</p>

	<p>The pilot EE Programme was launched by SAMEA in partnership with UNICEF, CLEAR-AA and UN World Food Programme. Six host organisations participated in the programme, namely; SAMEA, Centre for Research on Evaluation, Science and Technology (CREST; Ndlovu Care Group; Southern Hemisphere, Data Innovators and JET Education Services.</p> <p>As part of the capacitation component of the programme, each EE was partnered with a mentor. Positive feedback was received from all EEs and host organisations.</p> <p>Phase 2 of the EE Programme will be implemented in the new fiscus.</p>
<p><b>Treasurer’s Report</b></p>	<p>Feedback presented by Ayanda Mtanyana (Treasurer)</p> <p>Financial review for year ending 28 February 2022</p> <ul style="list-style-type: none"> <li>• SAMEA had a healthy bank balance of R2.7m in FY2022, which is significantly higher than usual for a non-conference year due to grant income for co-creation and EE programmes</li> <li>• The virtual format of the Capacity Building Workshops remained cost-effective, which enabled SAMEA to survive delaying the 8th Biennial Conference until 2022.</li> <li>• It is critical to fundraise for the EE programme for continuity and to improve our membership and sponsorships fees</li> <li>• Treasury Management Guidelines continue to be followed with the exception of a finance sub-committee (decisions are made a board level)</li> <li>• BVSA continued to serve as the SAMEA bookkeepers and prepares the financial statements for audit purposes</li> <li>• BVA Inc. are the SAMEA auditors, which is part of the same group of companies as BVSA, but not the same company</li> </ul> <p>SAMEA continued to have a healthy bank balance. FY2022 saw us maintain an above target amount and diversify sources of funding. This allowed the Association to pursue strategic imperatives such as EE capacity building and responsive co-creation efforts that contribute to knowledge and practice.</p> <p>SAMEA had retained income that could give it a two-year runway, assuming that the conference at least breaks even. This is even so at the increased secretariat capacity of 0.5 FT Coordinator and 0.8 FT Administrator, which is critical to deliver services and for board sustainability.</p> <p>We have consistently done well with collections of conference and workshop</p>

	<p>proceeds by the end of the subsequent financial year.  Our membership fees improved despite it being a non-conference year. Similarly, we were also able to secure adequate sponsorships to break even for the capacity building workshops. In addition to the virtual format, this has enabled SAMEA to limit subsidizing the workshops from retained income.</p> <p><u>Looking ahead</u></p> <ul style="list-style-type: none"> <li>• This conference will contribute towards the objectives of SAMEA and its sustainability</li> <li>• Our new initiatives such as the co-creation and the EE internships deliver value to our members and we should to fundraise to ensure continuity</li> <li>• We should continue to strengthen our value proposition to our members and sponsors to grow our base.</li> </ul> <p><u>Review of FY2022 draft AFS</u>  There were questions on the audited financial statement which were answered by the Treasurer before it was approved by the attending members.</p>
<p><b>2021 SAMEA Board Election Results</b></p>	<p>(2022 Elections Committee: Babette Rabie, Ian Goldman, Mokgophana Ramasobana)</p> <p>The 2022 elections results were as follows:</p> <ul style="list-style-type: none"> <li>• Number of votes cast: 289 (if you consider a vote on more than one nominee as multiple votes)  Number of voters: 109  Number of nominations: 22  Number members nominated: 18  Number of nominations accepted: 17  Number of nominations confirmed: 9</li> </ul> <p>The SAMEA elections were conducted online and was managed by an external IT management company, Development IT Solutions  Nominations took place from 1 July 2022 – 25 August 2022  Formal Voting Process took place from 12 September – 21 September 2022  The five new board members for the 2022-2023 period are:</p> <ul style="list-style-type: none"> <li>• Asgar Bhikoo</li> <li>• Jennifer Norins</li> <li>• Mayibongwe Mncube</li> <li>• Mishkah Jakoet</li> </ul>

	<ul style="list-style-type: none"><li>• Nana Davies</li></ul>
<b>Closing Remarks</b>	The next AGM meeting will be determined at the January 2023 Strategic Planning session.
<b>End of meeting</b>	17h30

*Tikwiza Silubonde*

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**Tikwiza Silubonde**  
SAMEA Chair 2022-2023  
Date: 18/10/2023