

## MINUTES OF THE SAMEA AGM

**Date:** 22 October, 2018

Face-to-Face Meeting  
Minutes by: Kate

**Time:** 04:11 PM

**Venue:** Hilton Hotel Gauteng

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<p><b>1. Welcome &amp; apologies</b></p>	<p>Purpose: SAMEA AGM.</p> <p>LW welcomed attendees all at 04:11 PM. A warm welcome to all that attended the AGM meeting.</p> <p>Present:</p> <table data-bbox="532 997 868 1885"> <tr><td>Fatima Mativha</td><td>(FM)</td></tr> <tr><td>Dugan Fraser</td><td>(DF)</td></tr> <tr><td>Fazeela Hoosen</td><td>(FH)</td></tr> <tr><td>Lauren Wildschut</td><td>(LW)</td></tr> <tr><td>Jerusha Govender</td><td>(JG)</td></tr> <tr><td>Victor Naidu</td><td>(VN)</td></tr> <tr><td>Mark Abrahams</td><td>(MA)</td></tr> <tr><td>Edwin Ijeoma</td><td>(EI)</td></tr> <tr><td>Mike Leslie</td><td>(ML)</td></tr> <tr><td>Kate Mwaura</td><td>(KM)</td></tr> <tr><td>Asgar Bhikoo</td><td>(AB)</td></tr> <tr><td>Jennifer Bisgard</td><td>(JB)</td></tr> <tr><td>Aluwani Mauda</td><td>(AM)</td></tr> <tr><td>Xolani Mninzelwa</td><td>(XM)</td></tr> <tr><td>Nhlanhla Sithole</td><td>(NS)</td></tr> <tr><td>Wambui Gititu</td><td>(WG)</td></tr> <tr><td>Myiko Manavhela</td><td>(MM)</td></tr> <tr><td>Nadeen Moolla</td><td>(NM)</td></tr> <tr><td>Amanda Jitsing</td><td>(AJ)</td></tr> <tr><td>Refilwe Masikane</td><td>(RM)</td></tr> <tr><td>Ramesh Maharaj</td><td>(RM)</td></tr> <tr><td>Yvonne Brown</td><td>(YB)</td></tr> <tr><td>Gail Smith</td><td>(GS)</td></tr> <tr><td>Dena Lomofsky</td><td>(DL)</td></tr> <tr><td>Andries Mangokwana</td><td>(AM)</td></tr> <tr><td>Sandile Faku</td><td>(SF)</td></tr> <tr><td>Andy de la mae</td><td>(AM)</td></tr> <tr><td>Akhona Braweni</td><td>(AB)</td></tr> <tr><td>Lehlononolo Chaane</td><td>(LC)</td></tr> </table>	Fatima Mativha	(FM)	Dugan Fraser	(DF)	Fazeela Hoosen	(FH)	Lauren Wildschut	(LW)	Jerusha Govender	(JG)	Victor Naidu	(VN)	Mark Abrahams	(MA)	Edwin Ijeoma	(EI)	Mike Leslie	(ML)	Kate Mwaura	(KM)	Asgar Bhikoo	(AB)	Jennifer Bisgard	(JB)	Aluwani Mauda	(AM)	Xolani Mninzelwa	(XM)	Nhlanhla Sithole	(NS)	Wambui Gititu	(WG)	Myiko Manavhela	(MM)	Nadeen Moolla	(NM)	Amanda Jitsing	(AJ)	Refilwe Masikane	(RM)	Ramesh Maharaj	(RM)	Yvonne Brown	(YB)	Gail Smith	(GS)	Dena Lomofsky	(DL)	Andries Mangokwana	(AM)	Sandile Faku	(SF)	Andy de la mae	(AM)	Akhona Braweni	(AB)	Lehlononolo Chaane	(LC)
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	<p>Thabo Linake (TL)  Edwin Ijeoma (EI)  Bathethu Peter (BP)  Kanyisa Mau Nyigwa (KN)  Ashley Fynn (AF)  Desiree Jason (DJ)  Viswinceba Dlambewu (VD)  Kevin Kelly (KK)  Gail Campbell (GC)  Alyna Wyatt (AW) Virtually</p> <p>Absent with apologies</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 approved, thereafter minutes and the agenda were adopted by Ramesh Maharaj and seconded by Jennifer Bisgard.</p>
<p><b>3. Chairperson Report</b></p>	<p><b>Overview of strategic vision, key programmes and outcomes, and highlights</b></p> <p>LW thanked the financial and in-kind sponsors and all board members that offered workshops in-kind.</p> <p><b>Zenex-SAMEA partnership</b></p> <p>Gail Campbell from ZENEX indicated that the Zenex Foundation had been working with SAMEA since 2005, when the association was established. She noted the importance of supporting SAMEA as the national VOPE.</p> <p>She cited concerns about the evaluation field comprising of the same small group of people that kept doing evaluation and it was difficult for new entrants to commission evaluations.</p> <p>The ZENEX Foundation was partnering with SAMEA to conduct an M&amp;E landscape mapping study report feedback would be communicated in November. The final report would be uploaded on the SAMEA website as well as a list of all institutions offering M&amp;E in south Africa. She Congratulated the board for the good work they had done for the year.</p> <p><b>TIGS</b></p> <p>At the beginning of the year, Topical interest groups were introduced. Of the 10 TIGs, only few were operational, members suggestion was to take the focus areas and build them around webinars.</p>

### **Young Emerging Evaluators**

The board was working on the Young and emerging evaluators' strategy, the work with the YEE was important as we needed to grow the next generation. Research on the YEE programmes had been formulated. The board aimed to implement it by 2019.

SAMEA board requested for volunteers who could be part of the YEE strategy task team

### **Conference and capacity building workshops report**

Victor Naidu was the conference chair since 2017

SAMEA had 6 biennial conference since it was founded namely;

- 2007 Evaluation in Action
- 2009 e-VALU-ation
- 2011 M&E 4 outcomes
- 2013 meaningful evaluations
- 2015 using evaluation to improve people's lives
- 2017 - Purpose driven monitoring and evaluations

In 2017 SAMEA had 619 conference participants, with 26 countries being represented. We provided 21 workshops and 372 participants attended the pre-conference workshops. It was a testament that SAMEA was a resource for Africa and beyond. It sponsored 12 emerging evaluators to attend the conference.

The board introduced some new Key events namely African authors cocktail and Awards evening as well as Technology innovation with the new conference app.

### **2018 capacity building workshops:**

SAMEA offered 14 workshops and had 320 workshop participants

### **In 2019 conference**

2019 Conference Theme -should link to local contextual developments and key issues emanating from the AFREA Conference as well as build on 2017 strands and topical interest groups.

We will explore the Use of technology to explore live streaming of conference presentations to widen access

SAMEA will continue free networking sessions like the authors' night, tech salon, awards evening

The board extended an Invitation to the broader membership to the Conference planning and strand committees

## **Membership**

As at 22 October 2018, SAMEA had 685 members of SAMEA in good-standing and 12 institutional members with highest number thus far.

There is always a fluctuations in membership during conference year. The board needed to look at creative ways to drive and retain membership.

The new board should take up the membership strategy to increase the membership

## **SAMEA Website**

SAMEA had a fresh looking new website and user friendly, it was still a work in process.

## **Webinars**

The webinars increased in popularity as the eval cafes diminished.

SAMEA had offered a range of 4 webinars for the year

Results of survey conducted after every webinar highlighted the following;

- delegates were interested in, mixed methods approaches, evaluation methodologies, software tools for data analysis for both quantitative and qualitative methods
- Participants requested SAMEA to host more webinars
- For the webinars to specify target group and allocate more time for questions and answers.

## **Evaluation Cafés**

Eval café: we had two eval cafes for the year

- Diversity In evaluation: What it means, why it is important and how do we achieve it?
- Unpacking of the draft competencies list

However interest in eval café was dwindling due to the fact that the HSCR buildings within which they were held had no parking spaces, which deterred members from attending them.

## **Strengthening evaluators and evaluation**

It was clear that SAMEA needed to be the key association to lead/ facilitate important evaluation dialogues.

SAMEA wanted to focus on one area, which was capacity strengthening. We needed to look at what was currently available. Hence the collaboration with ZENEX Foundation to conduct an M&E landscape mapping.

The outcome of the study as well as directory of south African training institutions and what they offer ( to be provided by Zenex)would be shared on the SAMEA website,

Once we had worked out, who was providing what, then there would be a move to filling in the gaps.

EI- there needed to be a minimum terms of reference to know who is doing what is in the M&E field. It was very crucial that it was done, as there are so many trainings that were been done and were not coordinated.

SAMEA also needed to work with more HEI and have them featured at the conference

#### **Eastern Cape SAMEA Chapter( Xolani Mninzelwa )**

KM to show the eastern cape chapter how to go about getting details of Eastern Cape based members from the membership directory so that they could be invited to events held by the chapter.

EL- The eastern Cape was raising young and emerging evaluators. The chapter had a new chair person, namely Xolani Mninzelwa.

XM-The EC had made enormous stride to stay afloat key to these was the committee's endeavour to forge partnership with government institutions through the office of the premier.

Since 2016 when the chapter was revived, it had adopted a strategy of encouraging UFH post grad student to join SAMEA in order to increase the evaluation community in the province as well as ensuring that there is enough capacity in the province.

In the ensuing year the chapter planned to hold a strategic session which would consist of all strategic partners in evaluation mainly to develop a plan of action for the evaluators of the eastern cape under banner of the SAMEA eastern cape chapter. This session would focus more on what needs to be done by the province in as far as the evaluation was concerned.

GF- chapters and networks had not been included in the SAMEA articles of association. It was important to have this documented so that the board had means within which to operate with SAMEA chapters and networks. This would also ensure that they had direct access to the board.

EL- the active Eastern Cape chapter had a constitution, where members became paid members of SAMEA through the national VOPE, then met to do activities, to keep the chapter alive. The vision for the chapter was to host free mini workshops in the region.

SAMEA board needed a document that stipulated what role provincial / university chapters played. What responsibilities they had with regards to the national body?

The incoming board was tasked in ensuring that there was a provision on the MOI for provincial chapters/university chapters , the incoming board should take that on board

#### **Western Cape SAMEA Network ( Dr Mark Abrahams)**

MA- SAMEA members and network participants were made aware of, and encouraged to participate in the SAMEA webinars (Social network analysis); they were informed of the launch of the SAMEA TIG initiative; the TIG leaders were introduced and individuals were asked to sign up.

MA offered a webinar through AfREA on 'Writing your journal article' and SAMEA members were asked to sign up.

The SAMEA Eval Cafes were widely advertised and well attended by Western Cape members.

Several individuals attended the EES conference and others would be attending the AEA conference in Cleveland. They have offered to share their experiences with the SAMEA network

### **Development of frameworks on ethics, standards and competencies**

#### **Competencies**

SAMEA in partnership with CREST, was working on developing a draft competency framework and ethics and standards. The competencies studies was an ongoing project for SAMEA, whereby SAMEA was piggy backing on the research process by Rhoda Goremucheche. Rhoda would do the cross walk of all existing competencies on SAMEA's behalf as we were an NPO.

#### **Partnerships with evaluation stakeholders are forged & sustained**

SAMEA was well connected to the evaluation community, but more work needed to be done.

It had become clear that the project of strengthening the system needed more hands on deck than just SAMEA. This led to the creation of the Strengthening Evaluation Alliance(SEA)

The Alliance would be a project of SAMEA and would focus in the first phase on capacity development and resource mobilisation.

#### **Financial Report ( Alyna Wyatt)**

AW- SAMEA aimed to maintain a healthy financial balance of R1 million year on year (as determined in 2012 / 2013)

2018 Financial Year began with a cash balance of R 1,188,502

Ended the financial year with a balance of R 1,446,621

#### **Major operational expenses:**

- 2018 financial year saw the SAMEA Coordinator moving to four days a week
- 60% of website development fell into 2018 financial year expenses

	<p>Cost savings were experienced across a number of other categories based on the increased use of tech-enabled communication platforms</p> <p>Financial decisions (beyond regular operational expenses) were made at a board level across all activities</p> <p>Treasury Management Guidelines continued to be followed with the exception of a finance sub-committee (decisions were made a board level)</p> <p>Current Treasurer was rolling off; hand-over would occur in the coming months with the new board members coming on</p> <p>BVA Inc. were the SAMEA Auditors (change in company structure was currently underway)</p> <p>BVSA were the bookkeepers they were from the same group of companies, but not the same company)</p> <p><b>Concerns identified through audit process</b></p> <p>Board determined that we would do a full Audit process, despite only legally requiring a 'Review' as per the new regulations</p> <p>During the audit process, the Auditor raised concerns about the management of the conference account which is managed as part of the management contract</p> <p>The auditor went through a rigorous process to cross reference and confirm that the AFS including the management of conference fees are adequately addressed</p> <p>The -ZAR 400k for doubtful debts is 'ghost' receipts that are irreconcilable, however; the Auditor is satisfied that the error is administrative / documentary and are confident that no funds have been misappropriated</p> <p><b>Overall recommendation</b></p> <p>To stay with BVA AUDITORS FOR 2019</p> <p>There is a need for fundraising efforts and other income generating events</p> <p>The board needed someone with more financial skills than the current treasurer and coordinators to take over the treasurer role.</p> <p><b>Comments from members</b></p> <p>ML: 400k is it people that did provide the paperwork for the conference, but never paid</p> <p>Aw- someone registered twice, some registered more people, and only few pitched.</p> <p>JB-How do we prevent this happening in the future are we going to ask for payment in advance</p> <p>AW- SAMEA had records of defaulters, who would continue to be monitored, they would be asked to pay the arrears upfront</p>
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	<p><b>SAMEA was looking to employ a part-time person who would work with ilios on a regular basis to ensure that all paperwork was up to par and</b></p> <p>JB had SAMEA reported the government delays in payment to the SETA,</p> <p>VN- There was no government SETA</p> <p>NS-There was a glitch when as the SAMEA conference account was under the conference organiser’s name account, this discrepancy delayed payments from government departments as all payments needed to be deposited into SAMEA account.</p> <p><b>Fundraising &amp; Business Development Strategy</b></p> <p><b>Develop Marketing content</b></p> <p>JG-Created Member benefits and ‘How to become a member’ graphics; Master ‘About SAMEA’ slide deck; SAMEA pamphlet</p> <p>Facilitated university M&amp;E and executive programme student registration. Over 40 students from UFH registered as members, Other targeted institutions were Wits, UP, UCT, and CREST</p> <p>SAMEA would source sponsors targeted at knowledge product compilation. The concept note had been developed and request for participation and funding to be disseminated</p> <p><b>Board Election Results (Lauren Wildschut)</b></p> <p>DF- The number of votes that had been casted were 186 and the number of voters who cast the votes were 68.</p> <p>Amanda Jitsing Paul Kariuki Desiree Jason Jamie Robertson Fatima Mativha</p>
<p><b>10. AGM dates for 2018</b></p>	<p>The next AGM meeting to be determined</p>
<p><b>Meeting closure</b></p>	<p>Meeting ended 04 :54 PM</p>

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Chair: SAMEA

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Date