



S A E E
The Southern African Association for Energy Efficiency (SAEE)

Board Meeting

Minutes

Venue: Tele-conference
 Date: 22 April 2010
 Time: 10:00 – 11:00

AGENDA ITEM		
1. Welcome		
<p>Prof L.J. Grobler welcomed board members to the first board meeting for 2010. He explained that the outcome of this meeting was to give a summary of 2009 and an outline on 2010. He also welcomed Sandra du Preez to her first SAEE meeting. Sandra is the project manager to Mining & Industrial Energy Optimisation.</p>		
2. Attendance Register		
Present	Prof. L.J. Grobler (President) Karel Steyn (Eskom) Lisa Reynolds (Saint-Gobain Construction) Sydney Zeederberg (Sasol Synfuels) Hope Mashele (ABSA) Dr Tsakani Mthombeni (Anglo American)	Annelie Deysel Pheiffer (SAEE) Marietjie Strydom (SAEE) Erika Kruger (SAEEC) Sandra du Preez (M&I EO)
Apologies	None	
3. Finalizing of Agenda		
No new items were added under General.		
4. Acceptance of previous minutes		
<p>The minutes of the previous meeting was approved by Karel Steyn and seconded by Sydney Zeederberg.</p> <p>Please see document 1 for previous meeting minutes.</p>		
5. Membership Status Update		
Annelie Deysel Pheiffer	Annelie gave an update on individual-, corporate and institutional membership status of the SAEE to date. Annelie explained that all members that had had an outstanding	

	<p>membership fee for 2 or more consecutive years', membership have been automatically cancelled.</p> <p>With all the new applications, and cancelled memberships, a membership graph was presented to the board.</p> <p>Marietjie has invoiced all the members for the 2010 financial year.</p> <p>Prof Grobler asked Marietjie to check with the auditors if it would be possible to write off all the outstanding membership fees.</p> <p>Please see document 2 attached for membership update.</p>	Marietjie Strydom
6. Website Status Overview		
Annelie Deysel Pheiffer	<p>Annelie provided the board with the website statistics of the SAEE and the SAEEC from April 2009 until April 2010.</p> <p>From the graph it is clear that the visits to the website have increased significantly.</p> <p>The SAEEC has already changed all the information around for the upcoming convention in November 2010. The SAEEC 2010 also has a brand new logo.</p> <p>Please see document 3 attached for website statistics.</p>	
7. Newsletter Data basis update		
Annelie Deysel Pheiffer	<p>Annelie was delighted to share with the board that the SAEE data basis has grown to just over 9000 active email addresses, which gets updated frequently.</p> <p>The SAEE, SAEEC, Energy Training Foundation and Mining & Industrial Energy Optimisation have put all their contacts on one list, and from there gives the reader the opportunity to subscribe or unsubscribe form each individual list.</p> <p>Mr Karel Steyn asked if it would be possible to have some figures on the totals contacts reading the emails. Annelie replied that we get a report after every blast. Prof Grobler asked Annelie to add these report to present to the board at the next board meeting.</p>	Annelie Deysel Pheiffer
8. Road Show 2010 Summary		
Annelie Deysel Pheiffer	<p>a) Columbus Stainless (Pty) Ltd The SAEE is presenting their first ever Road show in conjunction with another company. Columbus is having an energy awareness theme amongst their employees, and has approached the SAEE to present this road show as part of their program. This show will take place on 6 & 7 May 2010, at the Middelburg Camber of Commence.</p> <p>b) Richards Bay The date for this Roadshow has been confirmed for 6 August 2010. Venue and detailed program will be advised soon.</p> <p>c) Port Elizabeth The date for this Road show is confirmed for 27 August 2010, and will take place at the Nelson Mandela Metropolitan University. We are very happy to</p>	

	<p>report that the University are very closely involved in this program, and has already confirmed an academic speaker to this show. We are also going to target final year Engineering students to attend, as a way of introducing them to the business world.</p>	
9. 2010 Student Bursaries Report		
<p>Annelie Deysel Pheiffer</p>	<p>Annelie reported to the board that the amount of scholarship applications significantly improved in comparison to other years. Annelie has especially targeted Communications personnel within the engineering departments at the different academic institutions. These people then distributed the advertisement for the bursaries within their internal emailing systems. This has raised good awareness with the students.</p> <p>The applications were sent to the student evaluation committee, and results would be announced soon.</p> <p>Three student bursaries of R15 000 each will be granted at the upcoming CEM and CMVP awards ceremony at Buitengeluk, on June the 2nd 2010.</p>	
10. SAEЕ Demographical Survey Report		Action
<p>Annelie Deysel Pheiffer</p>	<p>The demographical survey was sent to out once to members only. 25 Members completed the survey of the 247 individual members it was sent to. After careful evaluation, Annelie has drawn up graphs of every questions asked in the survey.</p> <p>This gives the SAEЕ a very informed idea of our current target audience, and possible places for improvements.</p> <p>Mr Karel Steyn was happy with the way this was done, and how the outcome was reached.</p> <p>Mr Hope Mashele thought that the amount of response was not exactly successful, but also agreed that the insight was good.</p> <p>Prof Grobler said that he recommended some minor changes to be done in terms wording of different questions, and the type of options given for answers on questions, for instance, making changes on the BEE status question, and including Botswana as a geographical option.</p> <p>Annelie to run another two blasts once the amendments have been done on the survey. Annelie to have the next report ready by the next board meeting.</p> <p>Please see document 4 attached for demographical survey report</p>	<p>Annelie Deysel Pheiffer</p>
11. SAEЕ, SAEЕC2010 and ETF Committees		Action
<p>Annelie Deysel Pheiffer</p>	<p>Annelie provided the board with a detailed contact list of individuals that serves on different SAEЕ related committees. Prof Grobler concluded that this list will give the board more clarity on which individuals assist with which projects. He thanked all the individuals serving on these committees for their help and support.</p> <p>Mr Karel Steyn requested to add the information of the Council for Measurement and Verification South Africa, and the CEA information to this contact list.</p>	<p>Annelie Deysel Pheiffer</p>

	Please see document 5 attached for Committee details.	
12. SAAE Convention 2010 Report		
Erika Kruger	<ul style="list-style-type: none"> • Confirmation of dates and venue: Emperors Palace, Gauteng. 10-11 November 2010 (exhibition set up 09 November 2010). The opening session will take place at NCC, at Emperors and 3 breakaway rooms will also be occupied for the seminar sessions • Registration of delegates: 20% increase in the SAEEC2009 delegate fee • Exhibition: Will be presented in Assembly Rooms 1-6, at Emperors Palace. A floor plan accommodating 50 exhibition stands, are being sent out to possible exhibitors. 20% increase in the SAEEC2010 exhibition stand fee. We ran a special offer, selling the exhibition stands at the same price as last year, until 28 February 2010. Early bird registration date has been set up to the 31st of May 2010 (this has a 12% discount implication for SAAE corporate members, and a 10% discount for non corporate members). 9 exhibition stands have already been booked for the SAEEC2010 exhibition. Our database of possible companies to be targeted stands on 522 companies and this database is being updated. • Sponsors: No sponsorship could be secured yet. • Speakers: A possible 144 speakers have been identified and we are in the process of sending invitations out. 4 speakers have already committed. The 2nd call for papers will be published via a newsletter at the beginning of May. • Media Partnerships: We have partnered with the following publications; Mechanical Technology, 25 Degrees in Africa, Electricity and Control and Watt now. As part of our media barter with these publications, we will publish ads in their July and September issues, in order to market our event. <p>Marketing: The SAEEC website has been revamped in order to better its use to our clients. A monthly newsletter is distributed to our members, as well as non members. Sms notification was sent out to notified everybody of the date and venue of the event. The event logo has been revisited and the new logo has been set for use.</p> <p>Prof Grobler brought to the meetings attention that SANEA is presenting an energy conference on the precise dates we are having our convention. Erika requested Mr Karel Steyn to discuss the issue with the relevant Eskom employees who are on the steering committees for the SANEA conference. Prof Grobler requested that a letter should be forwarded to SANEA drawing their attention to the fact that the dates for the two events are exactly the same.</p>	
13. Financial Reports		Action
Prof LJ Grobler	The Cash flow statements of the SAAE, which includes the statements of the below companies, were presented to the board.	

	<p>a) SAEE b) SAEEEC2009 c) Mining & Industrial Energy Optimisation</p> <p>Please see attached document 6 for financial statement.</p>
14. Mining & Industrial Energy Optimisation	
Sandra du Preez	<p>Sandra gave a detailed overview of the schedule for 2010, the full list of current chapter members and Eskom' involvement in these events.</p> <p>Please see attached document 7 for M&I EO report.</p>
15. Council of Measurement and Verification	
	Action
Karel Steyn	<p>Mr Karel Steyn gave an overview of the developments within the Council of Measurement and Verification South Africa.</p> <p>SANNAS has requested a meeting with CMVPSA to get M&V companies to be aligned with the board and the regulations. They wanted to make sure that CMVPSA's constitution is done properly, and that no problems might occur. Mr Steyn said he was feeling very positive over this meeting. Dr Tsakani Mthombeni agreed to Mr Steyn's positivity, as he stated that the standard of M&V is very high.</p>
16. TC242 Update	
Lisa Reynolds	<p>Ms Lisa Reynolds summarized that the TC242 workgroup has done very well. The SATC5000/10 might possibly be taken internationally.</p>
17. General	
<p>No items were added under general.</p>	
18. Next Annual General Meeting	
<p>The next meeting is scheduled for August, but date will be confirmed shortly.</p>	
19. Meeting adjourned	
<p>Individuals calling in on teleconference adjourned.</p>	