



S A E E

The Southern African Association for Energy Efficiency (SAEE)

Board Meeting

Minutes

Venue: Browns of Rivonia
Date: 2 September 2011
Time: 11:00

AGENDA ITEM		
1. Opening and Welcoming		
Prof. LJ Grobler welcomed everyone to the meeting		
2. Attendance and Apologies		
Present	Prof. LJ Grobler Karel Steyn Sydney Zeederberg Tsakani Mthombeni Edith Kikonyoga (MIEO Chairperson) Erika Kruger (SAEEC) Yolanda de Lange (Media Relations) Marietjie Kruger (Financial) Danielle Badenhorst (SAEE)	Lj.grobler@nwu.ac.za karel.steyn@eskom.co.za sydney.zeederberg@sasol.com tsakani.mthombeni@tia.org.za Edith.Kikonyogo@za.abb.com convention@sae.org.za delangey@mweb.co.za finance@sae.org.za info@sae.org.za
Apologies	Lisa Reynolds Hope Nga Mashele	lisa.reynolds@saint-gobain.com hope.nga.mashele@gmail.com
3. Personalialia		
Lisa Reynolds' father sadly passed away. The Board expressed their condolences to Lisa and her family.		
4. Finalising of Agenda		
Prof. LJ Grobler suggested resolution be passed to vote until Sydney Zeederberg arrives later as the Constitution states that more than half of the Board members need to be at the meeting to make decisions that are allowed to be carried forward. This constitutes a quorum. Tsakani Mthombeni suggested Hope Mashele's concern regarding AEE and SAEE membership be discussed under the point general.		
5. Matters arising from previous minutes		
The minutes from the previous Board Meeting held on 15 April 2011 was accepted by Karel Steyn and seconded by Tsakani Mthombeni. All matters arising will be discussed throughout the points of the agenda.		
6. SAEE		Action
Membership Benefits: Danielle Badenhorst gave the report on the current member status and was glad to report higher membership numbers for the past 4 months. Individual membership : 240 Corporate membership : 55 Institutional membership : 20 Danielle explained the additional membership benefits that were added in order to increase value for SAEE members. These benefits include: <ul style="list-style-type: none"> • Free quarterly subscription of the Energy Forecast magazine; • Opportunity to list your professional status, capabilities and services as a certified energy professional on the SAEE website; • Opportunity to earn CPD points for ECSA registration; • Information regarding local and international books available for purchase as well as local industry magazines; • Opportunity to contribute to the SAEE's weekly Radio programme, The Green Hour; 		<ul style="list-style-type: none"> • Additional benefits added for SAEE Members

- Corporate Members receive 15% discount on advertisements placed in Energy Forecast Magazine;
- Students may place their CVs on the SAEE website when they are a registered SAEE Member

Edith Kikonyoga commended the added validity of professionals in the industry as it contributes to the competence of the certified professionals in the energy industry. She further expressed that the SAEE is well positioned to take on the role of acknowledging the professionals in the industry. Prof. Grobler suggested a list should be compiled that defines who will be included in the list. Mrs. Kikonyoga suggested events that include energy talks with speakers on various topics and explained that the industry is hungry for information and that it would be an opportunity to address the needs. Attention was brought to the various conventions, seminars and other events throughout Southern Africa by Dr. Mthombeni and he suggested monthly events in different regions. Dr. Mthombeni further suggested the website should include a search engine for its members in order to allocate members according to their surname and membership date. Yolanda de Lange supported the suggestion and regarded the action to be a requirement for ECSA Voluntary Association registration. Erika mentioned a gentleman's agreement between SAEE and SANEA regarding Energy evenings upon which Dr. Mthombeni explained the different markets between the SAEE and SANEA. Karel Steyn viewed the problem in the industry due to the lack of knowledge on training. He suggested training evenings that are focused on specific areas and their requirements. Prof. Grobler suggested that the evenings has to be capacity building orientated and be focused on the workers that make the job happen. Corporate sponsors have to be obtained and Mr. Steyn added that attendees should not pay more than R500. Prof. LJ Grobler confirmed that the venue sponsors and sponsors for these events will add as contribution to the SAEE which adds to Premier membership. Sydney posed the request for CPD points to be linked to attending the events.

Membership Categories:

Danielle explained how SAEE Corporate membership can be divided into different categories based on the companies' contribution to the SAEE. Premier membership can be obtained in different levels and will be linked to the amount of rand the company has invested in the SAEE. This can be done in various manners. The amounts linked to the various levels of membership are:

Membership	
Premier Member - Platinum	R150 000
Premier Member - Gold	R100 000
Premier Member - Silver	R75 000
Premier Member - Bronz	R50 000
Corporate Member	R5500
Individual Member	R550
Institutional Member	FREE
Chapter Member	MIEO, CMVPSA

Yolanda de Lange added that members want to contribute more and that the system is a way to quantify the value for the members. Erika explained the two ways of becoming a premier member:

1. Contribute to the SAEE through various ways adding up to the total of a premier membership lever.
2. Pay amount linked to a level of premier membership once of.

She further explained that sponsors for the convention will be granted added benefits by including them as a premier member. The board accepted the categories and companies who have contributed in 2011 will be categorised as premier members in 2012.

Constitution:

Prof. Grobler suggested the constitution be reviewed during the Annual General Meeting

- Certified professionals to be acknowledged on SAEE website
- Define list who professionals will include
- Speakers on topics during smaller regional events
- SAEE website to include search engine for members
- Capacity building training opportunities to factory workers, facilitators and practitioners
- One day events, once a month for 2 – 3 hours

- Premier membership categories to be defined with different benefits

- Constitution to be resend with proposed changes

with all editorial changes added as well as other changes to the constitution. Danielle will resend the proposed changes for comments from the board prior to the AGM. Sydney will send constitution to Competition Law in order to protect the SAE.

7. SAEEC 2011

7.1 Convention 2011:

Erika presented a full report on the Annual Convention. She reported the following:

- **Registration desk:** Quotations are being obtained from Conference Companies to handle an on-site electronic registration desk. Less staff members will be involved and it will cut the cost of accommodation. Spelling of names will be checked on a screen and tags will be printed at the registration desk within 7 seconds.
- **Venue:** The last deposit to settle the original quotation for the venue will be settled at the end of October. A meeting with Complete Exhibitions was held to discuss the structures in the foyer of the Assembly Rooms to be erected, i.e. organiser's office, SAEEC exhibition stand, Media room and registration desk. All venues will be set in theatre style in order to accommodate a total of 60 delegates per breakaway room.
- **Catering:** Meal tickets will be issued only for delegates. The organisers are looking at providing each exhibitor with 2 meal tickets per day at the Nile Restaurant at Emperors Palace. This will be much more cost effective.
- **Convention bags:** a sponsorship needs to be obtained to support a community based job creation project in making 300 convention bags.

Exhibitors:

Erika added that the marketing theme is very powerful and that a sales representative has been contracted to assist in selling exhibition stands. Of the original 45 exhibition stands, 43 are occupied by 37 different companies/institutions. 10 of these stands will be occupied by newcomers and 7 stands will be complimentary stands awarded to SAEEC media partners, endorsers and one stand as a sponsorship benefit to the MIEO sponsor, EEI project.

Sponsors:

The following sponsors have been obtained to date ;

1. Co Technical sponsorship from the IEEE, PES (with no financial implication)
2. Platinum sponsorship from TIA- R 100 000 (contracted confirmed, awaits signatures from both parties)
3. Gold sponsorship- R 50 000 from IDC (contract signed and payment received), SANAS (contract signed, await payment)
4. Silver sponsorship- R 30 000 from Schneider-Electric (contract signed and payment received)
5. Bronze sponsorship from Exxaro – R 20 000 (contract signed and await payment), Dimension Data (contract signed, await payment)
6. Convention Bags- R 30 000, sponsored by Holding Hands through Lifeplan, a program by Farmers Labour and General Health (FLAGH). This initiative is supported by Energy Cybernetics.
7. International speakers' sponsors: Schneider Electric, Energy Cybernetics, DQS, Lahmeyer International (estimated cost per speaker, R 15 000)
8. Lighting and prizes sponsor: Osram (estimated cost R 20 000)
9. Infrastructure branding to mark Osram's sponsorship: Complete Exhibitions (estimated cost R 10 000)

Speakers:

A total of 52 speakers have confirmed their participation. To date the minister Mr. Chabane's office, has not yet communicated a definite yes to the invitation sent. Seven international speakers will participate. A total of 44 speakers are new and will present for the first time at the convention.

Erika confirmed the programme to be sent out by no later than 14 September 2011. Mr. Steyn suggested a new track on Measurement and Verification and it will be discussed with Erika to include the track into the 2011 Convention.

- A track on Measurement and Verification to be added to the 2011 program.

<p>TIA Girl Project: Erika explained TIA has a project for young black girls to be exposed to the industry by attending the Convention. Two Grade 11 girls from the Eastern Cape will be identified and flown down to attend the Convention. The bursary winner from 2010 will be contacted to chaperone the girls during the Convention. The Eastern Cape was chosen in order to obtain publicity through the SAEE radio program, The Green Hour which is hosted in Port Elizabeth.</p> <p>7.2 Annual Awards: The nomination close date has been confirmed as 30 September 2011. Five Award nominations have been received. No Hall of Fame nomination has been received up to date. Mr. Steyn stated if there are no worthy candidates found for the Hall of Fame, it shouldn't be awarded.</p>	
8. Media Relations	
<p>Media Relations: Yolanda de Lange gave a complete report on the Media Relation matter of the SAEE. She confirmed a total of R2,6 million rand worth of printed media exposure. Yolanda reported that Prof. LJ Grobler was appointed consulting editor for Energy Forecast magazine.</p> <p>Green Hour: Yolanda was glad to report that the SAEE has teamed up with Kingfisher FM on a pilot project starting a national conversation on energy efficiency to create awareness. The Green Hour radio programme airs in the Eastern Cape to 140,000 listeners and the programme content and recordings are made available on a weekly basis to the national web-pod for use nationally by 25 second-tier radio stations. Green Hour is in peak lunch hour from 1-2 pm and can be accessed online. A Green Hour web blog has been created and the programme content is loaded onto the web blog on a weekly basis. Twitter and Facebook social sites have been set-up and are continuously fed by the radio presenter with the Green Hour and Energy News content (similar to that of the blog).</p> <p>ZATV SAEE has joined forces with ZATV in an effort to have on record various events, interviews and newsworthy items in the energy efficiency area to create additional awareness and educational opportunities. The SAEE endorses the efficient energy portal on ZATV which houses information that SAEE staff and members can access via laptop or any other mobile device. In essence it is a local 'Youtube' which the SAEE pays no fees for to have their brand and member contributions filmed and access is readily available.</p> <p>Mr. Steyn congratulated the SAEE team for excellent work and stated that the projects have the opportunity to grow bigger than expected and recourses has to be put in place. Erika explained that sustainability is due to capacity building. Mr. Steyn mentioned that the eeeNews was too long and featured too much noise. He suggested the length of the newsletter be revised. Erika explained the reason for the merge of all the departments and Chapters into the one newsletter as members complained about too many emails being sent out from the various departments.</p>	<ul style="list-style-type: none"> • Newsletter length to be revised
9. SAEE Chapters	
	<p>Prof. LJ Grobler confirmed the SAEE's two Chapters as Mining and Industrial Energy Optimisation (MIEO) and the Council of Measurement and Verification Professionals of South Africa (CMVPSA) and emphasised the importance for the direction and strategy of the Chapters to be coherent to the SAEE's. The SAEE has to establish ground rules applicable to all present and future Chapters.</p> <ul style="list-style-type: none"> • Ground rules to be set for previous and future Chapters

<p>MIEO</p>	<p>Edith Kikonyoga, Chairperson of MIEO explained that MIEO is revising its direction and it is important to establish how best MIEO can align with MIEO. A proposal has been sent through regarding the working relation with SAEI and is awaiting feedback. Prof. Grobler emphasised the communication strategy of Chapters and explained that the decision on media communication has to be aligned with the SAEI strategy. A Chapter fee will be established and an outline will be configured of what the fees are and what it includes. Karel Steyn, representative of CMVPSA, described the chapter to be relatively new but agreed that all services rendered should be paid for. He also confirmed that CMVPSA accepts the managing side of the SAEI. Tsakani Mthombeni suggested a Chapter in fuels and that this might be supported by Eskom as there is a lot to be done regionally.</p> <p>Dr. Mthombeni proposed the MIEO Chairperson as well as a representative of CMVPSA be selected to sit on the SAEI board. This will also include all future SAEI Chapters. The Board agreed and it will be proposed at the Annual General Meeting together with the applicable changes to the constitution.</p> <p>Sydney Zeederberg explained the importance for the SAEI to know its direction and strategy for the next five years. Prof. Grobler suggested a special session during the AGM in order to view the SAEI's five year plan and felt it would be good to use a facilitator to guide the session. Karel explained that the constitution should be considered, but that the session should not be limited to the constitution as changes may be proposed. Mrs. Kikonyoga was concerned about the attendance for the session but Prof. LJ assured her that the session will be advertised so delegates can prepare. There will also be a meeting with the facilitator before hand in order to guide the board through the process. Dr. Mthombeni suggested the SAEI website should include a comment column where members can answer the question 'What would you like to see the SAEI do in the next 5 years?'. Mr. Zeederberg proposed the Association for Civil Engineers should be contacted for an appropriate facilitator and that the session should be held a month before the AGM.</p> <p>Prof. Grobler confirmed that all future media relations from SAEI Chapters should be aligned with the SAEI and ground rules will be set into place for working relations between the SAEI and its Chapters. The Board agreed that all Chapters should have their own bank account and that the SAEI shall establish an annual Chapter fee. The SAEI will not be liable for any financial loss the Chapter might encounter unless the Board votes otherwise. Dr. Mthombeni raised the question of who will be liable for the Chapter fee, the members of the Chapter or the entity upon which Edith Kikonyoga assured him that the entity is liable for the fees and not the members as the membership fees is not the entity's only source of income. Mr. Zeederberg confirmed that any contribution towards the SAEI Chapters will contribute to the company's premier membership.</p>	<ul style="list-style-type: none"> • Proposal from MIEO to be reviewed • A Chapter in fuels to be reviewed • Chapter representatives included as board members • Constitution changed accordingly • Special session to be held during AGM • Facilitator to guide session
<p>CMVPSA Karel Steyn</p>	<p>Karel Steyn, representative of CMVPSA, gave a full report on the Chapter (see document attached).</p>	
10. Board Bearers		
	<p>Danielle explained that the 2010/2011 board term expires and the nominations for the 2012/2013 term have closed on 31 August. Prof. LJ Grobler, Mr. Sydney Zeederberg, Mr. Hope Nga Mashela and Dr. Tsakani Mthombeni will serve another term and Mr. Karel Steyn and Mrs. Lisa Reynolds have been re-nominated and have to go through the voting process. The voting opens 5 September 2011. A list of all the SAEI Board members and committees were reviewed (please find attached document).</p>	

11. Financial Report		
Prof. Grobler reported that the financial audit process has been finalised and the financial documents were open for discussion. He explained that the SAEE showed a small loss for the first time and that it was due to less sponsorship and more bursaries paid out. The financial documents were included in the booklet for review and all enquiries can be forwarded to Marietjie Strydom.		
12. ECSA		
Prof. Grobler explained that the application as a Voluntary Association is in process in order to be able to validate CPD points for events. Yolanda de Lange explained that no other association in the Energy industry is registered and that the SAEE is well positioned to be registered. The workload will be reviewed in order to assure division of labour.		
13. General		
SAEE 10 years	Prof. Grobler explained the SAEE is celebrating its 10 year subsistence in 2012. The 10 year theme will be passed throughout the year included in the SAEEC2012 and the annual banquet. The SAEE will also be rebranded. Danielle will circulate designs to the board and the logo will be put to vote for approval during the AGM on 16 November 2011 and introduced at the annual banquet 2011.	<ul style="list-style-type: none"> • Rebranding for the SAEE 10 year subsistence • Logo will be approved during AGM and introduced during the banquet. • Business cards for board members • Prof. Grobler to communicate with AEE regarding AEE membership and the role the SAEE can play.
Board Member Business cards	Dr. Mthombeni suggested the board members be equipped with SAEE business cards. The notion was approved and business cards will be used after new board is elected.	
AEE Membership	Hope Mashele raised his concern regarding AEE membership and renewal prior to the board meeting. His concern included why AEE and SAEE memberships are separate. Prof. Grobler explained AEE membership to be separate from SAEE and treated as such. Danielle raised members' frustration with renewal and payment options for AEE membership. Requests for possible processes to help SAEE members with AEE membership were sent to the AEE but no feedback has been returned. Prof. Grobler will look into the matter.	
14. Next Meeting		
AGM	Danielle announced that the Annual General Meeting will be held at Emperors Palace in the Tiberius Room on 15 November 2011.	
15. Meeting Adjourned		