



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

Annual General Meeting

Minutes

Venue: Tiberius Room, Emperors Palace, Johannesburg
 Date: 11 November 2009
 Time: 14:00 – 15:30

AGENDA ITEM		
1. Welcome		
Prof L.J. Grobler welcomed all members present. He gave a special thanks to members who were busy putting up their exhibition stands for the next day's convention, but who have still taken the time to attend the meeting.		
2. Attendance Register		
Present	Prof. L.J. Grobler (President) Karel Steyn (Eskom) Lisa Reynolds (Saint-Gobain Construction) Sydney Zeederberg (Sasol Synfuels) Jaco Botha (EHL Consulting) Tommy Roes (Martec) Evan Dent (Endress + Hauser)	Hope Mashele (TFMC) Dr Tsakani Mthombeni (Anglo American) Annelie Deysel (SAEE) Erika Kruger (SAEEEC) Christina den Heijer (Energy Training Foundation)
Apologies	Dave Bekink (National Power) Andrea Barausse (Energywise) Rob Short (Sustainable Transactions) Gustav Radloff (Energy Cybernetics) Mario Kuisis (Martec)	Anton Henning (ABB) Giel Faber (Millennium Electrical) Richard Jones (Eskom) Fernanda Rocha (Ahcor) Silesh Mansingh (Eskom)
3. Finalizing of Agenda		
Hope Mashele added 2 new items under General.		
4. Acceptance of previous minutes		
The minutes of the previous meeting was approved and seconded by Karel Steyn.		
5. Presentation slide show on SAEE		
A presentation slide show was set up in order to show recent activities with photos that the SAEE has hosted. This presentation was an in-depth view of the SAEE for 2009. Annelie		

explained all slides as they were presented.		
6. SAEE Hall of Fame		
Annelie Deysel	<p>Annelie informed the members that the SAEE has introduced a new feature called the Hall of Fame. This Hall of Fame has been established in August 2009 by the SAEE Board and the Hall of Fame committee.</p> <p>The Hall of Fame has set minimum requirements for nominations and the nominee.</p> <p>This special feature was advertised from September 2009, and nominations were evaluated by the Hall of Fame committee.</p> <p>The late Prof Ian Lane was elected as the recipient of this high honour. This award will be presented at the annual SAEE Banquet and Award Ceremony.</p> <p>Hope suggested naming the Hall of Fame after Prof Lane, as he is the first to receive this honour from the SAEE. This suggestion was seconded by all members present.</p> <p>The SAEE Hall of Fame is now known as the Ian Ernest Lane Hall of Fame.</p>	
7. Membership Status Report		Action
Annelie Deysel	<p>A membership chart was presented to the meeting with the membership statistics form 2005 up to 2009. (Please see document 1 attached.)</p> <p>Dr Tsakani suggested that the SAEE gets representatives from different institutions to run SAEE programmes in order to create more awareness. He said we must invite institutions to be members, as membership fees to academic institutions are free of charge. This will be a way to get the contact persons.</p> <p>Prof LJ recommended that the SAEE market it selves at the institutions were students received bursaries. He said we could consider inviting a speaker to inform students on important issues in the market place and creating additional interest in their study field.</p> <p>Sydney added that the SAEE can even create workgroups, and get students involved with the convention; to create programmes and advertise holiday jobs for students with our corporate companies.</p>	Annelie Deysel
8. Website Status Report		
Annelie Deysel	<p>a. Statistics on SAEE Website: SAEE Website statistics from June – October 2009 was provided. New SAEE website was made life in July 2009.</p> <p>b. Statistics on SAEEC Website: SAEEC Website statistics from July to 6 November 2009 was provided. SAEEC website was launched in July 2009.</p> <p>(Please see document 2 attached)</p>	

9. Newsletter Status Report		Action
Annelie Deysel	<p>a. Database: The SAEE Database has grown enormously over the last past months. The SAEE now has over 9000 active contacts.</p> <p>b. Product Newsletter: Annelie informed board members that the product newsletter was born from the monthly newsletters. This product newsletter serves as advertising benefit to SAEE members, and companies may use this benefit free of charge once a year. More than one blast will cost them an additional fee.</p> <p>Annelie added that through the year some problems were identified with the product newsletter, and that minor changes had to be made. Clients were confused by the SAEE logo appearing on product newsletter, and were under the impression that the SAEE endorsed the products or services being advertised. From now on all product newsletters will be sent out without the SAEE logo, and a highlighted phrase will explain that the SAEE does not endorse the product, but only advertise it on behalf of the client, as a service rendered by the SAEE.</p> <p>Hope suggested that the SAEE should give our database contacts the option of choosing whether or not they would like to receive the newsletters. Sydney added by saying this could be done in our member's website profile, and by sending out an email survey form to the database. Prof Grobler said that by extending this survey form, the SAEE would be able to identify our interest groups.</p> <p>A SAEE Bookstore newsletter was proposed by Sydney. With this newsletter the SAEE would be able to inform people about latest releases and specials. This was agreed to by all members present.</p>	Annelie Deysel
10. Road Show Report and 2010 Schedule		Action
Annelie Deysel	<p>Annelie gave a short summary of the road show hosted in Durban in August 2009, and gave the planned schedule for road shows in 2010. Prof LJ added that these road shows create enormous awareness.</p> <p>Dr Tsakani suggested that the road show scheduled for June be moved to another date due to the soccer world cup hosted in South Africa. Prof LJ seconded this suggestion.</p> <p>Sydney suggested we take the road show to Secunda, because we will have a very broad interest group there due to the mines and power stations. This will be considered by SAEE when planning another road show.</p>	Annelie Deysel

11. SAEE Convention Report																	
Erika Kruger	<p>a. Convention 2009 The SAEE Convention Co-ordinator, Erika Kruger, gave a detailed report on the proceedings and statistics of the convention 2009. The convention program had an opening session where all the delegates were addressed by the Minister for Energy, Minister Dipuo Peters with parallel sessions covering diverse themes. A breakdown of participants was provided:</p> <table border="0"> <thead> <tr> <th></th> <th style="text-align: right;">2008</th> <th style="text-align: right;">2009</th> </tr> </thead> <tbody> <tr> <td>Speakers</td> <td style="text-align: right;">48</td> <td style="text-align: right;">57</td> </tr> <tr> <td>Exhibition Stands</td> <td style="text-align: right;">48</td> <td style="text-align: right;">54</td> </tr> <tr> <td>Exhibiting Companies</td> <td style="text-align: right;">37</td> <td style="text-align: right;">33</td> </tr> <tr> <td>Delegates and Exhibitors visitors</td> <td style="text-align: right;">420</td> <td></td> </tr> </tbody> </table> <p>After convention delegates and exhibitor visitors totals were counted. Confirmed total is 589.</p> <p>b. Financial Report 2009 (Please see document 3 attached)</p>		2008	2009	Speakers	48	57	Exhibition Stands	48	54	Exhibiting Companies	37	33	Delegates and Exhibitors visitors	420		
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12. Student Bursaries Report		Action															
Lisa Reynolds	<p>Lisa gave an overview of the SAEE Scholarship Programme for 2009. Three students were awarded with bursaries in May 2009, and there were unfortunately no successful applications for the end-of-year programme. She explained that there are set minimum requirements for student applications, for instance, they have to have South African residency, they have to in their 2nd or 3rd year of studying and they are not allowed to apply if they already have any other bursaries.</p> <p>Dr Tsakani added that if the SAEE gets the Institutional Programme of the ground, that it will benefit the scholarship programme.</p> <p>Prof Grobler added that there are companies who are interested in giving bursaries, and would like the SAEE to administrate the programme for them. We just need to confirm their minimum requirements for bursaries, and exactly what they expect from the SAEE. When these bursaries are awarded their names will be mentioned. He also suggested we start advertising to our corporate companies for student bursaries, and only charge them a 10% administration fee. This was seconded by Karel.</p>	Annelie Deysel															
13. SAEE Financial Report		Action															
LJ Grobler	<p>Prof Grobler provided the meeting with a financial report of the SAEE. (Please see document 4 attached.)</p> <p>Sydney requested a balance sheet. Marietjie to send out a balance</p>	Marietjie Strydom															

	<p>sheet to all members attending the meeting.</p> <p>Prof LJ explained that the scholarship programme started because of the growing financial surplus of the SAEE.</p> <p>Sydney stated that he would prefer the SAEE have a financial policy. Hope added that he believes it would benefit the SAEE if we open an investment account. Members decided to add this as an item to the next board meeting agenda. Annelie to have information about Non-Profit Organisation ready for next meeting.</p>	Annelie Deysel
14. Energy Training Foundation		
Christina den Heijer	<p>Christina gave a full report on the certified courses.</p> <p>(Please see document 5 attached.)</p>	
15. Mining and Industrial Energy Optimisation		
Tommy Roes	<p>Tommy Roes gave a detailed report on the Mining and Industrial Energy Optimisation Seminars for 2009. He gave the report on behalf of Mario Kuisis, chairperson of M&I EO.</p> <p>(Please see document 6 attached)</p>	
16. Council of Measurement and Verification		Action
Karel Steyn	<p>Karel gave a summary of the developments within the Council of Measurement and Verification South Africa.</p> <p>(Please see document 7 attached.)</p>	
17. Events listing for 2010		
Annelie Deysel	Annelie provided the meeting with all scheduled events for 2010. This updated events calendar can also be found on the SAEE website.	
18. General		Action:
Hope Mashele	<p>Co-Opt of board members: LJ explained that the SAEE decided to have fewer board members for the office term 2010/2011, to keep meetings interactive and have all board members involved. Hope suggested that the SAEE considers co-opting members from different organizations when needed. These members can either be a person, office or company. All members present agreed to this suggestion. Prof LJ added that this must just be changed in the SAEE constitution.</p> <p>Membership Demographics: Hope stated that the SAEE would benefit from knowing our interest groups. It is important to have a better understanding of the demographics of our members. It will provide the SAEE with a fair objection of our target market. He suggested we sent out a</p>	Annelie Deysel

	<p>questionnaire with different interest fields. This was seconded by all members present.</p> <p>Sydney added that members' website profiles must also consist of this questionnaire.</p> <p>Annelie to add this questionnaire online and in newsletters. Annelie will send a draft document to board early January 2010. Annelie must have first report ready for the next board meeting in March.</p>	
19. Next Annual General Meeting		
<p>The next Annual General Meeting will be held in November 2010. Time and venue to be confirmed early 2010.</p>		
20. Meeting adjourned		
<p>Individuals attended adjourned.</p>		