

MINUTES OF THE SAMEA AGM

Date: 06 October, 2016

Face-to-Face Meeting
Minutes by: Kate

Time: 5:40 PM

Venue: Upper East Side Hotel, Cape Town

DELEBERATIONS	Action
<p>1. Welcome & apologies</p>	<p>Purpose: SAMEA AGM. RL welcomed attendees all at 5:40 PM. A warm welcome to all that attended the AGM meeting.</p> <p>Present:</p> <ul style="list-style-type: none"> Richard Levin (RL) Dugan Fraser (DF) Fazeela Hoosen (FH) Nombeko Mbava (NM) Lauren Wildschut (LW) Jerusha Govender (JG) Victor Naidu (VN) Alyna Wyatt (AW) Bill sewell (BS) Jan Mphasa (JM) David Manamela (DM) Dineo Monethi (DM) Cara Hartley (CH) Keketjo Lekoane (KL) Motlogelwa Mboniswa (mm) Sebasa Mehlaphe (SM) Zenda Peterson (ZP) Clement Dlamini (CD) Pumza Decreee (PD) Busisa Nokama (BN) Thabo Linake (TL) Mfuneko HERMANUS (MH) Bheki Mzyabo (BM) Nontsizi Dila (ND) Mdusi Mugomezulu (MM) Mahanuoa Mabidilala (MM) Mark Abrahams (MA) Anne Emmet (AE) Edwin Ijeoma (EI) Modise Dikobe (MD) Mike Leslie (ML)

DELEBERATI ONS	Action
	<p>Nicci v/d Merwe (NM) Fatima Mativha (FM) Xolani Mhinzela (XM) Sandile Faku (SF) Donna Podems (DP) Didintle Maleso (DM) Thabang Sekelo (TS) Ntefeleng Mokoena (NM) Lebogang Letebele (LL) Nomava Dukisa (ND) Nosizwe Pakade (NP) Sibongile Gobile (SG) Kevin Kelly (KK) Bheki Mamba (BM) Oscar MANKOSI (OM) Julia MAKALENG (JM) Mthetheleli Poti (MP) Nezisa Pambo (NP) Nondumiso Mananga (NM) Siyabuleza Claju (SC) Kanyisa MAZI (KM) Baxana Mandie (BM) Kate Mwaura (KM)</p> <p>Absent with apologies Asgar Bhikoo (AB),Awuor Ponge (AW)</p>
<p>2. Minutes of Previous Meeting</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.</p>
<p>3. EC SAMEA and WC SAMEA Network Report</p>	<p>Report from Eastern Cape SAMEA Chapter(Prof Edwin Ijeoma)</p> <p>EI- Eastern Cape chapter was SAMEA's 1st chapter, which is hosted by the UFH.</p> <p>The chapter was in partnership with UFH-SAMEA-IDAM .It had created evaluation learning network to allow the researchers to present their research work.</p> <p>They had created evaluation intention programme which will start in 2017. IDAM will sponsor 2 M&E interns' to work at the office of the premier Eastern Cape and the National Treasurer.</p> <p>The committee members of the chapter has been revived, and they all attended the capacity workshops.</p> <p>He requested for the next annual conference to be held at the Eastern Cape</p>

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	<p>Human resources</p> <p>RL- the board reviewed the employee structure and decided to keep the one post of the project administrator.</p> <p>The key performance areas and indicators of the post were adopted by the board; and an interim performance review reflected satisfaction with the progress which the current employee.</p> <p>Given board’s commitment to membership satisfaction, he indicated that the members would be given an opportunity to rate the administrative service levels which they are currently receiving, together with requests for enhanced services through the outgoing survey.</p> <p>Member Services Portfolio(Fazeela Hoosen)</p> <p>FH- The portfolio had three work areas communication policy, value for money, the emergence of young evaluators is fostered.</p> <p>A SAMEA newsletter went out at the end of every month, the team was currently reviewing the newsletter to make it more interactive</p> <p>The Portfolio members were also currently reviewing the website to ensure that it had current and relevant information</p> <p>SAMEA membership survey was planned to be circulated to members in November 2016.She encouraged members to edit their portfolio with their current information.</p> <p>New policies in the pipeline</p> <ul style="list-style-type: none"> • Membership participation policy <p>The purpose was to provide a principled guide for appropriate participation of SAMEA members across all SAMEA related platforms, mediums and messaging.</p> <p>A sub-committee comprised of active SAMEA members had been formed. Progress on this was still underway.</p> <ul style="list-style-type: none"> • SAMEA Membership Recognition Awards Policy <p>A draft version was developed and was subject to finalization by the end of the year. Piloting would be at the next SAMEA Biennial Conference in 2017.</p> <p>The Value for money awareness.</p> <p>3 eval cafés had been completed with 2 more to happen in October and November.</p> <p>The development of the 6th biennial conference was underway. It was likely to happen 09 - 13 October and the venue would be confirmed in due time.</p>

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	<p>Question and Answer Session</p> <p>Mr Ngobile-there was a dominance of individual membership and institutional membership very few, what should SAMEA do to get that number to increase?</p> <p>FH-we are trying to be more inclusive in getting more institutional members, this is however work in progress. We needed to get a working relationship with many institutions who will in the end be SAMEA institutional members</p> <p>Strengthening Evaluation Portfolio (Dugan Fraser)</p> <p>Develop clear research agenda and facilitate commencement of 4 studies</p> <p>Background: DF- The strategic review and professionalisation study, gave a comprehensive look at the state of the evaluation status.</p> <p>A research partnership had been forged between CLEAR-AA, CREST and SAMEA and a clear set of research topics have been identified.</p> <p>Funding was available for up to 4 studies has been secured. Call for proposals had been issued and promoted locally & on BetterEvaluation.Org, so far we had received 6 proposals and anticipated more proposals by 14 October deadline.</p> <p>He indicated that the interim findings would be presented at the 2017 Afrea conference in Uganda.</p> <p>Development of frameworks on ethics, competencies and standards</p> <p>An initial draft position paper has been drafted.</p> <p>Competency work for evaluators- SAMEA would be linking it with what had been done by DPME</p> <p>Comments</p> <p>Prof Ejioma- the research should allow exclusive participation and not exclude some interested parties.</p> <p>DF- Prof Ejioma's concerns were valid and he would raise his query with CLEAR</p> <p>Partnerships with evaluation stakeholders are forged & sustained</p> <p>DF- SAMEA wanted to get better relationship with our established chapters and networks and re-energise partnership with our long term partners such as DPME and PSC.</p> <p>A successful SAMEA-AEA Partnership Program which sought to provide a platform for the SA evaluation community to engage with the idea of developing competencies for the country and review what we currently had in place had been forged.</p>

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	<p>Financial Report (Alyna Wyatt)</p> <p>AW- SAMEA aimed to have a healthy financial balance of 1M year on year 2016FY began with the cash balance of R1,179,358 and ended the financial year with a balance of R 911636</p> <p>2017 FY looked to be on track even in absence of conference year - currently ahead of 2016 FY balance</p> <p>Board determined that membership fee should increase due inflation and proposed for individual membership to increase from R380 to R420 and student membership from R90 to R100- fees had not increased since prior to 2012</p> <p>Members Confirmed to continue with Boshoff accountants to assist the new treasurer.</p> <p>Tiers and packages would be developed and sold in an effort to generate increased partnerships' and funding from a more diverse set of partners. Budgeting process for each portfolio would help our fundraising projects.</p> <p>The financial documents were reviewed and adopted.</p> <p>Board Election Results (Lauren Wildschut)</p> <p>LW-104 votes had been casted by 66 members. Jerusha Governder received 43 votes, Asgar Bhikoo with 38 votes and Nomcebo Dlamini with 18 Votes.</p> <p>The new board members were Jerusha and Asgar.</p> <p>SAMEA's intended to streamline board member elections with AGM cycle. She then requested for the outgoing members (Dugan and Ramesh) in March 2017 to stay on until Oct 2017. The board was in agreement.</p> <p>Awards ceremony (Richard)</p> <p>SAMEA seeked to appreciate and recognize SAMEA legacy board members. To start off the initiative, SAMEA would be honouring SAMEA founding members whose foresight and leadership laid the foundation for the current SAMEA.</p> <p>The founding members in the AGM were acknowledged and thanked.</p> <p>Closing Remarks</p> <p>The 6th October, marked the end of term as Chair and board member. He indicated that SAMEA existed to serve our members and I sincerely hoped that during his term he has served the members</p> <p>DF- Thanked Richard for his service to SAMEA and indicated that SAMEA gained a lot under his his leadership.</p>
<p>10. AGM dates for 2017</p>	<p>The next AGM meeting to be determined</p>

DELEBERATI ONS	Action
Meeting closure	Meeting ended 7 :20 PM

Chair: SAMEA _____

_____ Date