

MINUTES OF THE SAMEA AGM

Date: 08 October, 2014

Face-to-Face Meeting

Minutes by: Kate

Time: 5:30 PM

Venue: Premier Resort, East London

DELEBERATIONS	Action																																																																																
<p>1. Welcome & apologies</p>	<p>Purpose: SAMEA AGM. TB welcomed attendees all at 5:30 PM. A warm welcome to all that attended the AGM meeting.</p> <p>Present:</p> <table> <tr><td>Terence Beney</td><td>(TB)</td></tr> <tr><td>Shanaaz Ebrahim</td><td>(SE)</td></tr> <tr><td>Mike Leslie</td><td>(ML)</td></tr> <tr><td>Fazeela Hoosen</td><td>(FH)</td></tr> <tr><td>Richard Levin</td><td>(RL)</td></tr> <tr><td>Irene Mathenjwa</td><td>(IM)</td></tr> <tr><td>Kate Mwaura</td><td>(KM)</td></tr> <tr><td>Stanley Ntakumba</td><td>(SN)</td></tr> <tr><td>Taurai Bwerinofa</td><td>(TBw)</td></tr> <tr><td>Richard Levin</td><td>(RL)</td></tr> <tr><td>Edwin Ijeoma</td><td>(EI)</td></tr> <tr><td>Busisiwe Sithole</td><td>(BS)</td></tr> <tr><td>Sherry Mclean</td><td>(SM)</td></tr> <tr><td>Zanoxolo Mhwatuzana</td><td>(ZM)</td></tr> <tr><td>Nox Chitepo</td><td>(NC)</td></tr> <tr><td>Victor NaiDU</td><td>(VN)</td></tr> <tr><td>Khuliso Ratshinanga</td><td>(KR)</td></tr> <tr><td>Louis Gerald Maluwa</td><td>(LM)</td></tr> <tr><td>Busi Ntuli</td><td>(BN)</td></tr> <tr><td>Audrey Kalindi</td><td>(AK)</td></tr> <tr><td>Ray Basson</td><td>(RB)</td></tr> <tr><td>Tim Clynick</td><td>(TC)</td></tr> <tr><td>Maphutha Makhura</td><td>(MM)</td></tr> <tr><td>Kwame Andoh</td><td>(KA)</td></tr> <tr><td>Candice Morkel</td><td>(CM)</td></tr> <tr><td>Wiseman Masuku</td><td>(WM)</td></tr> <tr><td>Bill Sewell</td><td>(BS)</td></tr> <tr><td>Nkhensoni Golele</td><td>(NG)</td></tr> <tr><td>Monica Kenneth</td><td>(MK)</td></tr> <tr><td>Ngaka Machete</td><td>(NM)</td></tr> <tr><td>Denise Archer</td><td>(DA)</td></tr> <tr><td>Zukiswa Roboji</td><td>(ZR)</td></tr> <tr><td>Anthony Sambumbu</td><td>(AS)</td></tr> <tr><td>Hilda Mabhena</td><td>(HM)</td></tr> <tr><td>Yvonne Brown</td><td>(YB)</td></tr> <tr><td>Siphose Ncube</td><td>(SN)</td></tr> <tr><td>Pumeza Gadu</td><td>(PG)</td></tr> <tr><td>Nosisa Matjekane</td><td>(NM)</td></tr> <tr><td>Rudzani Mudau</td><td>(RM)</td></tr> <tr><td>Ernie Twala</td><td>(ET)</td></tr> </table>	Terence Beney	(TB)	Shanaaz Ebrahim	(SE)	Mike Leslie	(ML)	Fazeela Hoosen	(FH)	Richard Levin	(RL)	Irene Mathenjwa	(IM)	Kate Mwaura	(KM)	Stanley Ntakumba	(SN)	Taurai Bwerinofa	(TBw)	Richard Levin	(RL)	Edwin Ijeoma	(EI)	Busisiwe Sithole	(BS)	Sherry Mclean	(SM)	Zanoxolo Mhwatuzana	(ZM)	Nox Chitepo	(NC)	Victor NaiDU	(VN)	Khuliso Ratshinanga	(KR)	Louis Gerald Maluwa	(LM)	Busi Ntuli	(BN)	Audrey Kalindi	(AK)	Ray Basson	(RB)	Tim Clynick	(TC)	Maphutha Makhura	(MM)	Kwame Andoh	(KA)	Candice Morkel	(CM)	Wiseman Masuku	(WM)	Bill Sewell	(BS)	Nkhensoni Golele	(NG)	Monica Kenneth	(MK)	Ngaka Machete	(NM)	Denise Archer	(DA)	Zukiswa Roboji	(ZR)	Anthony Sambumbu	(AS)	Hilda Mabhena	(HM)	Yvonne Brown	(YB)	Siphose Ncube	(SN)	Pumeza Gadu	(PG)	Nosisa Matjekane	(NM)	Rudzani Mudau	(RM)	Ernie Twala	(ET)
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	<p>Lufuno Tshikosi (LT) Uduak Johnson (UD) Nana Davies (ND) Liezille Jacobs (LJ)</p> <p>Absent with apologies Rae Wolpe (RW)</p>
<p>2. Minutes of Previous Meeting</p>	<p>Minutes of the previous meeting were reviewed corrections and additions were made to the minutes and the agenda was adopted.</p>
<p>3. AGM Meeting</p> <p>SAMEA Portfolios</p>	<p>SAMEA Eastern- Cape Chapter</p> <p>EI indicated that there were many SAMEA members from Eastern Cape who were members of the SAMEA eastern Cape chapter which was hosted at the university of Fort Hare.</p> <p>He stated that he was happy that SAMEA employed someone who could coordinate SAMEA activities. He added that SAMEA’s eastern cape chapter’s vision was to also employ a coordinator.</p> <p>He noted that there was a low capacity of experts in evaluation work and suggested that SAMEA and CLEAR collaborate in order to empower the young people interested in evaluation work.</p> <p>Functionality and Fundraising</p> <p>TB indicated that the objective of the above portfolio was to Increase awareness of and access to capacity development opportunities for members and potential members as well as to Contribute to strengthening M&E institutional capacity, especially of VOPEs.</p> <p>He indicated that there was now a section on the website that was added that had comprehensive information on accredited short and long M&E courses.</p> <p>He added that an interactive feature would be added on that section for members to give ratings and comments on the courses.</p> <p>He further noted the importance of sponsoring emerging evaluators. He stated that it was an admirable effort and suggested that it should continue.</p> <p>Capacity Development and Professionalization</p> <p>TB indicated that members on the above portfolio with other key stakeholders were responsible in developing a road map towards professionalization</p> <p>He further added that SAMEA was about to release the Terms of Reference and that SAMEA would host workshops where members would have their say on the issue. He encouraged members to be participate as much as possible.</p>

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	<p>International relations and cooperation portfolio</p> <p>TB indicated that the above aimed to Strengthen the capacity of evaluation associations in Africa.</p> <p>He further noted that SAMEA was involved with Afrea to solidify the efforts that afrEA embarked upon.</p> <p>He further noted that SAMEA gets invited to a number of regional and international conferences and the board was looking to extend those opportunities to SAMEA members.</p> <p>Community of Practice</p> <p>ML indicated that the current membership comprised of 319 active members. He further noted that there was a drop in membership number due to a lapse of memberships of those who had registered for the 2013 conference and didn't renew their memberships.</p> <p>He further noted that there was a very small percentage on NGO representation, something that SAMEA should pursue in the future.</p> <p>He further illustrated the membership distribution in South Africa, with Gauteng having the highest number of members.</p> <p>He indicated that 5 SAMEA newsletters had been published to date.</p> <p>Draft communication and membership Policies</p> <p>ML stated following a discussion on the need for a communication policy at the previous 2013 AGM meeting, legacy board members and SAMEA members contributed to the development of communication policy.</p> <p>He requested the members to go through the policies and give him feedback.</p> <p>Comments from Members</p> <p>Mr Shimbumbu indicated that the SAMEA should provide forms that could enable members to register manually.</p> <p>Mr T. Clynick, requested for the writing under the word 'Respect be changed'</p> <p>Prof Ejioma requested to change the topic from SAMEA code of professional values and conduct to membership values and conduct, as it could be sending a different message to M&E experts.</p> <p>After corrections and additions to the policy, members endorsed it.</p>

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	<p>African Evaluation Journal</p> <p>TB indicated that there was no clear communication between SAMEA and AFREA with regards to sharing of the AEJ. He noted that anyone could get a copy of the AEJ online for free and it was hence not a real benefit to offer SAMEA members.</p> <p>He however indicated that SAMEA had in its possession printed copies of the journal and was keen to share with the members. He added that a practical option was needed in order not to waste money posting the journal to outdated postal addresses on the SAMEA membership database.</p> <p>He suggested that members who wanted a hard copy of the journal could email the SAMEA secretariat their updated postal address, which then could be posted to them</p> <p>He suggested that the issue be put on the agenda for further discussion on the next SAMEA Meeting.</p> <p>Financial overview.</p> <p>ML relayed the apologies of the SAMEA treasurer, Mr Rae Wolpe who could not avail himself to present the financial overview.</p> <p>He indicated that financial statement indicated a breakdown of SAMEA's Assets and equity.</p> <p>He added that as of 1 March 2014 the balance was R838.889</p> <p>He further projected that by 2015 conference the bank balance would be approximately R1.6 M</p> <p>Ray Basson commended RW for effectively managing SAMEA finances.</p> <p>The members approved the financial statements presented.</p> <p>ML indicated that with the mandate from the members in attendance, he would appoint Bossof accounting for another year.</p> <p>Victor Naidu, requested to know if, the auditors were working at SAMEA best interest. ML indicated that the auditors had a good working relationship with SAMEA in the previous years and their rates were reasonable.</p> <p>The members were in agreement with ML's proposal to appoint Bossof accounting for another year.</p> <p>Membership Results</p> <p>ML indicated that voting ran from 26 September 2014 to 7 October 2014 (16:00PM)</p> <p>He announced the new members as Fazeela Hoosen, Shannaz Ebrahim and Nombeko Mbava.</p> <p>Closing remark</p>

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	TB indicated that he was privileged to serve on the SAMEA board and encouraged more people to join the board. He further thanked the outgoing members for their dedication and hard work.
10. AGM dates for 2014	The next AGM meeting to be determined
Meeting closure	Meeting ended 6 :30 PM

Chair: SAMEA

Date