



The Southern African Association for Energy Efficiency (SAEE)

Board Meeting Minutes

Venue: The Mall offices, Sasol
Date: 22 June 2012
Time: 09:00

AGENDA ITEM		
1. Opening and Welcoming		
Mr. Karel Steyn welcomed everyone to the meeting.		
2. Attendance and Apologies		
Present	Karel Steyn Sydney Zeederberg Lisa Reynolds Hope Nga Mashele Erika Kruger (SAEEC) Yolanda de Lange (Media Relations) Christi Bester (Financial) Danielle Badenhorst (SAEE) Jean Venter (Van der Walt & Co.)	karel.steyn@eskom.co.za sydney.zeederberg@sasol.com lisa.reynolds@saint-gobain.com hope.nga.mashele@gmail.com convention@sae.org.za delangey@mweb.co.za finance@sae.org.za info@sae.org.za jean@vdw.co.za
Apologies	Dr. Tsakani Lotten Mthombeni Prof. LJ Grobler	tsakani.mthombeni@tia.org.za lj.grobler@nwu.ac.za
3. Personalia		
The Board congratulated Erika Kruger on her birthday celebrated 21 June 2012. Danielle Badenhorst welcomed Christi Bester to the SAEE (appointed in March 2012). Sydney Zeederberg confirmed that he relocated from Secunda to Midrand. Lisa Reynolds was congratulated on being the Sustainability Development Executive within Saint-Gobain. Erika Kruger congratulated Dr. Tsakani Mthombeni in his absence on their new baby.		
4. Finalising of Agenda		
The MIEO proposal for a working relationship was added as discussion point under General. Danielle Badenhorst explained a performance report was drawn up with all current statistics including the media, Convention and SAEE matters.		
5. Acceptance of previous minutes		
The minutes of the meeting held on 2 September 2012 was accepted by Hope Mashele and seconded by Sydney Zeederberg.		
Matters arising from previous minutes		Person
Constitution Mr Jean Venter from Van der Walt & Co. was assigned the service of revising the SAEE Constitution. A working session was held and the proposed changes were discussed:		Mr. Jean Venter
<ul style="list-style-type: none"> • The wording "promotion" should be revised to enhancement (2.Objectives) • Financial year will be revised to Membership year (8. Membership) • Membership classes should have different Conditions and Fees • The number of Board Bearers is fixed on 6 – 8 (10. Executive committee) • Powers of executive committee should read : establishing branches and similar special interest group • The financial year should be shifted to 1 July – 30 June • Financial auditors should be appointed annually (14. Funding and Financial management – Auditors) • Branches and divisions should include that the Branch have to operate within the Constitution of the SAEE (15. Branches and divisions) • Number sequence should be corrected as point 15 was repeated 		

<p>Hope Mashele proposed a document should be drawn up with the Associations policies with regards to mandates from the executive committee. Mr Jean Venter explained the personal interest can be interpreted that service providers should not be members. Karel Steyn to discuss matter of Personal interest with Prof LJ Grobler regarding relationship between Energy Training Foundation and the SAEE.</p>	<p>SAEE Secretariat Karel Steyn</p>
<p>Yolanda de Lange raised the question of Conflict of interest regarding working for SAEE and a member. Hope Mashele explained that as long as she is not in a position of being a single decision maker, conflict of interest is not breached and must be seen as a service provider providing services for both SAEE and other companies. Karel Steyn and Yolanda de Lange to discuss matter with Prof LJ Grobler. Karel Steyn proposed that a person from the Competition Commission should be invited to the next meeting. Lisa Reynolds confirmed the necessity to declare conflict of interest within the Association.</p>	<p>Karel Steyn</p>
<p>Mr Jean Venter explained the previous Constitution had a lack for Board succession. He further stated the Constitution will now provide for President-elect. Hope Mashele stated there is two government bodies the SAEE can bring on board and co-opt Board members and a co-opt clause should be included in the new Constitution. Yolanda de Lange added that the SAEE would need representation at bodies including SABS, ECSA, NQF, Energy Awards ESETA, Government and NCRS through policy committees.</p>	<p>SAEE Secretariat</p>
<p>Mr Jean Venter explained administrative accountability needs to lie with someone within the Association. The SAEE need to establish a legal mandate for the company secretariat.</p>	<p>SAEE Secretariat</p>
<p>Mr Jean Venter explained the financial year should closely represent the business cycle of the Association. A proposal was made to shift the financial year to 1 July – 30 June and a transitional year will be made within next year.</p>	<p>SAEE Board</p>
<p>It was confirmed that the independent auditor for financial services should be proposed at a Board meeting and be voted on annually.</p>	<p>Mr. Jean Venter</p>
<p>The Constitution will be send to the Board for feedback which needs to be completed within the next two weeks. Approval for the Constitution to be made at the AGM at the end of the year. Mr Jean Venter explained the new Constitution is essential for multiple processes including the tax exemption process and proposed a faster process for Constitution adoption by informing members.</p>	<p>SAEE Board Mr. Jean Venter</p>
<p>Tax Exemption process Erika Kruger confirmed the SAEE did not lose its Non Profitable Organisation status as mentioned during the AGM but lost tax exemption. Mr Jean Venter explained a new application will be resubmitted and if application is still unsuccessful the new Constitution will be used for resubmission.</p>	<p>Co-opt process for Board members Prof LJ Grobler was contacted via telephone to join in the discussion. Prof LJ Grobler explained a process should be put in place in order to co-opt a person on the Board. Mr Jean Venter expressed his availability to participate in committee providing it does not clash with client meetings. This services will be done free of charge and the only chargeable services will include technical work done outside the committee for example the Constitution. Prof LJ Grobler further proposed the new Constitution be amended to cater for this process and be approved during the AGM at the end of the year. Karel Steyn explained that the Constitution will be adopted very quickly. Prof LJ Grobler proposed Mr Jean Venter be appointed as a service provider in the interim until the Constitution is approved.</p>
<p>Strategic feedback Danielle Badenhorst explained the reports include the proposals made during the division meeting in March.</p>	

Certification and Accreditation

It was proposed there will be three types of courses:

1. SAEE Accredited courses
2. SAEE Endorsed courses
3. International courses

An *accreditation* will be applied to the training course as such and not to any entity, company or service provider. Accreditation will only be considered and applied to courses with a written exam after a preparatory training course. The SAEE owns the exam of the accredited course.

An *endorsement* will be applied to the training course as such and not to any entity, company or service provider. An endorsement can be considered and applied to courses with no form of assessment after course.

Accreditation for International courses will be applied to a course with an existent international certification and accreditation.

The process for evaluation of each course will be done as follow:

- Course material to be submitted to and evaluated by the SAEE Board
- Trainers to be evaluated by the SAEE Board
- The exam will remain the intellectual property of the training provider (International accredited courses only)
- The exam will remain the property of the SAEE (SAEE Accredited and Endorsed courses)
- The exam must be proctored by the SAEE
- Accreditation/Endorsement to be renewed annually
- Accreditation/Endorsement and trainer to be reviewed every three years

Sydney Zeederberg mentioned that there is currently no control on CPD accreditation within the energy efficiency industry. Yolanda de Lange explained that in order for the SAEE to become an authority body the Association has to go with the government structures that are currently in place. Hope Mashele stated the SAEE should add value to the CPD credit process and should find a way to communicate the status of the member with regards to CPD credits.

Yolanda de Lange further stated the SAEE should have Board member representation at NQF and Energy Awards ESETA. She mentioned a lot of Universities have Energy courses but are not certified through SAQA and the SAEE should play the authority role. Danielle Badenhorst to circulate mail to SAEE Board members in order to indicate where they are currently involved and where they would like to get involved. Yolanda de Lange to send through proposal to the Board for feedback. Karel Steyn urged the Board members to forward any documents for feedback to the Board members for comments.

Yolanda de Lange

The proposal for the process of Accreditation was approved by the Board. Karel Steyn confirmed the criteria for the evaluation of the courses must be drawn up and an evaluation committee should be formed

Branches

The proposal for SAEE Branches for the are as follow:

- Branch constitution should be derived from the SAEE's Constitution.
- All events should have an umbrella view from the SAEE.
- Events hosted by the Branch cannot be named Convention and should be seen as regional events and not national events.
- All events should be marketed under the SAEE name and use the SAEE logo.
- All administration functions will stay with the SAEE head office for quality control.

Processes

- The Branch to propose an annual budget to the EXCO (Lisa Reynolds and Tsakani Mthombeni) and the board will decide on the level of remuneration.
- Reports on all Branch activities should be sent to Tsakani Mthombeni and Lisa Reynolds before every board meeting in order to present to the board.
- Operational plans and budget to be presented annually and reviewed by the board. Operational plans should include Human Resources, activities and finance.

Karel Steyn confirmed that an annual budget must be submitted by the branch indicating their needs in order for the Board to determine how the funds will be remunerated.

The follow up meeting was proposed due to time constraints. Danielle Badenhorst to circulate possible dates.

Danielle
Badenhorst