

## MINUTES OF THE 2019 SAMEA AGM

**Date:** 24 October, 2019

Face-to-Face Meeting

**Time:** 17:30

Minutes by: Kate

**Venue:** Emperors Palace Gauteng

DELEBERATIONS	Action
<b>1. Welcome &amp; apologies</b>	Purpose: SAMEA AGM.
	MA welcomed attendees all at 17:30. A warm welcome to all that attended the AGM meeting.
	Present:
	Fatima Mativha (FM) Nomvesilo Jali-Khaile (NK)
	Dugan Fraser (DF) Simphiwe Mngadi (SM)
	Fazeela Hoosen (FH) Rama Raphalalani (RR)
	Lauren Wildschut (LW) Themba Manyange (TM)
	Jerusha Govender (JG) Mark Everett (ME)
	Victor Naidu (VN) Thabisle Zuma (TZ)
	Mark Abrahams (MA) Ian Goldman (IG)
	Edwin Ijeoma (EI) Yvonne Brown (YB)
	Mike Leslie (ML) Ndivhumo Rambau (NR)
	Jennifer Bisgard (JB) Takalani Muloiwa (TM)
	Aluwani Mauda (AM) Siphathise Dyongo (TD)
	Amanda Jitsing (AJ) Yolanda Mose (YM)
	Ramesh Maharaj (RM) Modilowe SeKoele (MS)
	Gail Smith (GS) Ayanda Mtanyana (AM)
	Dena Lomofsky (DL) Myles Ofense (MO)
	Andries Mangokwana (AM) Kevin Kelly (KK)
	Rofhiwa Raselanle (RR) Stephanie Thomas (ST)
	Khumo Pule (KP) Fazeela Hoosen (FH)
	Gift Mpyana (GM) Benita Williams (ML)
	Shylock Muyagwa (SM) Katharine Tjasink (KT)
	Rhoda Goremuचेche (RG) Leticia Taime (LT)
	Ayaad Sayeed (AS) Alyna Wyatt (AW)
	Pravin Pillay (PP) Babette Rabie (BR)
	Alice Odhiambo (AO) Dena Lomofsky (DL)
	Dibolelo Ababio (DA) Alicia okeyo (AO)
	Mamatshiliso Nhlapo (MN) Nancy Sesinyi (NS)
	Candice Morkel (CM) Darlington Mutakwa (DM)
	Nhlanhla Khumano (NK) Mkulwa Tichura (MT)
	Benon Basheka (BB) Mayibongwe Manyoba (MM)
	Grace Igweta (GI) Tumiso Chepape (TC)

	<p>Hanli Human (HH) Lusungu Kancheche (LK)  Eleanor Hazell (EH) Lauren Wildschut (LW)  Jennifer Norins (JN) Gail Campell (GC)  Zukiswa Ngcemu (ZN) Fatima Adam (FA)  Meryl-lynn Colborne (MC) Marion Stewart (MS)  Gotse Motunoku (GM) Shariefah Mohamed (SM)  Kutala Pangwa (KP) Zulaikha Brey (ZB)  Gordon Freer (GF) Katleho Mphuthini (KM)  Cara Hartley (CH) Bokang Mabitso (BM)  Anniza Burnette (AB) Joelone Ramone (JR)  Steffen Becker (SB) Sarah Hugow (SH)  Amelwa Mapatwana (AM) Margaret Roper (MR)  Benita Reddi (BR) Cullen Mackenzie (CM)  Ruth Mojalefe (RM) Donald Manyana (DM)  Thembetihle Njilo-Dube (TD) Sboniso Nyide (SN)  Tebogo Kganakga (TK)  Tikwiza Silubande (TS)  Dazdania Magwiro (DM)  Milisa Janda (MJ)  Anja Mulder (AM)  Sandile Ngampholala (SN)  Montagu Murray (MM)  Masete Letsoalo (ML)</p> <p>Absent with apologies Mokgophana Ramasobana (MR)</p>
<p><b>2. Minutes of Previous Meeting</b></p>	<p>Minutes of the previous meeting were reviewed for corrections and additions were made. The minutes were approved, thereafter minutes and the agenda were adopted by Benita Williams and seconded by Jennifer Bisgard.</p>
<p><b>3. Chairperson's Report</b></p>	<p><b>Overview of strategic vision, key programmes and outcomes, and highlights</b></p> <p><b>SAMEA partnerships</b></p> <p>MA thanked SAMEA's existing partners such as World Food Programme (WFP), Department of Planning, Monitoring and Evaluation (DPME) and BRIDGE, that were essential in furthering the vision of SAMEA which was to promote the recognition of M&amp;E as a profession and discipline essential to development, and practiced and used in a manner that adds significant value to effective, sustainable development in South Africa.</p> <p>MA cited that there were 2 more partnerships on the pipeline such as National Association of Social Entities of Education (NASCEE) and one with National Lotteries Commission (NLC) that would be finalised in year 2020.</p>

<p><b>SAMEA Portfolios reports</b></p>	<p><b>Conference and Capacity Building Workshops Report 2019 (Amanda Jitsing)</b></p> <p>AJ: 2019 conference was a successful international conference attended by a total of 545 delegates, while 50% of the delegates were from outside of South Africa. The portfolio received a total of 198 abstracts, 98 abstracts were selected 35 of which were posters spread between 6 strands.</p> <p><b>Pre-Conference workshops</b></p> <p>The Pre-Conference workshops were well attended by a total of 269 participants. A total of 17 pre-conference workshops were on offer, with an introduction of 5 completely new workshops.</p> <p><b>Emerging Evaluators</b></p> <p>The conference also sponsored 13 Emerging Evaluators to attend the conference.</p> <p><b>Conference Innovations</b></p> <p>225 people used the conference app.</p> <p><b>Membership</b></p> <p>As at 24 October 2019, SAMEA had 551 members of SAMEA in good-standing and 16 institutional members with highest number thus far. With 61% of the membership being individual members, 25% institutional membership, 14% making up the student membership.</p> <p><b>Geographical spread</b></p> <p>Most members come from Gauteng making 57%, followed by Western Cape with 19%, Eastern Cape with 9% and KZN with 6%, Free State and Mpumalanga both have 2%, Northern Cape and Limpopo both have 1% followed by North West which was 0.5%. It was noted that the Board needed to have membership campaigns to attract members from the provinces with very little membership representation.</p> <p><b>Webinars</b></p> <p>The webinars increased in popularity. SAMEA had offered a range of 3 webinars for the year.</p> <p>Results of survey conducted after every webinar highlighted the following;</p> <ul style="list-style-type: none"> <li>• More practical webinars on how to actually “do” -e.g. how to apply evaluative thinking, collect and analyse data.</li> <li>• Participants requested SAMEA to host a webinar on Ethics &amp; Creating dashboards.</li> <li>• To make webinars more interactive.</li> <li>• To poll topics before scheduling.</li> </ul>
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## **Strengthening Evaluators and Evaluation**

### **Emerging Evaluators(EEs)**

NN noted that the Board's main focus was to support new entrants into the field, grow the sector and assist in professional development.

As such, SAMEA had been providing Scholarships to Emerging Evaluators to attend the preconference workshops and conference since before 2013.

In this 2019 conference, SAMEA looked to recognise EEs that were doing exceptional work in the field of M&E and two emerging evaluators having been given Awards.

NN cited that the SAMEA Emerging Evaluators Concept Note had been complete. The full document would be accessed through the SAMEA website. The next steps to be undertaken would be implementation of the Concept Note.

She noted that there was an existing EEs Topical Interest Group (TIG).

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

After much consultation with different sectors across SAMEA communication platforms, Ms Rhoda Goremuचेche drilled down with competencies with 7 Domains and 59 Competencies.

Process going forward, Ms Goremuचेche would incorporate feedback received from the conference delegates. Then a survey would be conducted with SAMEA members and graduate M&E students in November.

Between October 2019 to February 2020, Ms Goremuचेche will interview evaluation experts, SAMEA board members, faculty members and commissioners of evaluations.

Data review analysis would be undertaken between April and May of 2020 and the final draft competencies will be shared with the board and SAMEA members in June 2020.

### **Supporting Publications**

The board undertook a concerted effort to support publications to contribute to the body of M&E learning, and produced a Knowledge Compendium. The best papers out of the conference would also be published in the African Evaluation Journal.

### **Financial Report (Jamie Robertsen, Amanda Jitsing)**

JM- Financial decisions (beyond regular operational expenses) were made at a board level across all activities.

Treasury Management Guidelines was followed with the exception of a finance sub-committee (decisions are made a board level).

The previous Treasurer, Alyna Wyatt rolled off and was replaced in the new financial year.

BVA Inc. were the SAMEA auditors. BVSA were the SAMEA bookkeepers - part of same consortium, but auditors and bookkeepers were from different companies.

Conference and Workshop fees owed to SAMEA reduced significantly due to a post financial payments.

At the end of the 2018 financial year, SAMEA's trade receivables were R518 731. By the end of the 2019 financial year, this had decreased to R37 455.

There was less money on hand during workshop year. SAMEA was currently using conference income to subsidise our workshops, the board requested how to reconfigure workshops/ look at accredited training / increase membership fees or completely doing away with workshops.

JB - requested that the workshops should stay as SAMEA was mandated to provide capacity development by the members.

BW- indicated that fluctuation of numbers was the nature of how all VOPEs operate.

EI- Supported BW in developing a sustainability strategy to raise money directly or indirectly for workshops.

AW- There was a need to transition from the current bookkeepers.

#### **Eastern Cape Community of Practice ( Edwin Ijeoma)**

EI-The Chairperson Mr Mnizelwa was unable to attend hence Prof EOC Ijeoma provided the Branch Update ( As the Provincial Patron)

The COP through IDAM sponsored 23 government officials from the National Department of Agriculture, Fisheries and Forestry to attend the conference.

The COP had sponsored about 20 EES to attend the previous 2 SAMEA Conferences.

There is an anticipated collaboration between the COP and the Primer in the year 2020.

IDAM sponsored only one Evaluation Learning Network meeting in 2019.

The COP recruited graduates of PG: Dip in Public sector Monitoring and Evaluation as new and Emerging Evaluators, however sustaining SAMEA membership had been a huge challenge as students completed their studies and majority go back to non-evaluation daily work routine.

The COP through IDAM would be partnering with the Eastern Cape to commence Quarterly Provincial Breakfast from February 2020.

#### **Western Cape COP ( Mark Abrahams)**

MA- encouraged people in the Western Cape to join the COP.  
There were new faces in the network.

There was a hunger for engagement in the Western Cape and the next engagement would be on the 19<sup>th</sup> of November.

#### **Board Election Results ( Matodzi Amisi)**

	<p>The board thanked the outgoing board members Jerusha Govender and Asgar Bhikoo for their hard work during their 3 year term.</p> <p>The 2019 elections results are as follows:  Number of votes that have been casted: 166  Number of voters that casted a vote: 75  8 members were nominated in total:  Members elected were:</p> <ul style="list-style-type: none"> <li>• Cara Hartley (Meintjes): 32 votes</li> <li>• Mokgophana Ramasobana: 27 votes</li> <li>• Ayanda Mtanyana: 23 votes</li> <li>• Zeenat Ishmail :23 votes</li> <li>• Eleanor Hazell</li> <li>• Nhlanhla Sithole</li> <li>• Mamatshiliso Nhlapo</li> <li>• Mzu Bushet</li> </ul> <p>However just before the AGM started Zeenat Ishmail receded her nomination.</p>
	The next AGM meeting to be determined.
<b>Meeting closure</b>	Meeting ended 06 :49 PM

Chair: SAMEA \_\_\_\_\_

Date \_\_\_\_\_