

DRAFT MINUTES OF THE 2023 SAMEA AGM

Date: Thursday, 5 October 2023
Time: 16:00 – 17:26
Minutes by: SAMEA Administrator
Modality: Virtually (Zoom)

DELIBERATIONS	ACTIONS
PURPOSE OF THE MEETING	South African Monitoring & Evaluation Association’s Annual General Meeting for 2023.
IN ATTENDANCE	<ol style="list-style-type: none"> 1. Tikwiza Silubonde (Chair) 2. Mishkah Teladia (Treasurer) 3. Eleanor Hazell (Operations Lead) 4. Molupe Matsumunyane (Board Member) 5. Babette Rabie (Board Member) 6. Ian Goldman (Board Member) 7. Takunda Chirau (Board Member) 8. Ruth Mojalefa (Board Member) 9. Jennifer Norins (Board Member) 10. Nana Davies (Board Member) 11. Asgar Bhikoo (Board Member) 12. Marla Naidoo (SAMEA Coordinator) 13. Sive Yami (SAMEA Administrator) 14. Stephan Paulsen (SAMEA EE Coordinator) 15. Morakane Segopolo 16. Mayibongwe Mncube 17. Khumo Pule 18. Sinenhlanhla Tsekiso 19. Adam Fowler 20. Anniza De Wet 21. Musawenkosi Senda 22. Tracy Bailey 23. Victor Naidu 24. Penelope Prince 25. Thulisa Ngxamngxa 26. Jennifer Bisgard 27. David Makhado

	<p>28. Zizo Manona 29. Casius Chuma 30. Arlene Maharaj 31. Boitumelo Mokotong 32. Aniela Batschari 33. Lisebo Tsehlana 34. Yenkosi 35. Gugu Thimane 36. Zulaikha Brey 37. Lihle Tshabalala 38. Lings Naidoo 39. Stanford Muhomba 40. Abdul Moses 41. Mutsa Chinyamakobvu</p>
WELCOME & APOLOGIES	<p>At 16h05 the SAMEA Chair, Tiwkiza Silubonde, opened the SAMEA 2023 Annual General Meeting by extending a warm welcome to all SAMEA members.</p> <p>No apologies were received.</p>
REVIEW & ADOPTION OF 2022 MINUTES AND 2023 AGENDA	<p>Minutes of the 2022 AGM were reviewed for corrections and updates. Since there were none, a SAMEA board member, Ian Goldman, proposed for the adoption of the 2022 AGM Minutes which was seconded by another SAMEA board members Babette Rabie and Nana Davis.</p> <p>The 2023 AGM agenda was approved without objection by a member, Anniza De Wet and seconded by board member, Ruth Mojalefa.</p>
CHAIRPERSON'S FEEDBACK	<p>The SAMEA Chair opened her address by sharing the SAMEA mission and vision, which serves as a guiding compass for decision-making and goal setting for SAMEA.</p> <p>Vision: Monitoring and Evaluation contribute to equitable and sustainable development in South Africa and more widely.</p> <p>Mission: SAMEA cultivates a vibrant community that supports, guides and strengthens monitoring and evaluation as an important discipline and instrument for equitable and sustainable development.</p> <p>What makes SAMEA a strong organisation and ensuring that it is operational, the board looked at the following this year (2023) and some of the achievements thus far.</p>

A strong and balanced board composition, in line with KING IV, will ensure that members are engaged, knowledgeable and aligned with SAMEA’s mission. In doing so the board has maintained and added roles of Deputy Operations and Deputy Treasurer for continuity within the board.

Achievement: Balanced composition, diverse expertise and sector representation.

A strong, committed and talented secretariat. This was done by recruiting and retaining a skilled secretariat. Also ensuring that SAMEA creates a positive and inclusive environment and provides opportunities for growth.

Achievement: Recruited 3 full-time staff (SAMEA Coordinator, Administrator, Emerging Evaluator Coordinator).

SAMEA has engaged in strategically planning SAMEA activities for the year. This was done by having in-person strategic planning sessions in January where work plans were developed and later conducting mid-term reviews and reflections with the board and secretariat.

Achievement: Two-day in-person strategic planning where 6 thematic areas were confirmed to drive SAMEA’s work for the next 3 years (2023-2025).

The board is vested in building an organisation that is adaptive and resilient to change and can withstand challenges. This was done by developing contingency plans and risk management strategies for SAMEAs annual work plans.

Achievements: Board developed annual work plans and completed their 2023 midterm reflections.

Implementing sound financial management practices and processes that ensure that the organisation finances are healthy, and monitoring budgets and controlling all expenditure.

Achievements: SAMEA appointed an external auditor and implemented internal controls.

Creating and encouraging effective and transparent communication both internally and externally. This has been achieved by ensuring that all stakeholders are kept informed and engaged in SAMEAs activities.

Achievements: SAMEA has quarterly newsletters, internal weekly operational meetings, six board meetings for 2023, learning communities namely

	<p>SAMEATalk, EE TIG, Local Government CoP, M&E for JT CoP, MERL Tech CoP, Investing in Impact CoP and SAMEA KZN MERL network.</p>												
<p>OPERATIONS, GOVERNANCE AND FINANCE PORTFOLIO</p>	<p>Feedback presented by Eleanor Hazell.</p> <p>2023 highlights: The SAMEA secretariat was strengthened by recruiting three full-time employees namely a SAMEA Coordinator, Administrator and an EE Coordinator. There have also been policy developments, particularly a secretariat recruitment policy and in addition, SAMEA has strengthened organisational systems.</p> <p>Looking ahead: SAMEA will look at staff development and training, grievances and disciplinary procedures and strengthen knowledge management. The board has been in internal conversations on how SAMEA can operationally expand around the Operations lead role, whether this role should continue as part of board capacity or should it become a position within the secretariat. There is also a need to have access to a dedicated HR advisor on a needs basis.</p>												
<p>MEMBERSHIP SERVICES, AND COMMUNICATION PORTFOLIO</p>	<p>Feedback presented by Jen Norins.</p> <p>The SAMEA Review was finalised at the end of 2022. The process of updating the website with focus on membership management is underway, with a possibility of increasing the SAMEA membership fees which has not increased in the last few years. A draft TOR/guide for SAMEA’s learning communities has been developed by the portfolio, which will be finalised soon.</p> <p>Membership statistics: As at 4 October 2023, SAMEA has 667 members. (416 Individual members; 17 Institutional members of which 161 are members and 94 Student members).</p> <table border="1" data-bbox="446 1476 1450 1719"> <thead> <tr> <th colspan="3">Comparative membership status</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>556 members</td> <td>12 institutional members</td> </tr> <tr> <td>2018</td> <td>685 members</td> <td>12 institutional members</td> </tr> <tr> <td>2019</td> <td>551 members</td> <td>16 institutional members</td> </tr> </tbody> </table>	Comparative membership status			2017	556 members	12 institutional members	2018	685 members	12 institutional members	2019	551 members	16 institutional members
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2020	519 members	16 institutional members
2021	491 members	14 institutional members
2022	637 members	16 institutional members
2023	667 members	17 institutional members

SAMEA's current institutional members are:

1. CLEAR-AA
2. Department of Higher Education and Training
3. Department of Planning Monitoring and Evaluation
4. Department of Science and Innovation
5. Department of Social Development
6. Department of Tourism
7. Department of Women
8. Free State Office of the Premier
9. Gauteng Legislature
10. JET Education Services
11. Ndlovu Care Group
12. National Development Bank
13. Northern Cape Office of the Premier
14. South African Police Service
15. Southern Hemisphere
16. UNICEF South Africa
17. UN World Food Programme

SAMEA listservs as at 4 October 2023:

SAMEATalk	- 1181 subscribers
EE TIG	- 137 subscribers
SAMEA KZN MERL network	- 112 subscribers
Local Govt M&E CoP	- 194 subscribers
Tech-enabled MERL CoP	- 154 subscribers
Investing in impact CoP	- 172 subscribers
M&E4JT CoP	- 215 subscribers

**PARTNERSHIPS AND
ADVOCACY PORTFOLIO**

Feedback presented by Ian Goldman.

2023 highlights

	<p>In 2023, the portfolio managed to secure R1.4 million Rand from UNICEF, with a possibility of more funding from Zenex Foundation. SAMEA with the support from the portfolio, held a Partnership Forum in March 2023 to brief existing partners, but also enough potential partners to join SAMEA. There have been institutional collaborations with DPME, MERL Tech, UNICEF South Africa, National Development Bank, Department of Social Development and Department of Science and Innovation . A fundraising strategy has been developed by the portfolio to institutionalise the work done by SAMEA.</p> <p>Looking ahead: The portfolio will try securing multi-year funding for SAMEA which will support all SAMEA programmes, which includes project management and coordination time. The portfolio is also working towards maintaining their active and vibrant partnerships with the current partners, while identifying new partnerships and creating a system to track them.</p>
<p>RESEARCH & LEARNING PORTFOLIO</p>	<p>Feedback presented by Babette Rabie.</p> <p>The South African Evidence Evaluations Map, began during the SAMEA Evaluation Hackathon which has subsequently been progressing well. In December 2022, the Department of Planning, Monitoring and Evaluation (DPME) hosted a workshop to strengthen the capacity for systematic analysis on South Africa where 20 EEs participated. In 2023, DPME moved forward with the evaluation evidence mapping project. The project reviews information provided by government departments and other evaluation stakeholders. The aim of the project is to show where evidence is available and help to identify evidence gaps. The portfolio is pleased to announce the 3 SAMEA EEs who attended the December workshop have been contracted to support the extraction process of the project. These EEs have been meeting the deliverables and have mapped 350 gray literature studies to date. They will be working on the project until November 2023.</p> <p>In September 2023, SAMEA hosted a round robin regional event, which was hosted across 4 provinces (Western Cape, Eastern Cape, KwaZulu Natal and Gauteng) to discuss key topics and themes related to SAMEA. The session was held in-person which encouraged networking and robust discussions. The engagements helped contribute to conference discussions. The theme was M&E in a VUCA world.</p>

<p>M&E TO SUPPORT A JUST TRANSITION TO CLIMATE AND ECOSYSTEMS HEALTH</p>	<p>Feedback presented by Jen Norins.</p> <p>The portfolio established a CoP which meets monthly to promote knowledge development and capacity building for the M&E sector. The sessions have provided dynamic engagements and have had presenters speaking on various topics including the Climate and Ecosystems Health (CEH) and Transformative Equity in monitoring and evaluations.</p> <p>The portfolio participated in the SAMEA 2023 online Capacity Building Workshops by conducting a 2-day workshop in August 2023, with a follow-up clinic in October 2023. In partnership with DPME the portfolio assisted in the CEH and Equity guideline launch. The portfolio also participated in gLOCAL 2023.</p> <p>Looking ahead: The portfolio plans to establish a CoP committee to expand the steering committee for better planning and coordination.</p>
<p>M&E FOR CONTINUOUS ADAPTIVE MANAGEMENT, REFLECTION AND LEARNING</p>	<p>Feedback presented by Eleanor Hazell.</p> <p>The portfolio finalised and completed 3 rapid evaluations in 2023. SAMEA supported the Mpumalanga Office of the Premier with the recruitment for Rapid Evaluation facilitators. The portfolio also participated in the SAMEA 2023 online Capacity Building Workshops, hosting a 3-day workshop in August 2023 and a follow-up clinic in October 2023.</p> <p>The SAMEA Virtual Evaluation guidelines have been finalised, with the online Capacity Building Workshop on Virtual Evaluation taking place in October 2023. In addition, SAMEA is planning an event to conceptualise an approach towards adaptive management, which will likely take place in December 2023 or early January 2024 in the Western Cape and Gauteng.</p> <p>Looking ahead: The portfolio is still working on a Rapid Evaluation lessons learnt document which will be documented in an article for the eVALUations Matters.</p>
<p>MADE IN AFRICA EVALUATION</p>	<p>Feedback presented by Sive Yami (on behalf of Takunda Chirau).</p> <p>The portfolio has shared articles and blogs from the previous African Evaluations website into the SAMEA website (African Evaluation blog). From the SAMEA Evaluation Hackathon outputs, the portfolio has moved forward in using the case studies of Indigenous Knowledge Systems (IKS) and incorporating them into a book chapter which is being edited by CLEAR-AA. The portfolio has identified a few challenges with the blog</p>

	<p>which includes funding to attract scholars to write blogs for Made in Africa as a form of awareness raising and the value for context and domestication of methods and theories in African context.</p> <p>Looking ahead:</p> <p>The portfolio will share a call for blogs related to Made in Africa and Indigenous Knowledge Systems and establishing quality assurance mechanisms for blogs to be deposited on the African Evaluation blog page (on the SAMEA website).</p>
<p>INVESTING IN IMPACT</p>	<p>Feedback presented by Asgar Bhikoo.</p> <p>The portfolio has formed a partnership with Impact Investing South Africa (IISA), which is a national body that focuses on capacity building of Impact investors in South Africa. With the IISA partnership, the portfolio has identified opportunities for capacity building and Sustainable Development Goal reporting as it relates to impact investing sectors. The portfolio is also looking at course material development to help investors in the value chain on how to go about M&E in their departments or sectors.</p> <p>The portfolio hosted its first CoP session in June and will be participating in the SAMEA 2023 online Capacity Building Workshops, in October 2023.</p>
<p>MERL TECH - DATA AND TECHNOLOGY</p>	<p>Feedback presented by Asgar Bhikoo.</p> <p>The portfolio hosted 3 CoP sessions to date which have been well attended. The portfolio has formatted partnerships with MERL Tech and European Evaluation Association. In efforts of better and easier communication, the portfolio and CoP have developed a Slack channel and a WhatsApp group for their members. In March 2023, the portfolio and CoP co-hosted a podcast that focuses on data storytelling with emerging evaluators. The portfolio will be participating in the SAMEA 2023 online Capacity Building Workshops, in October 2023.</p> <p>Looking ahead:</p> <p>The portfolio will be running a competition for SAMEA members, all details will be confirmed once all the details have been finalised.</p>
<p>EMERGING EVALUATOR PROGRAMME, CAPACITY BUILDING, COMPETENCIES & PROFESSIONALISATION</p>	<p>Feedback presented by Nana Davies.</p> <p>As at October 2023, 94 SAMEA student members make up 14% of the total SAMEA membership. The portfolio has facilitated ongoing growth in capacity and professionalism of SAMEA members and other stakeholders and this has been evident in the successful capacity building workshop series which were held in August 2023.</p>

	<p>SAMEA’s EEs (particularly those who were part of cohort 1 of the UNICEF/SAMEA immersion programme and those that were part of Rapid Evaluations) gained practical experience through formalised opportunities. Of the 6 EEs who were part of cohort 1, 4 of the EEs are currently employed in M&E positions.</p> <p>In addition to the UNICEF funding which was secured this year for the EE programme, the portfolio secured additional funding from National Development Bank to support the EE programme. This then allows for the growth of the programme and an increased selection of 7 EEs for this new cohort. To date, 63 EEs out of 140 EEs on the EE database have participated in SAMEA opportunities, with 3 currently working on the Evaluation Evidence Mapping.</p> <p>The portfolio has initiated a meeting with DPME on professionalisation. The board has highlighted that they do not want SAMEA to be an accreditation board, but rather focus on agreed core competencies, standards, and capacity strengthening. A working group with South African Planning Institute (SAPI), South African Association of Public Administration and Management (SAAPAM), Department of Public Service and Administration (DPSA), the National School of Government (NSG), Department of Higher Education and Training (DHET) , DPME and SAMEA has been proposed to work on this.</p>
<p>TREASURER’S REPORT</p>	<p>Feedback presented by Mishkah Teladia</p> <p>Financial review for year ending 28 February 2023</p> <ul style="list-style-type: none"> ● SAMEA had a healthy bank balance of R3.4m in FY2023, which is significantly higher than FY2022 (R2.6 million) due to diversified income from the conference and workshops, grants funding, membership fees and sponsorship income ● SAMEA has prioritised diversifying income sources as means of improving financial sustainability. ● Treasury Management Guidelines continue to be followed, including working alongside the Secretariat, developing key financial management policies, and setting up a small working group for Governance, Operations and Financial Management. ● BVSA continued to serve as the SAMEA bookkeepers and prepares the financial statements for audit purposes ● BVA Inc. are the SAMEA auditors, which is part of the same group of companies as BVSA, but not the same company <p>SAMEA continued to have a healthy bank balance. FY2023 saw SAMEA continue to maintain an above target amount and diversify sources of funding. This allows SAMEA to pursue strategic imperatives such as maintaining the EE</p>

	<p>programme, stabilising the Secretariat, and pursuing varied ways to engage members (including a regional round robin).</p> <p>SAMEA has retained income above the original target of R1 million. It should be noted, however, that the secretariat has been retained at full time capacity which is critical to deliver services and for board sustainability. This has been identified as critical for SAMEA’s organisational sustainability. Given this increase in staff costs, SAMEA will continue to prioritise increasing its retained income to enable the usual two-year runway.</p> <p>SAMEA has experienced the largest growth in grants funding, amounting to R2,4 million. This has helped to increase and sustain secretariat capacity, and decreased reliance on conference and workshop income. Membership fees have also continued to grow year on year.</p> <p><u>Looking ahead:</u></p> <p>Funding priorities:</p> <ul style="list-style-type: none"> ● Conference income: managing expenses, attracting sponsorship income and collecting on conference fees ● Membership: tracking current members, continuing to grow institutional members including through differentiated institutional membership options ● Grant funding: Maintain good standing with current funders, continue to explore new funding opportunities <p>Financial management:</p> <ul style="list-style-type: none"> ● Adherence to new financial policies ● Expense management ● Risk management <p><u>Review and approval of FY2023 draft Audited Financial Statement</u></p> <p>There were no questions on the draft audited financial statement. It was adopted by Anniza De Wet and seconded by Mayibongwe Mncube (former SAMEA board member).</p>
<p>2023 SAMEA BOARD ELECTION RESULTS</p>	<p>The chairperson, Tikwiza Silubonde, informed the SAMEA members of the resignation of two board members in September 2023. This had a significant impact on the board capacity for SAMEA tasks. The Chair asked that the SAMEA members deviate from the initial and communicated 5 new-coming board members, to rather co-opt a 6th person to join the SAMEA board. This person</p>

	<p>would be taken from the members who were part of the 2023 nominated members.</p> <p>A motion to deviate from 5 new board members to 6 members was put forward. Zulaikha Brey (SAMEA member) was for the motion and Babette Rabie (SAMEA board member) seconded the motion.</p> <p>Feedback was provided by Babette Rabie. The 2023 elections results were as follows:</p> <ul style="list-style-type: none"> ● Number of nominations: 40 ● Number members nominated: 33 ● Number of nominations accepted: 21 (including 10 confirmed) ● Number of nominations confirmed: 10 ● Number of voters: 130 ● Number of votes cast: 399 <p>The SAMEA elections were conducted online and was managed by an external IT management company, Development IT Solutions</p> <p>Nominations took place from 1 June 2023 – 31 August 2023</p> <p>Formal Voting Process took place from 18 September – 29 September 2023</p> <p>The 6 new board members for the 2022-2023 period are:</p> <ol style="list-style-type: none"> 1. Jeffrey Tshisevhe 2. Zulaikha Brey 3. Sinenhlanhla Tshekiso 4. Anniza De Wet 5. Khumo Pule 6. Mutsa Chinyamakobvu
CLOSING REMARKS	The next AGM meeting will be determined at the January 2024 Strategic Planning session.
END OF MEETING	17h26



Jen Norins (SAMEA Chair 2023-2024)

Date: 08/10/2024