



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

Annual General Meeting

Minutes

Venue: Heathrow Conference, Birchwood Executive Hotel & Conference Centre, Bartlett, Gauteng, South Africa
 Date: 05 November 2008
 Time: 14:00 – 16:00

AGENDA ITEM		
Welcome		
Prof L.J. Grobler welcomed all to the SAEE Annual General Meeting.		
Prof. L.J. Grobler informed the meeting of the sad news of the untimely death of Dr. Ian Lane on Monday 3 November 2008 and announced that he dedicate the SAEE Convention and the SAEE Annual Awards and Banquet to Dr. Ian Lane in honour of his memory.		
Attendance Register		
Present	Prof. L.J. Grobler (President) Kevin Norris (Ferrotech) Rudolf Muller (Ferrotech) Ferdie Becker (Eskom) Karel Steyn (Eskom) (Board) Dolf Krige (University Stellenbosch) Henk Zwart (Anglo Coal) Dave Bekink (National Power) (Board)	Lianza Boguo (Wits University) Bert Koster (Rand Water) Lisa Reynolds (Saint-Gobain Construction) (Board) Eugene Rangwaga (Solar Con) Wayne Brits (Zest Electrical) Dr. Elsa du Toit (DME) (Board) Nikki Nel (SAEE Secretary)
Apologies	Hans Schefferlie (AAAMSA) (Board) Silesh Mansingh (Eskom) (Board) Ian Langridge (Anglo Technical) (Board)	Ian Moss (IB Moss Attorneys) (Board) Dieter Dilchert (Solarcon) Trevor Naude (Zest)
Finalising of Agenda		
Dr. Elsa Du Toit added an announcement under General.		
Acceptance of previous minutes		
The minutes of the previous meeting was approved by the meeting, seconded by Mr. Dave Bekink and Mr. Henk Zwart.		
Bookstore Status Report		Action
Nikki Nel	The book sales statistics for the period 01-03-2008 till 30-10-2008 was presented to the meeting. Sales for 2008 are satisfactorily. The SAEE website is updated on a regular basis with the latest books and prices as received from the AEE in the USA.	
Membership Status Report		Action
Nikki Nel	The membership growth chart for the period 2005 till 30-10-2008 was presented to the meeting. Membership fees not to be increased. Institutional and Student membership has not grown in the past two years. Mr. Dave Bekink proposed that membership towards Institutions and Students be free of charge. Marketing to be done directly to the sustainability departments of the universities. A letter will be drafted and circulated to the universities with information	Nikki Nel

	<p>regarding the SAEE Open Day which will be held at the different university premises. Institutions identified are:</p> <ul style="list-style-type: none"> • Stellenbosch University • UCT • KZN • Wits • Nelson Mandela Metropolitan University <p>The meeting approved.</p>													
Website Status Report		Action												
Nikki Nel	<p>The SAEE website had undergone a makeover in the beginning of 2008 to make it more user-friendly. Visit the website at www.sae.org.za</p> <p>A “Job Opportunities” link has been placed on the SAEE Website. Mr Karel Steyn reported that he has had success with advertising vacancies on the SAEE website and monthly newsletter.</p> <p>It was agreed that students who become members of the association may place their CV for free on the SAEE website.</p>	Nikki Nel												
SAEE Newsletter Status Report		Action												
Nikki Nel	<p>The statistics for the use of the SAEE Newsletter for the period 01-03-2008 till 30-10-2008 was presented to the meeting.</p> <table border="1"> <thead> <tr> <th>Email Name</th> <th>Total Subscribers</th> <th>Total Sent</th> </tr> </thead> <tbody> <tr> <td>SAEE Newsletter</td> <td>6274</td> <td>11</td> </tr> <tr> <td>SAEE2008 Newsletter</td> <td>6274</td> <td>11</td> </tr> <tr> <td>SAEE Product Newsletter</td> <td>6274</td> <td>4</td> </tr> </tbody> </table> <p>Mr Dave Bekink suggested that the newsletter be shortened to an A4 format with links to the appropriate news.</p>	Email Name	Total Subscribers	Total Sent	SAEE Newsletter	6274	11	SAEE2008 Newsletter	6274	11	SAEE Product Newsletter	6274	4	Nikki Nel
Email Name	Total Subscribers	Total Sent												
SAEE Newsletter	6274	11												
SAEE2008 Newsletter	6274	11												
SAEE Product Newsletter	6274	4												
Product Newsletter Status Report		Action												
Nikki Nel	<p>The Product Newsletter was launched in 2006. The following companies has made use of the service provided by the SAEE:</p> <ul style="list-style-type: none"> • Zest Electronics • IH Systems • National Cables (Pty) Ltd • Pregare <p>Corporate members get 1 free issue per year. The meeting approved.</p>	Nikki Nel												
	<p>It was suggested that a “Job Offering” Newsletter be introduced.</p> <ul style="list-style-type: none"> • Corporate members receive 12 issues for free (1 per month) • Only members of the association may make use of service at a cost of R2,500.00 per insert. <p>The meeting approved.</p>	Nikki Nel												

SAEE Road Show Status Report		Action
Dave Bekink	<p>The annual SAEE road show for 2008 was held at the ABSA Stadium, Durban, Kwa-Zulu Natal. 82 Delegates attended the event with 12 exhibiting companies and 7 key speakers. Special thanks were given to Eskom for supporting the event.</p> <p>It was agreed that two road shows be held in the future, Durban being an annual event in August and the second held in Port Elizabeth in June 2009. Dates will be confirmed at the next SAEE Board Meeting.</p>	Nikki Nel
SAEEC Convention 2008 Status Report		Action
Erika Kruger	<p>Speakers: 49 speakers confirmed (14 International)</p> <p>Exhibitors: 37 companies have registered (7 International) to a total of 48 exhibition stands.</p> <p>Sponsorships: The following sponsorships were obtained:</p> <ul style="list-style-type: none"> • Philips: Platinum Sponsorship to the value of R100,000.00 • BluESP: Silver Sponsorship to the value of R30,000.00 • National Power: Convention Bag Sponsorship to the value of R30,000.00 • BASF: Bronze Sponsorship to the value of R20,000.00 <p>Marketing: 11 Newsletters were sent out on a monthly basis to 6000+ identified, relevant people. SMS Text messages were sent out to an updated mobile phone number list as well as website marketing.</p> <p>The meeting thanked Erika Kruger for her hard work and dedication towards the SAEE in co-ordinating the SAEEC2008 convention.</p> <p>It was agreed that an additional stand be allocated for end-user success stories and maybe call it "Beyond the Plug" or "Share Success Stories". This must be placed in the marketing material and email newsletters.</p>	Erika Kruger / Nikki Nel
AEE Annual Awards 2008 Status Report		Action
LJ Grobler	<p>The SAEE won 3 awards at the Association of Energy Engineers (AEE) Awards held in the USA in October 2008. It is the 5th consecutive year that the SAEE has won these awards.</p> <ul style="list-style-type: none"> • Best International Website Award • Best International Newsletter Award • Most New AEE Members International Award <p>The meeting thanked NIKKI NEL for her dedication towards the SAEE and for her hard work.</p>	
SAEE Annual Awards & Banquet Status Report		Action
LJ Grobler	The SAEE Annual Awards and Banquet ceremony to be held at the Birchwood Hotel at 18:30. The theme for the banquet is "Around the World".	
SAEE Student Scholarship Program Status Report		Action
Nikki Nel	Three scholarship bursaries valued at R15,000 each were introduced in January 2008. 12 entries were received. The Bursaries were handed over on 21 May 2008 at Browns in Sandton	Nikki Nel

	<p>The three winners for 2008 were:</p> <ul style="list-style-type: none"> • Mr. Alexander Pope (University of Witwatersrand) • Ms. Victoria Peter (Vaal University of Technology) • Mr. Mahlatse Seleme (University of Johannesburg) <p>A newsletter reporting on the three winners to be circulated.</p> <p>Prof. L.J Grobler informed the meeting that the funds for the 2009 scholarships will be obtained from the surplus of the SAEEC2008 convention.</p>	
Training Status Report:		Action
LJ Grobler	<p>The following training courses are scheduled for 2009:</p> <ul style="list-style-type: none"> • Certified Energy Manager course (CEM) • Certified Energy Auditor (CEA) • Industrial Energy Manager course (IEMT) • Certified Measurement and Verification Professional (CMVP) • Cogeneration Technology Course (Co-gen) • Certified Carbon Reduction Manager (CRM) • Building Energy Management Training Course (BEMT) (The course dates will be updated on the SAEE website) <p>An invitation will be forwarded to Training Providers to invite them to place courses on SAEE website.</p>	ETF / Nikki Nel
Financial Status Report:		Action
LJ Grobler	<p>The unaudited financial report for 01-03-2008 till 30-10-2008 was handed out to the meeting. It was noted that the word "Profit" be replaced with "Surplus". The meeting is satisfied with the reports. Mr. Dave Bekink requested that staff member's salary be reviewed.</p>	Nikki Nel
General Announcement from the Department of Minerals and Energy		Action
Elsa du Toit	<p>The Energy Act has been signed by the President and will be promulgated on 1 December 2008. A copy of the act will be made available on the SAEE website for download.</p>	Nikki Nel
Date of Next Meeting to be confirmed.		